

# **BOWLING GREEN TOWN COUNCIL MEETING A G E N D A**

**June 7, 2018  
7:00 P.M.**

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

**II. PUBLIC HEARINGS:**

- A. SUP – Gaines
- B. O-2018-004 – Tax and Utility Rates
- C. O-2018-005 – Vehicle License Tax
- D. O-2018-006 – Employee Bonuses
- E. O-2018-007 – Sign Ordinance

**III. DELEGATIONS:**

**IV. PUBLIC COMMENTS:**

**V. STAFF REPORTS & PRESENTATIONS:**

- A. Public Works and Utilities Report – May 2018
- B. Police Chief's Report – May 2018
- C. Events Coordinator's Report – May 2018
- D. Clerk/ Treasurer's Report – May 2018
- E. Town Manager's Report – May 2018

**VI. CONSENT AGENDA:**

- A. Bills – May 2018
- B. Minutes – May 3, 2018 Town Council Meeting
- C. Minutes – May 17, 2018 Town Council Special Meeting
- D. R-2018-002– FY18 Depository Designation
- E. Full-time Police Chief Job Description
- F. Year End Transfers
- G. Set Date for Supplemental Appropriation Public Hearing
- H. Application for USDA Grant for Public Works Equipment

**VII. UNFINISHED BUSINESS:**

**VIII. NEW BUSINESS:**

- A. R-2018-003– Adoption of FY18 Budget
- B. R-2018-004 – Appropriation of Adopted FY18 Budget
- C. Set Public Hearing for Ordinance doing away with issuance and display of vehicle decal.
- D. EDA Appointment

**IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**X. INFORMATIONAL ITEMS:**

**XI. ADJOURNMENT**

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: II-A Public Hearing for  
SUP- 2018-003

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck      **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II-A Public Hearing for SUP- 2018-003

**BACKGROUND / SUMMARY:**

Ms. Tammy Gaines has applied for a Special Use Permit (SUP) to allow minor events (weddings) at her Bed and Breakfast at 115 East Broaddus Avenue. This SUP is being sought in accordance with a consent agreement between the Town and the Gaines. The Bowling Green Planning Commission conducted a public hearing on Monday, April 16<sup>th</sup>. The Commission discussion focus on for issues: that ABC alcohol regulations be strictly followed by both the applicant and its customers; that any deviations from permit condition receive prior Town Council approval; that the number of parking spaces at 144 E Broaddus Avenue be determine and made part of the application; and that parking plans for events be communicated to Glory Reach.

Mr. Voit then moved that the Commission recommend that the Town Council approve of the SUP application with the four concerns listed above being addressed. The motion was seconded by Mr. Flores. There being no further discussion, the motion was approved by a vote of 3-1 with Ms. Davis voting against.

**ATTACHMENTS:**

- SUP and Minor Events Ordinances
- Public Hearing Notice
- Landowner Notice
- SUP-2018-003 Application
- Planning Commission Draft April 16, 2018 Minutes
- Bill & Marilyn Hoffer Letter of Support
- Glory Outreach Parking Agreement
- 115 E Broadus Notice of Violation and Corrective Order

**REQUESTED ACTION:**

Approve SUP-2018-003

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name: Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**       PASS       NOT PASSED

- McDearmon
- Wright
- Gibson
- Satterwhite



The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

**PUBLIC NOTICE**

May 18, 2018

This correspondence will notify you that Tammie Gaines has applied for a Special Use Permit to allow minor events (weddings) at a Bed and Breakfast located at 115 East Broaddus Avenue. This Special Use Permit must be issued before such a use can be started at the noted address. The Town Council will hold its public hearing on Thursday June 7, 2018 at 7:00 PM at Town Hall, 117 Butler Street in Bowling Green. Interested parties may attend the hearing and provide the Council with comments. The attached notice of such hearing will appear in the Fredericksburg Free-Lance Star on May 22 and May 29, 2018. If you have any questions, please do not hesitate to contact me.

A. Reese Peck

Town Manager

## Ad Content Proof Actual Size

### **PUBLIC HEARING**

#### **BOWLING GREEN TOWN COUNCIL**

The Bowling Green Town Council will conduct a public hearing on Thursday, June 7, 2018, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing will be for the Town Council to receive public comment on and consider the following matter.

ZP-2018-003 - Tammie Gaines - Special Use Permit to allow minor events (weddings) at 115 East Broadus Avenue. The property is located in the R-1, Residence Zoning District.

The Town Council will take appropriate action after the hearing. The complete application is available for review at Town Hall, 117 Butler Street during normal business hours. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck

Town Manger/Zoning Administrator

- (1) The Zoning Map shall show by an appropriate symbol the existence of conditions attached to the zoning on the map.
- (2) The Administrator shall keep in the zoning office for public inspection a conditional zoning index. The index shall provide ready access to the ordinance creating such conditions, in addition to the regulations provided for in a particular zoning district or zone.
- (e) Any person aggrieved by the Administrator's decision or actions under Section 3-175(c) may petition the governing body for the review of such decision.
- (f) No amendment or variation of conditions under Section 3-175(b) shall be made until after a public hearing is held before the Bowling Green Town Council in accordance with § 15.2-2204, Code of Virginia 1950, as amended.

**Section 3-176. Special use permit.**

- (a) Where designated by this article, the location of certain uses shall require the prior approval of the Bowling Green Town Council following a recommendation from the Planning Commission. In addition to a zoning permit, such uses shall require a special use permit.
  - (1) The Bowling Green Town Council must find that the use will not be detrimental to the character and development of adjacent properties and will be consistent with the purpose and intent of the provision of the Code of the Town of Bowling Green and the Bowling Green Comprehensive Plan.
  - (2) The Bowling Green Town Council shall designate conditions and restrictions in the granting of special use permits to assure the use will be compatible with the neighborhood in which it is to be located and will meet the general standards contained herein; or where that cannot be accomplished, to deny the use as not in accordance with adopted plans and policies or as being incompatible with existing uses or development by right in the area.
  - (3) The burden of proof lies with the applicant to demonstrate that the proposed special use is consistent with the purpose and intent of the applicable zoning district and satisfies the general standards and any additional specific conditions which may be applicable.
- (b) All special use permits shall satisfy the following general standards:
  - (1) The use shall be in accordance with the purposes of the zoning regulations contained in the Code of the Town of Bowling Green and the Bowling Green Comprehensive Plan.
  - (2) The use shall not adversely affect the character and established pattern of development of the area in which it wishes to locate, shall be in harmony with the uses permitted by right under a zoning permit in the zoning district, and shall not adversely affect the use of neighboring properties.
  - (3) The use shall not adversely affect the health or safety or welfare or injurious to property and improvements in the neighborhood or adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.
  - (4) The use shall be such that air quality, surface and groundwater quality and quantity, are not degraded or depleted to an extent that would hinder or discourage the appropriate development and/or use of adjacent or nearby land and/or building(s) or impair the value thereof. Adequate utilities, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.
  - (5) The use shall be such that pedestrian and vehicular traffic generated will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood and on roads serving the site.
- (c) The fee for a special use permit shall be as set forth in Section 3-196 of this article.

ORDINANCE O-2018-002

BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 3, "Land Use & Buildings," Division 15, "Special Provisions," Section 3-177, "Special use permits; additional standards and requirements" shall be amended to read in its entirety as follows and that Minor Event Facilities as noted in Section 3-177(d) be added to the following sections: Division 5, "Residential District R-1," Section 3-116(a); Division 6, "Residential District R-2," Section 3-121(a); Division 7, "Residential District R-3," Section 3-126(a); and Division 8, "Planned Unit Development" Section 3-131(a).

Section 3-177. Special use permits; additional standards and requirements.

(a) Home occupation permit.

(1) In addition to a business license as set forth in Chapter 7, Article VII, a home occupation must obtain a home occupation permit before operations may begin. These permits shall list any and all of the conditions as the Town Council deems necessary to execute the intent of this article. The fee for a home occupation permit shall be as set forth in Section 3-196 of this article.

(b) Bed and Breakfast Establishments.

(1) Off-street parking for the use shall be in accordance with the Code of the Town of Bowling Green, shall not be located in any required front yard, and shall be effectively screened.

(2) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(c) Special Events Facility.

(1) A Special Events Notification Form shall be submitted for each event involving 50 or more invited guests to serve as notification to the Town of Bowling Green as to the type, size, noise signature, and duration of the event.

(2) The Special Events Facility must be located on a minimum of a two (2) acre site.

(3) All applicable licenses shall be obtained and publicly displayed onsite for activities conducted on the site.

(4) Capacity of the Special Events Facility shall meet all Building and Fire Code requirements.

(5) Temporary event structures shall comply with Town and County Code requirements.

(6) An off-street parking area shall be provided to accommodate vehicular parking for all invited guests.

(7) The special events facility shall operate so as to limit the impact on any adjoining residential and commercial properties.

(8) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(d) Minor Event Facility

(1) A Minor Event Facility shall be defined as a location which is being offered for hire to anyone for use to conduct any type of private event not open to the public at which no more than forty (40) people will be in attendance. Capacity of the facility shall not exceed Building and Fire Code Requirements.

(2) No event conducted at a Minor Event Facility shall be open to the public. Such events are specifically for invited guests only.

(3) All applicable licenses shall be obtained and publically displayed onsite for activities conducted on the site.

(4) In order to provide the Town Council and Planning Commission with adequate information to evaluate each proposal, and to indicate that the proposed Minor Event Facility will have minimal

That Chapter 3, "Land Use & Buildings," Division 7, "Residential District R-3," Section 3-126(a) shall be amended to read in its entirety as follows:

Section 3-126. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Swimming pools, private club, corporate or public.
- (2) Family care homes, foster homes or group homes.
- (3) Day-care center.
- (4) Bed and Breakfast Establishment.
- (5) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 8, "Planned Unit Development" Section 3-131(a) shall be amended to read in its entirety as follows:

Section 3-131. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Day-care center.
- (2) Minor Event Facilities.

Adopted this 1<sup>st</sup> day of March, 2018  
By the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

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Clerk of the Council

ZP

2018-003

**\*\*This permit shall be posted in a conspicuous place\*\***

FORM REVISED:

October 2007



# Town of Bowling Green Zoning Application

Application is hereby made for a Zoning Permit, and Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this permit.

**Owner**

Tammie Gaines

Name

540 834-9145

Daytime Telephone Number

115 E Broadbus Ave Bowling Green

Mailing Address

22427

**Applicant/Builder**

Name

Daytime Telephone Number

Same as owner

Mailing Address

**Property Information**

43A 1 A25

Tax Map/Parcel Number

R1

Existing Use/Zoning

115 E Broadbus Ave, Bowling Green

Address/Location (use street names)

Existing Structures (number and type)



**Type of Permit**

Please check appropriate box(s)

4/5

**Residential**

**Commercial**

- Single Family
- Multi-Family No. of units \_\_\_\_\_
- Addition Specify \_\_\_\_\_
- Accessory Building Less Than 100 Feet Specify \_\_\_\_\_
- Commercial/Industrial Structure
- Sign Permit 30 FT or Less Specify \_\_\_\_\_
- Zoning Certification Letter
- Special Use Permit (*Property Owner Notification Required*) Specify MINOR EVENTS
- Other Specify \_\_\_\_\_

- Alteration
- Reroof
- Remodeling
- Accessory Building More Than 100 Feet Specify \_\_\_\_\_
- Verification of Non-Conforming Use
- Sign Permit More Than 30 FT Specify \_\_\_\_\_
- Modification/Variance Specify \_\_\_\_\_
- Administrative Appeal Specify \_\_\_\_\_

**Water and Sewer**

What is your water supply source?

What is your sewage disposal source?

**Municipal**      **Private Well**

**Municipal**      **Septic Tank**

**Certification by Owner/Applicant**

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan or signs) must be submitted with this application, that construction requires a building permit Issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

3/13/18  
Date

J. Gaines  
Owner/Applicant Signature

**\*\* FOR TOWN USE ONLY \*\***

Refer to Planning Commission

Yes

No

Recommend Approval

Recommend Disapproval Date \_\_\_\_\_

Refer to Town Council

Yes

No

Approved

Disapproved

Date \_\_\_\_\_

Refer to Director of Public Works

Yes

No

Recommend Approval

Recommend Disapproval Date \_\_\_\_\_

Zoning Administrator

Approved

Disapprove

Approved with Conditions (See Attached)

Fee Paid \$ \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

**CERTIFICATE OF ZONING COMPLIANCE**

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

**REMINDER!!**

Issuance of this permit does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.

## ADJACENT PROPERTY OWNERS

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Special Use Permit is requested. **All adjacent property owner information is required to be accurate and complete before the application can be accepted.**

NAME

STREET ADDRESS

- |  |  |
|--|--|
| 1) <u>William (Bill) &amp; Maryland Hoffer</u> | <u>113 E. Broaddus Ave</u>               |
| Mailing Address: <u>113 E Broaddus Ave</u>     | <u>Bowling Green VA 22427</u>            |
| 2) <u>Robert (Bobby) Beasley</u>               | <u><del>115</del> 121 E Broaddus Ave</u> |
| Mailing Address: <u>16043 Nealy St</u>         | <u>Milford, VA 22514</u>                 |
| 3) <u>Douglas Simms</u>                        | <u>118 E. Broaddus Ave</u>               |
| Mailing Address: <u>120 E. Broaddus Ave</u>    | <u>Bowling Green</u>                     |
| 4) <u>Andrew Nicholson</u>                     | <u>108 E. Broaddus Ave</u>               |
| Mailing Address: <u>108 E. Broaddus Ave</u>    | <u>Bowling Green</u>                     |
| 5) _____                                       | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 6) _____                                       | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 7) _____                                       | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 8) _____                                       | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 9) _____                                       | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 10) _____                                      | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 11) _____                                      | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 12) _____                                      | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 13) _____                                      | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 14) _____                                      | _____                                    |
| Mailing Address: _____                         | _____                                    |
| 15) _____                                      | _____                                    |
| Mailing Address: _____                         | _____                                    |

## **MAGNOLIA MORNING / SMALL INTIMATE WEDDINGS**

**Application for minor events permits.**

### **OCCUPANCY:**

Maximum guests – 40 persons see approved permit attached.

All events are held in rear of property – not visible from street front.

### **OPERATING SCHEDULE:**

11:00 am - 9:00 pm no exceptions

April – October // 40 person events

November – March // 25 person events

**NEIGHBORS:** Courtesy calls or texts are sent to our adjoining neighbors when a large wedding and reception will be taking place with times.

### **PARKING:**

Within 600' from Magnolia Morning at 144 E Broaddus Ave aka Glory Reach, property is owned by family. Shuttle van provided for guests to and from. (see map attached) Onsite parking will hold 11 vehicles. NO on street parking is permitted.

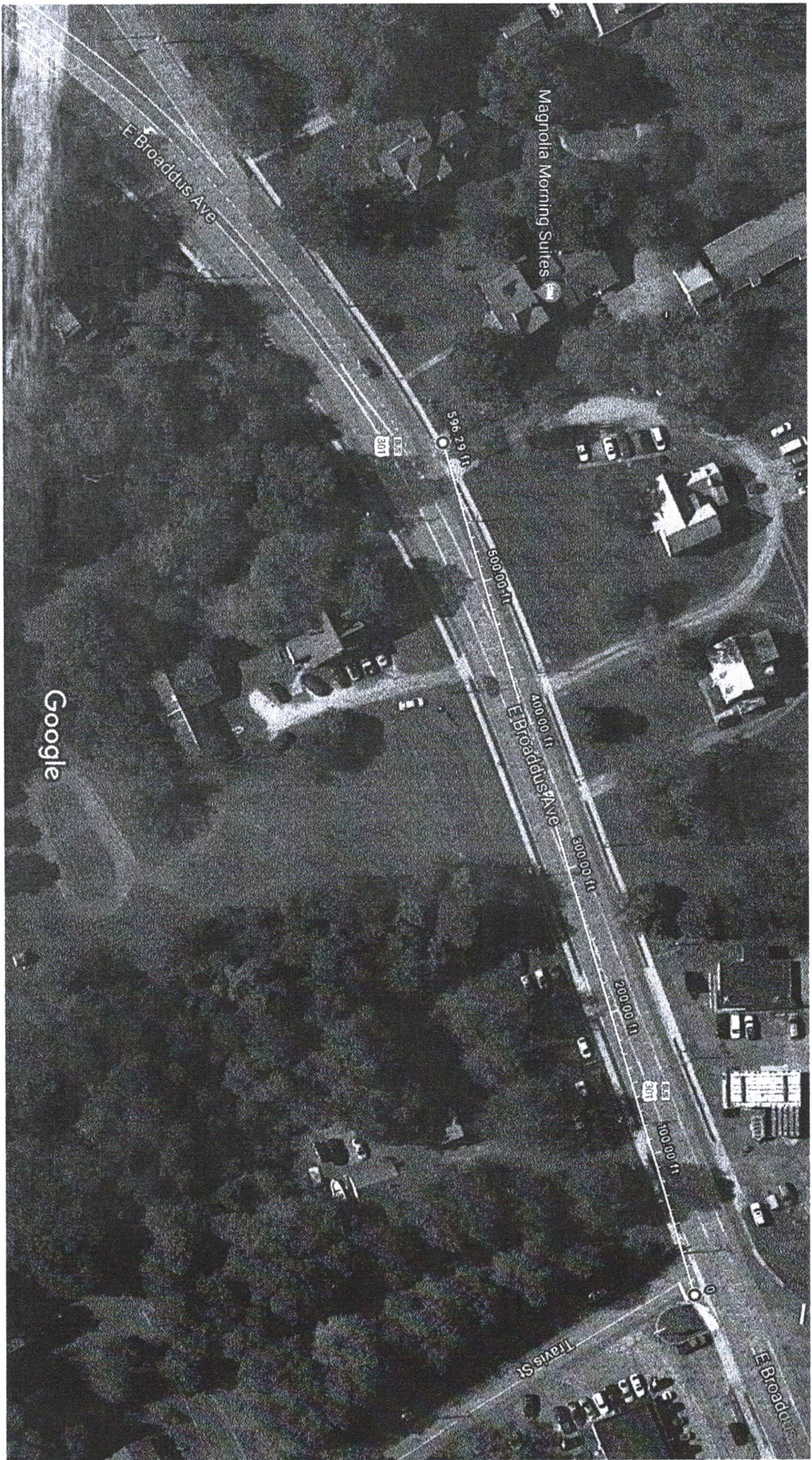
### **ALCOHOL:**

Minimal Beer and wine is allowed and supplied by the customer. Magnolia Morning does furnish a bartender if they wish to have beer and wine to monitor guests' limits. We DO NOT allow hard liquor at events. No alcohol permit is required; private event and no admission fee charged or fee for drinks.

### **TYPES OF EVENTS HELD;**

- A) Full Package: 3 hours max / Wedding and Reception (approx. 10 events April - October)
- B) Ceremony & Cake Package 1.5 hours max (approx. 10 year)  
Ceremony outside / inside    Appetizers / pictures / cake
- C) Ceremony Only 2-40 persons 45 min  
Ceremony outside / inside

# Google Maps



Measure distance

Total distance: 596.29 ft (181.75 m)

Imagery ©2018 Google, Map data ©2018 Google 50 ft

2017

						MAILED			
	DATE	ORIDE	COUNTY LICENSE	PLACE MARRIED	OR B&G	YME	FOUND	ma	Ot
	450	1	7-Jan St Mich	Spotsylvania	Magnolia Morning	B & G	##	friends	<u>miche</u>
	451	2	20-Jan Lc Tash	Caroline	Magnolia Morning	hnd 1/24	##		<u>lou gu</u>
3	452	3	21-Jan Kt Kriste	Prince William	Magnolia Morning	mld 1/24	##		<u>khi: gu</u>
	453	4	3-Feb Cr Alexa	Spotsylvania	Magnolia Morning	B & G	##		<u>alexgo</u>
	454	5	4-Feb Br Madi	Fredericksburg	Lavender Heights	B & G	##	Jenny	<u>benjk</u>
	455	6	12-Feb Dr Tyan	Spotsylvania	Magnolia Morning	B & G	##		<u>dh: gu</u>
	456	7	14-Feb Rr Lisa S	Rockingham	Magnolia Morning	B & G	##	google	<u>rlw val</u>
	457	8	17-Feb Kr Marc	Newport News	Chatham Manor		##		<u>kaylen</u>
	458	9	25-Feb M Jame	Caroline	Ladysmith Rd	mld 3/1	##		
7	459	10	26-Feb Ar Rand	Spotsylvania	Magnolia Morning	mld /1	##		<u>rosent</u>
	460	11	2-Mar Sc Sheli	Caroline	Magnolia Morning	hnd 3/3	##		<u>scottie</u>
	461	12	5-Mar O Perla	Caroline	Slash Pine Cr	hnd 3/6	##		<u>chicue</u>
	462	13	10-Mar Cl Kia O	Fredericksburg	Magnolia Morning	B & G	##		<u>kia. pic</u>
4	463	14	25-Mar Cr Mich	Caroline	Lake Caroline	B & G	##		
	464	15	1-Apr Lr Jose l	Spotsylvania	Spotsy Pavillion	B & G	##		<u>idonac</u>
	465	16	1-Apr Al Euge	Prince William	Magnolia Morning	mld 4/4	##		<u>aze cal</u>
	466	17	2-Apr M Core	Spotsylvania	Stevenson Ridge	mld 4/4	##		<u>me rel</u>
	467	18	5-Apr Ja Jessic	Caroline	Magnolia Morning	B & G	##		<u>jessica</u>
	468	19	8-Apr Jc Laure	Fredericksburg	Magnolia Morning	B & G	##		<u>ifre pk</u>
	469	20	10-Apr Tr Heatl	Stafford	Magnolia Morning	B & G	##		<u>cha pk</u>
	470	21	11-Apr Ar Hann	Spotsylvania	Magnolia Morning	B & G	##		<u>hanna</u>
	471	22	15-Apr Li John	Spotsylvania	Magnolia Morning	B & G	##		<u>lml gu</u>
	472	23	15-Apr Ly Robert	Ashburn	Magnolia Morning		##		Re
	473	24	18-Apr St Peter	Caroline	BG Nursing Home	Susan M	##		<u>skh w/</u>
	474	25	20-Apr Ja Mart	Spotsylvania	Magnolia Morning	B & G	##		<u>mc: \$1</u>
	475	26	20-Apr Sr Ryan	Spotsylvania	9061 Lawyers Rd	mld 4/21	##		<u>sto tra</u>
13	476	27	29-Apr N Jeron	Caroline	Heritage Club Hse	hnd 5/4	##		<u>ncr tra</u>
	477	28	3-May Dr Kasey	Caroline	Magnolia Morning	hnd 5/4	##		list
	478	29	5-May N Ashle	Caroline	Magnolia Morning	B & G	##		<u>my2bc</u>
	479	30	5-May Al Jenni	Caroline	Magnolia Morning	B & G	##		<u>alex.b:</u>
	480	31	5-May Je Brian	Stafford	Magnolia Morning	B & G	##		<u>eadsbl</u>
	481	32	5-May Ar Kristc	Stafford	Magnolia Morning	B & G	##		<u>k.a.ste</u>
	482	33	6-May Br Rash	Spotsylvania	Magnolia Morning	B & G	##		<u>blaickl</u>
	483	34	6-May Dr Jo Jo	Stafford	Kenmore Inn	B & G	##		<u>dia: in</u>
	484	35	11-May M Jerry	Louisa	Magnolia Morning	B & G	##		<u>luv2fis</u>
	485	36	12-May Vr Mich	Spotsylvania	Magnolia Morning	B & G	##		<u>vickie.</u>
	486	37	13-May Cl Calvi	Caroline	Magnolia Morning	mld 5/15	##		<u>cheryl.</u>
11	487	38	26-May Sr Jason	Richmond Cty	Magnolia Morning	B & G	##		<u>str8ru:</u>
	488	39	7-Jun Ju Nata:	Fredericksburg	Magnolia Morning	B & G	##		<u>just gu</u>
	489	40	10-Jun Je Gerr	Stafford	Magnolia Morning	mld 6/12	##		<u>jsy: ful</u>
	490	41	17-Jun Ar Holly	Fredericksburg	Burr Hill	mld 6/19	##		<u>afo rel</u>
	491	42	18-Jun Er Richa	Spotsylvania	Magnolia Morning	B & G	##		<u>erhunt</u>
	492	43	19-Jun Dr Adan	Caroline	Lake Anna	Hnd 6/21	##		<u>dacey:</u>
	493	44	24-Jun Br Jason	Louisa	Lake Anna	mld 6/26	##		<u>bre we</u>

7	494	45	26-Jun	G Denn King George	Magnolia Morning	mld 6/26	##	der pic
	495	46	1-Jul	St Will ↑ Orange	106 Happy Creek Rd	mld 7/5	##	sds tra
	496	47	1-Jul	Bi Lisa F Spotsylvania	13017 Maple Springs	mld 7/5	##	bra we
	498	48	4-Jul	Ja Heatl Fairfax	Magnolia Morning	mld 7/5	##	jas pic
	499	49	5-Jul	H: Branç Spotsylvania	Magnolia Morning	B & G	##	hal pic
	500	50	7-Jul	T: Steve Spotsylvania	Magnolia Morning	mld 7/10	##	nes cal
6	501	51	14-Jul	M Josh ↑ Prince William	Magnolia Morning	mld 7/15	##	mo cal
	502	52	4-Aug	Bi Janet Spotsylvania	Magnolia Morning	mld 8/4	##	bruce.
	503	53	5-Aug	R: Adar Spotsylvania	Fawn Hill Dr	mld 8/15	##	
	504	54	7-Aug	C: Melo Spotsylvania	Magnolia Morning	mld 8/15	##	we pic
	505	55	12-Aug	K: Bo Gi Stafford	Magnolia Morning	mld 8/14	##	kay cal
	506	56	12-Aug	Je Tom Henrico	Caroline Fairgrounds	mld 8/15	##	jen pic
	507	57	13-Aug	Cl Addis Stafford	Magnolia Morning	B & G	##	che pk
	508	58	17-Aug	Ri Lana Stafford	Magnolia Morning	B & G	##	ric pic
	509	59	18-Aug	M John Spotsylvania	Magnolia Morning	mdl 8/18	##	ms gu
	510	60	19-Aug	W R: Hanover	Magnolia Morning	mld 8/21	##	cal
	511	61	19-Aug	N. Cesar Spotsylvania	Magnolia Morning	mld 8/21	##	nat gu
	512	62	20-Aug	Ju Vitor Spotsylvania	4708 Turnberry	mld 8/22	##	just tra
	513	63	26-Aug	M Jame Fredericksburg	Creative Arts Bldg	B & G	##	mic tra
	514	64	27-Aug	C: Dona Spotsylvania	Semper Fi Chapel	B & G	##	sea ar
	515	65	30-Aug	R: Royal Spotsylvania	104 Patterson Ave	B & G	##	tra
	516	66	31-Aug	T: Shak Fredericksburg	City Dock	B & G	##	shakey
17	517	67	31-Aug	S: Alber Fredericksburg	706 Pelham St	B & G	##	afd tra
	518	68	2-Sep	Bi Branç Spotsylvania	Magnolia Morning	B & G	##	bra gu
	519	69	2-Sep	Fr Rose Stafford	Magnolia Morning	B & G	##	sto pic
	520	70	3-Sep	Al Jame Stafford	Magnolia Morning	mld 9/5	##	a.meir
	521	71	5-Sep	Al Keyo Spotsylvania	Magnolia Morning	mld 9/6	##	angiec
	522	72	9-Sep	Jc Cryst Spotsylvania	Magnolia Morning	hand 9/11	##	ckn lg
	523	73	11-Sep	Jc Kristi Spotsylvania	Ct House	hand 9/11	##	
	524	74	11-Sep	Al Mich Spotsylvania	Magnolia Morning	B & G	##	mn pic
	525	75	17-Sep	Ja Phil ↑ Stafford	Magnolia Morning	B & G	##	jair gu
	526	76	22-Sep	C: Stuar Spotsylvania	Court House Spotsy	B & G	##	
	527	77	23-Sep	Tr Davic Stafford	Sneads Farm	mld 9/25	##	tracyje
	528	78	27-Sep	T: Carlo Spotsylvania	Kenmore Gardens	B & G	##	tas trv
	529	79	27-Sep	Ja Brenç Fredericksburg	Market Sq	B & G	##	jlin trv
	530	80	29-Sep	S: Larry Fredericksburg	Magnolia Morning	mld 9/30	##	lg
14	531	81	30-Sep	Bi Thomas Terry	Brandy Hill Farm		##	in
	532	82	5-Oct	L: Sandi Spotsylvania	Magnolia Morning	mld 10/5	##	lmcart
	533	83	7-Oct	K: Kira I Spotsylvania	Magnolia Morning	B & G	##	kei ce
	534	84	7-Oct	S: Chad Culpeper	Magnolia Morning	B & G	##	cal
	535	85	8-Oct	Sc Maia Fredericksburg	Magnolia Morning	B & G	##	son pic
	536	86	12-Oct	W Liane Spotsylvania	Magnolia Morning	B & G	##	sof pic
	537	87	13-Oct	Jc Stepl Spotsylvania	Magnolia Morning	B & G	##	leg
	538	88	13-Oct	Bi Stepl Caroline	Magnolia Morning	hand 10/1	##	ste pic
	539	89	14-Oct	S: Mich Spotsylvania	Glen Garden	mld 10/16	##	sm DJ
	540	90	15-Oct	St Mark Stafford	Stevenson Ridge	B & G	##	
	541	91	16-Oct	K: Jason Spotsylvania	City Dock	mld 10/17	##	cot pic

	542	92	19-Oct	Bi Tamr	Spotsylvania	Magnolia Morning	mld 10/20	##		<u>twr</u> gu
	543	93	20-Oct	Bi Rand	Stafford	Magnolia Morning	B & G	##		<u>B-kest</u>
	544	94	22-Oct	Bi Edga	Alexandria	Carriage Ride	mld 10/25	##		<u>brit</u> ca
			24-Oct	Jc Todd	Spotsylvania	Magnolia Morning	B & G	##		<u>ior</u> pic
	545	95	28-Oct	Vi Willi	Fredericksburg	Magnolia Morning	mld 10/29	##		<u>vicl</u> gu
15	546	96	28-Oct	M Jason	Spotsylvania	109 Amelia St	mdl 10/29	##		<u>luv</u> tra
	547	97	2-Nov	Sa Trev	Spotsylvania	Court House Spotsy	hnd 11/2	##		tra
	548	98	4-Nov	Al Mike	Spotsylvania	Magnolia Morning	B & G	##		<u>adi</u> gu
	549	99	4-Nov	Li Tiffa	Spotsylvania	Rockhill Plantation	mld 11/6	##		<u>lre</u> rel
	550	100	10-Nov	Si Israel	Stafford	605 Sedgwick Ct	B & G	##		<u>siol</u> tra
	551	101	11-Nov	Ri Laure	Stafford	Castiligos Rest	B & G	##		tra
	552	102	14-Nov	Al Sean	Spotsylvania	Magnolia Morning	hnd 11/15	##		<u>alician</u>
	553	103	18-Nov	Je Willi	Spotsylvania	Magnolia Morning	B & G	##		<u>goi</u> gu
64	554	104	18-Nov	M Alexa	Orange	Bandit Ridge	mld 11/20	##		<u>dex</u> tra
	555	105	2-Dec	Ka Rayr	Spotsylvania	Magnolia Morning	B & G	##		
	556	106	20-Dec	Se Haley	Spotsylvania	Magnolia Morning	B & G	##		<u>ha</u> pic
	557	107	23-Dec	M Hann	Spotsylvania	Magnolia Morning	mld 12/23	##		<u>mic</u> gu
	558	108	31-Dec	Ka Tracy	Spotsylvania	Braehead Manor	B & G	##		<u>klb</u> pk

12		ceremony 10+	
5		cake/ceremony	
4		lg pkg	##
47		walk in	

68 Magnolia Morning



Caroline County  
Bowling Green Va 22427 0424  
USBC: 2012

COURTESY

PERMIT NUMBER: 0008151 - 2018

INSPECTION DATE: 3/09/2018  
INSPECTION TIME:

OWNER NAME/ADDRESS	SITE ADDRESS	CONTRACTOR NAME/ADDRESS
GAINES, MARK & TAMMIE 115 E. BROADDUS AVE BOWLING GREEN, VIRGINIA 22427	000115 E BROADDUS AVE 00000	OWNER CONTRACTOR
PHONE: 540 907 0369		PHONE: 000 000 0000

RE ACCOUNT#:	DESCRIPTION OF CONSTRUCTION LOCATION			LOT:	BLDG NO.:
TAX MAP NO.:	SECTION:	BLOCK:			
43A1-A-25					
SET-BACKS:	UTILITY CO/INQ#:	HEALTH PERMIT#:	DISTRICT:	TOWN OF B.G.	
FRONT: BACK:	FLOODPLAIN:		SUB-DIVISION:		
RIGHT: LEFT:	AREA:	GREEN CARD:	ZONE: Residential		
CNTR : FRTGE:	RIGHT-OF-WAY:		S/E CUP NO.:	SITE PLAN:	

DIRECTIONS TO SITE: 15/01/00  
115 E. BROADDUS AVE - TOWN OF BOWLING GREEN  
COURTESY - NEED CERTIFICATE OF OCCUPANCY FOR WEDDING VENUE

NATURE OF WORK: COURTESY

USE GROUP: RESIDENTIAL USE CODE: INTERNATIONAL RESIDENTIAL  
CONST. TYPE: DECK SQ FEET:

ISS. DATE: 3/06/2018 RENEWAL DATE: COURTESY INSPECTION CONTRACTOR: OWNER CONTRACTOR

COURTESY

Type: COURTESY

Other: CERTIFICATE OF OCCUPANCY

NOTES TO INSPECTOR:

COURTESY - Inspection Results:  
SCHEDULED INSPECTOR:

PASS:  FAIL:  RESCHEDULE  DATE: 3/9/18 TIME: \_\_\_\_\_

\*\*\* COMMENTS \*\*\*

INSPECTOR SIGNATURE: Dh

Caroline County

# VamaNet

## Virginia Mass Appraisal Network

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### Property Information - Tax Map# 43A1 A 25 - Account# 5688

Property Owner: Limbrick Virginia & Gaines Mark A & Tammie C	Legal Description: Baltimore Ave	<a href="#">View Sketch (Building 1)</a>
Owners Address: 115 E Broaddus Ave Bowling Green, Va 22427	Prior Assessment:	425,900
Total Land Area: .827Acres	Assessment Values:	Zoned: R1
Physical Location: 115 Broaddus Ave Bowling Green, Va 22427	<u>Building 1</u>	165,416
Magisterial District: Town -bowling Green	<u>Building 2</u>	155,174
	<u>Other Improvements:</u>	5,326
	<u>Land Value:</u>	72,000
	Calculated Value:	<u>397,916</u>
	Rounded Taxable Value:	<u>397,900</u>

---

[-Property Information-](#) [-Sales Information-](#)

---

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TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
MINUTES  
April 16, 2018

**MEMBERS PRESENT:** Chairman Valarie Coyle, Jean Davis, Armando Flores, and Jeff Voit

**MEMBERS ABSENT:** (one vacant position)

**OTHERS PRESENT:** Reese Peck, Mark Gaines and Bobby Beazley

Chairman Coyle called the meeting to order at 6:30 PM and determined that a quorum of the Commission was present.

**PUBLIC HEARING:** Chairman Coyle read the public notice and then opened the public hearing and call on Mr. Gaines to present the SUP request to the Commission. The Chairman asked if any others wish to speak and Mr. Beazley came forward to express his concern that any parking for events not block his driveway and that the issuance of the special use permit did not change the zoning of the surrounding properties. He was support of the project with these two caveats. With no other comments from the audience Chairman Coyle read a letter from an adjacent landowner (Bill and Marilyn Hoffer) supporting the application and then she closed the hearing and opened Commission discussion.

Commission discussion focus on for issues: that ABC alcohol regulations be strictly followed by both the applicant and its customers; that any deviations from permit condition receive prior Town Council approval; that the number of parking spaces at 144 E Broaddus Avenue be determine and made part of the application; and that parking plans for events be communicated to Glory Reach.

Mr. Voit then moved that the Commission recommend that the Town Council approve of the SUP application with the four concerns listed above being addressed. The motion was seconded by Mr. Flores. There being no further discussion, the motion was approved by a vote of 3-1 with Ms. Davis voting against.

**APPROVAL OF MINUTES:** March 19, 2018 Planning Commission Minutes - Mr. Flores made a motion that the minutes be approved as presented. The motion was seconded by Mr. Voit. There being no further comments, the motion was approved by a 4-0.

**NEW BUSINESS:** None

**REPORT OF THE ZONING ADMINISTRATOR:** Mr. Peck discussed with the Commission a property maintenance issue on Maury Avenue and sidewalk obstruction complaints on Milford Street.

**UNFINISHED BUSINESS:** Homestay

**TOWN COUNCIL REPRESENTATIVE REPORT:** Councilwoman Davis briefed the Commission on Town Council's recent activities.

**ADJOURNMENT:**

There being no further business to come before the Commission, on motion by Mr. Flores, seconded by Mr. Voit, and by 4-0 vote, the Planning Commission meeting was adjourned.

---

Approved: Valarie Coyle, Chairman

---

Submitted: A. Reese Peck, Town Manager

DRAFT



Received

APR 16 2018

Town of  
Bowling Green

The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

**PUBLIC NOTICE**

April 4, 2018

This correspondence will notify you that the Mr. Mark Gaines has applied for a Special Use Permit to allow minor events (weddings) a Bed and Breakfast at 115 East Broaddus Avenue. This Special Use Permit must be issued before such a use can be started at the noted addresses. Before Town Council takes action on this application, the Bowling Green Planning Commission must conduct a public hearing and make a recommendation on this matter. The Planning Commission will hold its public hearing on Monday, April 16<sup>th</sup> at 6:30 PM in Town Hall, 117 Butler Street in Bowling Green. Interested parties may attend the hearing and provide the Commission with comments. The attached notice of such hearing appeared in the Fredericksburg Free-Lance Star on April ~~XX~~<sup>4<sup>th</sup></sup> and April ~~XX~~<sup>12<sup>th</sup></sup>. If you have any questions, please do not hesitate to contact me.

A. Reese Peck  
Town Manager

*As neighbors of the Gaines, we added  
what a class act they have with  
these events and hope you allow them  
to continue. Good for them and good  
for our town & county.*

*Bill & Marilyn Steffer*



GLORY

OUTREACH

## A food and clothing ministry

May 5, 2018  
144 E. Broaddus Ave  
Bowling Green, VA 22427

TO WHOM IT MAY CONCERN:

Effective immediately Little Wedding House (Mark Gaines) has permission to use the parking area of Glory Outreach when Glory Outreach is not serving clients.

BLESSINGS!

*Barbara Schools*

BARBARA SCHOOLS

Manager – Glory Outreach



The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

August 24, 2017

Hand Delivered

Virginia Limbrick, Mark A Gaines and Tammy C Gaines  
115 E Broaddus Avenue  
Bowling Green, VA 22427

NOTICE OF VIOLATION & CORRECTIVE ORDER

Dear Mrs. Limbrick and Mr. and Mrs. Gaines:

The Town of Bowling Green has received complaints regarding weddings taking place at Magnolia Morning Wedding Venue located at 115 E Broaddus Avenue in Bowling Green. Weddings during April, May and June of this year were memorialized on your Facebook page (see enclosed postings). Currently the Property owned by you is in violation of Section 3-114 of the Bowling Green Town Code because Minor Event Facilities are prohibited in the R-1 Residential Zoning District.

Since you are not able to bring you property into compliance until a text amendment is made to the Town Code to allow Minor Events Facilities as a special use in an R-1 District and a special use permit for the property is granted, the Town will enter into the attached a Compliance Agreement and allow you to continue using the site as a wedding venue.

If either the Text Amendment or Special Use request is denied by the Town Council, you must then stop using the referenced property for weddings and other events immediately.

Sincerely,

A. Reese Peck  
Zoning Administrator

Compliance Agreement

We, Virginia Limbrick, Mark A Gaines and Tammy C Gaines, owners of 115 E Broaddus Avenue (Tax Map # 43A1 A 25) (the "Property") which is located in the Town of Bowling Green, Virginia (the "Town"), acknowledge that my Property is currently in violation of Section 3-114 of the Bowling Green Town Code because in the R-1 zoning district, the use of property as a "Wedding Venue" is not permitted. In exchange for the Town not proceeding with enforcement action at this time, we agree to:

1. Request from the Town a text amendment to the Town Code to allow minor event facilities by special use permit in residential zoning districts by ~~September 1, 2017~~ *October 1, 2017* and pay the required \$750 processing fee. *ATW*

2. Apply within one month of passage of the text amendment for a special use permit to hold minor events at the property and pay the \$750 processing fee. *MS*

We understand that if we should fail to adhere to any of the provisions in this Agreement, this matter will be referred to the Town Attorney for enforcement. We also understand that if either the Text Amendment or Special Use request is denied by the Town Council, we must then stop using the referenced property for weddings and other events immediately. In the event that enforcement action should be necessary, we agree to pay for any and all costs and attorney's fees related to the enforcement action. In signing below, we acknowledge that we understand the terms of this Agreement, we have had enough time to review this Agreement, and that we are entering into this Agreement voluntarily.

*Mark A Gaines*

Signature

Date: *9/13/17*

*Tammy C Gaines*

Signature

Date: *9/15/17*



Proposed Code Amendment to permit "Minor Event Facilities" by Special Use Permit  
In Residential Zoning Districts

Section 3-177 - Add Subsection (d)

(d) Minor Event Facility

(1) A Minor Event Facility shall be defined as a location which is being offered for hire to anyone for use to conduct any type of private event not open to the public at which no more than forty (40) people will be in attendance. Capacity of the facility shall not exceed Building and Fire Code Requirements.

(2) No event conducted at a Minor Event Facility shall be open to the public. Such events are specifically for invited guests only.

(3) All applicable licenses shall be obtained and publically displayed onsite for activities conducted on the site.

(4) In order to provide the Town Council and Planning Commission with adequate information to evaluate each proposal, and to indicate that the proposed Minor Event Facility will have minimal impact on any adjoining residential property, there shall be submitted with each application, at a minimum, information concerning hours of operation, character and duration of typical events, parking requirements for the facility, frequency of potential events, adequacy of proposed restroom facilities, how trash will be stored and collected, and such other information as the Council and Planning Commission may deem necessary for appropriate review of each application.

(5) Special Use Permits issued for Minor Event Facilities shall meet all requirements of Town Code Section 3-176.

(6) A Generalized Development Plan shall be required showing existing and proposed physical facilities and structures on the property and associated properties in sufficient detail to show how requirements of the Zoning Ordinance will be met. As part of the Generalized Development Plan, the applicant shall present a parking layout and plan that shows that the needs of the Event Facility will be met without adversely affecting the surrounding residential area.

Add "Minor Event Facilities as noted in Section 3-177(d)" as the following sections:

Section 3-116(a)(6) - adds by Special Use Permit in R-1 District

Section 3-121(a)(5) - adds by Special Use Permit in R-2 District

Section 3-126(a)(5) - adds by Special Use Permit in R-3 District

Section 3-131(a)(2) - adds by Special Use Permit in Planned Unit Development District

Google Calendar - V x County Websites Lin x Meeting Registration x Google Calendar - W x Magnolia Morning x My husband Gene x

Secure https://www.facebook.com/akkelso2/posts/10708431470411698.0

Apps Yahoo Finance VLG M VML Google Calendar - W PDF E-Mail VACO Caroline County Bowling Green Available Courses Central Virginia Health GO VA

Search Facebook

Reese Home 20+

**Alison Kelso-Valentine** reviewed **The Little Wedding House** — April 5

My husband Gene and I got married last Saturday at The Little Wedding House and it was everything we wanted for our special day. I had been looking in the area for some-where to have a small intimate ceremony and Tammie provided the perfect place. The pictures capturing special moments from the day are absolutely beautiful. Tammie thank you so much for the words of guidance spoken during the ceremony. Gene and I will always remember them as we begin our journey together. ❤️

**The Little Wedding House**  
Wedding Planning Service

1,070 Likes  
40 talking about this

Like Comment Share

2

Write a comment...

**Connect With Facebook**

- Facebook Engineering 114,758,820 likes
- Internet.org by Facebook 9,257,572 likes
- Instagram 44,557,564 likes

English (US) Español Português (Brasil) Français (France) Deutsch

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**Douglas Jackson** likes Roxana Navab-Boushehr's post.

**David Magnant** likes Peggy Mueller's post.

**Julie M. Johnson and Rush-Co Springfield** are now friends.

**Orsbon Ben** "Walk for the Fallen Saturday, June 10th at 10 AM at the Capitol..."

**Bruce Thomas** likes Kevin Carr's post.

**John W Lewis**

**David Magnant**

**Ellen Shifflett**

**Ginger Hollingsworth**

**Darrell Raschke**

**Beau Blevins**

**MORE CONTACTS (8)**

**Douglas Jackson**

Search

2:18 PM 6/8/2017

Google Calendar - V x County Websites Lin x Meeting Registration x Google Calendar - W x Magnolia Morning x The Little Wedding H x

Secure https://www.facebook.com/thelittleweddinghouse/?ref=ts

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The Little Wedding House

Reese Home 20+

**The Little Wedding House**  
June 1 at 7:00am

A sneak peak of Melanie & Larry's special day.

**The Little Wedding House**  
Wedding Planning Service

241 Views

Like Comment Share

11

Top Comments

1 share

**Call Now** **Message**

**Reviews**

**4.8** stars  
63 reviews

**Beth Bonincontri**  
5★ Tammy officiated our wedding this past Saturday, May 06, 2017 at the Kenmore Inn. In addition her husband, Mark was our... See More May 6, 2017

Like Comment

**Douglas Jackson** likes Roxana Navab-Boushehr's post.

**David Magnant** likes Peggy Mueller's post.

**Julie M. Johnson and Rush-Co Springfield** are now friends.

**Orsbon Ben** "Walk for the Fallen Saturday, June 10th at 10 AM at the Capitol..."

**Bruce Thomas** likes Kevin Carr's post.

**Al Tragus**

**David Magnant**

**Ellen Shifflett**

**Ginger Hollingsworth**

**Tony Mangan**

**Jean Rounds**

**MORE CONTACTS (6)**

**Lou Ann Jessee Walls...**

Search

2:20 PM 6/8/2017

Google Calendar - V x County Websites Lin x Meeting Registration x Google Calendar - V x Magnolia Morning x The Little Wedding House x

Secure https://www.facebook.com/littleweddinghouse/?ref=ts

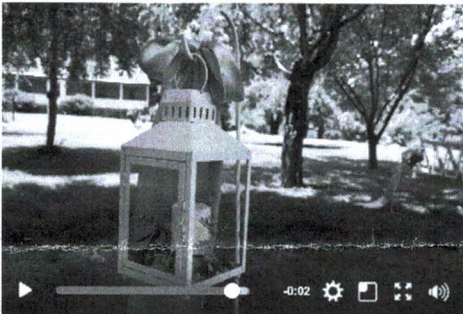
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The Little Wedding House

Like Follow Share

**The Little Wedding House**  
June 9 at 7:00am

A sneak peak of Melanie & Larry's special day



241 Views

Like Comment Share

11

Top Comments

1 share

Call Now Message

**Douglas Jackson** likes Roxana Navab-Boushehr's post.

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**Ginger Hollingsworth**

**Tony Mangan**

**Jean Rounds**

**MORE CONTACTS (5)**

**Lou Ann Jessee Walla...**

2:20 PM 6/8/2017

Google Calendar - V x County Websites Lin x Meeting Registration x Google Calendar - V x Magnolia Morning x The Little Wedding House x

Secure https://www.facebook.com/littleweddinghouse/?ref=ts


Apps Yahoo Finance VLGM VML Google Calendar - W PDF E-Mail VACO Caroline County Bowling Green Available Courses Central Virginia Health GO VA

The Little Wedding House

Like Follow Share

**The Little Wedding House** added 4 new photos  
May 16 at 7:00am

Calvin & Cheryl made it official at Magnolia Morning with a few family and friends as a surprise.



Call Now Message

Like Comment

Tell people what you think

People Also Like

**The Common Sense Co.** News & Media Website Like

**Randy's Flowers By En...** Florist Like

**Riverside Weddings Bv...**

**Ginger Hollingsworth**

17 mutual friends including Gerard McVicker and Annemarie Mc...

**Inglewood Lavender** Like

**Douglas Jackson** likes Roxana Navab-Boushehr's post.

**David Magnant** likes Peggy Mueller's post.

**Julie M. Johnson** and **Rush-Co Springfield** are now friends.

**Orson Ben** "Walk for the Fallen Saturday, June 10th at 10 AM at the Capitol..."

**Bruce Thomas** likes Kevin Carr's post.

**Al Tragis**

**David Magnant**

**Ellen Shifflett**

**Ginger Hollingsworth**

**Tony Mangan**

**Jean Rounds**

**MORE CONTACTS (5)**

**Lou Ann Jessee Walla...**

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2:21 PM 6/8/2017

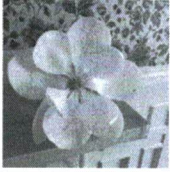
Google Calendar - V x County Websites Li x Meeting Registration x Google Calendar - V x Magnolia Morning x The Little Wedding x

Secure https://www.facebook.com/pg/MagnoliaMorningSuites/review/7761 page internal

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Magnolia Morning

Home 20+



**Magnolia Morning**  
@MagnoliaMorningSuites

Home About Reviews Photos Likes Videos Posts

5.0 ★ 5.0 of 5 stars 11 reviews

Like Follow Recommend Call Now Message

Jen Barrios reviewed Magnolia Morning — 5★  
May 28 at 9:45pm

Beautiful Place run by two amazing people. Had my dream wedding here and was treated like family. The cottages were awesome a great place for a weekend getaway.

Like Comment Share

David Magnant likes Peggy Mueller's post.  
Julie M. Johnson and Rush-Co Springfield are now friends.  
Orsbon Ben "Walk for the Fallen Saturday, June 10th at 10 AM at the Capitol..."  
Bruce Thomas likes Kevin Carr's post.  
John W Lewis commented on Blue Lives Matter's link.  
Annemarie Montero  
John W Lewis  
Ellen Shiffett  
Darrell Raschke  
Steven Douglas Suders  
Tony Mangan  
MORE CONTACTS (3)  
Jean Rounds


Google Calendar - V x County Websites Li x Meeting Registration x Google Calendar - V x Magnolia Morning x The Little Wedding x

Secure https://www.facebook.com/littleweddinghouse/?fref=ts

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The Little Wedding House

Home 20+


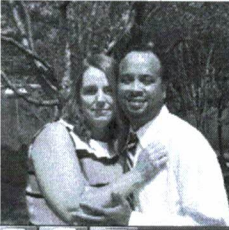



**The Little Wedding House**  
@littleweddinghouse

Home About Reviews Photos Likes Videos Events Posts

The Little Wedding House added 3 new photos  
Apr 23

13 years in the making - "I DO" on 4/15/17 John & Lisa

Call Now Message

The Common Sense Co... News & Media Website  
Randy's Flowers By En... Florist  
Riverside Weddings By... Wedding Planner

Wedding Planning in Bowling Green, Virginia

Pages liked by this Page

Inglewood Lavender  
Art By Christine M Wal...  
It's Your Day DJ

Douglas Jackson likes Roxana Navab-Boushehri's post.  
David Magnant likes Peggy Mueller's post.  
Julie M. Johnson and Rush-Co Springfield are now friends.  
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Al Trags  
John W Lewis  
David Magnant  
Ellen Shiffett  
Darrell Raschke  
Steven Douglas Suders  
MORE CONTACTS (6)  
Jean Rounds



**The Little Wedding House**  
@littleweddinghouse

- Home
- About
- Photos
- Reviews
- Likes
- Videos
- Events
- Posts

Create a Page

Like Follow Share  
Write a comment

The Little Wedding House added 2 new photos  
January 31

Kris & Kristen and family tied the knot at Magnolia Morning.



Call Now Message



People Also Like

The Common Sense Co...  
News & Media Website Like

Randy's Flowers By En...  
Florist Like

Riverside Weddings By...  
Event Planner Like

wedding Planning in Bowling Green, Virginia

Pages liked by this Page

Inglewood Lavender Like

Art By Christine M Wal... Like

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Bruce Thomas likes Kevin Carr's post.

John W Lewis

David Magnant

Aravinda Trejis-Corrie

Ellen Shifflett

George Ockovic

Rusty Carter

MORE CONTACTS (8)

Andrea Skelton

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: II B - FY19 Tax and Utility Rates

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/MOU
  - Bylaws

**PRESENTER:** Reese Peck      **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II B - FY19 Tax and Utility Rates

**BACKGROUND / SUMMARY:** Proposed tax and utility rates were used in developing FY 2018-2019 Budget. Public Hearing was held on May 17, 2018.

**ATTACHMENTS:**

Public Hearing Advertisement  
Proposed rate ordinance

**REQUESTED ACTION:**

Approve proposed ordinance

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese Peck

**FOR USE DURING MEETING**

<b>Y</b>		<b>N</b>		<b>Y</b>		<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## **Town of Bowling Green, Virginia Notice of Public Hearings**

Public hearings will be held by Town Council on Thursday, June 7, 2018, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on **Ordinance Numbers O-2018-004, O-2017-005, and O-2017-006.** **ORDINANCE NUMBER O-2018-004** sets tax and utility rates for the fiscal year beginning July 1, 2018 and ending June 30, 2019. **ORDINANCE NUMBER 2018-005** amends the Bowling Green town code, chapter 7, "taxation," article vii, "vehicle license," section 7-803, "application for license; amount of tax-motor vehicles; motorcycles." **ORDINANCE NUMBER 2018-006** amends the Bowling Green town code, chapter 2, "administration of government," article ii, "officers and employees generally" shall be amended to add a new section to provide for employee bonuses.

All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting. Complete copies of Ordinances Number O-2018-004, O-2018-005 and O-2018-006 as well as the budget are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212.

A. Reese Peck  
Town Manager

**ORDINANCE NUMBER O-2018-004**

ORDINANCE NUMBER O-2018-004 TO SET TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019.

**BE IT ORDAINED** by the Bowling Green Town Council, at its regular monthly meeting on the 7<sup>th</sup> day of June, 2018, that the Bowling Green Town Council sets the tax and utility rates as follows:

**Tax Rates**

Real Estate	\$0.13/\$100
Personal Property	\$0.72/\$100
Mobile Homes	\$0.10/\$100
Machinery/Tools	\$0.72/\$100
Route 301 Tax District	\$0.88/\$100

Residential and Commercial Bi-Monthly Water/Sewer Rate Schedule

RESIDENTIAL		
In-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$33.15	\$86.53
5,001-10,000	\$1.68	\$4.39
10,001-20,000	\$1.77	\$4.62
20,010-30,000	\$1.85	\$4.82
30,001 & Up	\$1.91	\$5.00
Out-of-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$66.31	\$97.80
5,001-10,000	\$3.37	\$4.96
10,001-20,000	\$3.54	\$5.22
20,010-30,000	\$3.70	\$5.45
30,001 & Up	\$3.83	\$5.65
COMMERCIAL		
In-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$33.15	\$93.48
5,001-10,000	\$1.85	\$5.21
10,001-20,000	\$1.91	\$5.40
20,001-30,000	\$1.98	\$5.58
30,001-40,000	\$2.07	\$5.83
40,001-50,000	\$2.13	\$6.02
50,001-100,000	\$2.21	\$6.24
100,001 & Up	\$2.27	\$6.39
Out -of-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$66.31	\$112.38
5,001-10,000	\$3.70	\$6.26
10,001-20,000	\$3.83	\$6.49
20,001-30,000	\$3.95	\$6.71
30,001-40,000	\$4.13	\$7.01
40,001-50,000	\$4.29	\$7.23
50,001-100,000	\$4.40	\$7.50
100,001 & Up	\$4.54	\$7.68

Solid Waste Collection Bi-Monthly Rate Schedule (In Town Only)

**Residential Rates:** \$30.60

**Commercial Rates:** \$24.48 bimonthly/per cubic yard

VOTE:  
 McDearmon Wright  
 Gaines Hauser  
 Coleman Davis  
 Rowe



**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: II C - O-2018-005 - Vehicle License Tax.

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/MOU
  - Bylaws

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II C - O-2018-005 - Vehicle License Tax.

**BACKGROUND / SUMMARY:** Proposed rates align with the current County rates.

**ATTACHMENTS:**

Public Hearing Advertisement run in Freelance Star 5/22/2018 and 5/29/2018.  
Draft Ordinance.

**REQUESTED ACTION:**

Approve ordinance as proposed.

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## **Town of Bowling Green, Virginia Notice of Public Hearings**

Public hearings will be held by Town Council on Thursday, June 7, 2018, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on **Ordinance Numbers O-2018-004, O-2017-005, and O-2017-006.** **ORDINANCE NUMBER O-2018-004** sets tax and utility rates for the fiscal year beginning July 1, 2018 and ending June 30, 2019. **ORDINANCE NUMBER 2018-005** amends the Bowling Green town code, chapter 7, "taxation," article vii, "vehicle license," section 7-803, "application for license; amount of tax-motor vehicles; motorcycles." **ORDINANCE NUMBER 2018-006** amends the Bowling Green town code, chapter 2, "administration of government," article ii, "officers and employees generally" shall be amended to add a new section to provide for employee bonuses.

All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting. Complete copies of Ordinances Number O-2018-004, O-2018-005 and O-2018-006 as well as the budget are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212.

A. Reese Peck  
Town Manager

## ORDINANCE NUMBER O-2018-005

ORDINANCE NUMBER 2018-005 AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 7, "TAXATION," ARTICLE VII, "VEHICLE LICENSE," SECTION 7-803, "APPLICATION FOR LICENSE; AMOUNT OF TAX-MOTOR VEHICLES; MOTORCYCLES."

**BE IT ORDAINED** by the Bowling Green Town Council, at its regular monthly meeting on the 7<sup>th</sup> day of June, 2018, that the Bowling Green Town Council that the Bowling Green Town Code, Chapter 7, "Taxation," Article VII, "Vehicle License," Section 7-803, "Application for License; Amount of Tax-Motor Vehicles; Motorcycles" be amended to read it its entirety as follows:

**"Sec. 7-803. Application for License; Amount of Tax-Motor Vehicles; Motorcycles.**

- (a) The owner of a motor vehicle for which a permanent license is required shall make application to the Treasurer of the Town of Bowling Green on a form to be prescribed by him or her and approved by the Town Council. The applicant shall submit with such application satisfactory evidence that all personal property taxes upon the motor vehicle to be licensed have been paid.
- (b) For 2012 and beyond, the owner of a motor vehicle for which a permanent license has been issued shall be assessed an annual license/registration tax by the Treasurer. Purchasers of new or used vehicles for which a permanent license has not been obtained within 10 days from purchase shall be billed for such tax on a supplemental bill for such vehicle as may be required.
- (c) Effective January 1, ~~2011~~ 2018, the cost of the permanent license/registration tax required by this article shall be ~~twenty-five dollars (\$25)~~ thirty dollars (\$30) for motorized vehicles with four or more wheels, and ~~eighteen dollars (\$18)~~ twenty-five (\$25) for motorcycles and similar two-wheel vehicles. The permanent license/registration tax shall be paid to the Bowling Green Town Treasurer. Upon payment of the tax and compliance with the other provisions of this article, the Town Treasurer shall issue to the applicant a decal for the vehicle for which the tax was paid."

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: II D - O-2018-006 –  
Employee Bonuses.

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/MOU
  - Bylaws

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II D - O-2018-006 – Employee Bonuses

**BACKGROUND / SUMMARY:**

The adoption of this ordinance will permit the Town Council to provide monetary bonuses to Town employees as authorized by Section 15.2-1508 of the Code of Virginia, 1950, as amended.

**ATTACHMENTS:**

Public Hearing Advertisement run in Freelance Star 5/22/2018 and 5/29/2018.  
Draft Ordinance.

**REQUESTED ACTION:**

Approve ordinance as proposed.

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## **Town of Bowling Green, Virginia Notice of Public Hearings**

Public hearings will be held by Town Council on Thursday, June 7, 2018, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on **Ordinance Numbers O-2018-004, O-2017-005, and O-2017-006.** **ORDINANCE NUMBER O-2018-004** sets tax and utility rates for the fiscal year beginning July 1, 2018 and ending June 30, 2019. **ORDINANCE NUMBER 2018-005** amends the Bowling Green town code, chapter 7, "taxation," article vii, "vehicle license," section 7-803, "application for license; amount of tax-motor vehicles; motorcycles." **ORDINANCE NUMBER 2018-006** amends the Bowling Green town code, chapter 2, "administration of government," article ii, "officers and employees generally" shall be amended to add a new section to provide for employee bonuses.

All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting. Complete copies of Ordinances Number O-2018-004, O-2018-005 and O-2018-006 as well as the budget are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212.

A. Reese Peck  
Town Manager

ORDINANCE O-2018-006

ORDINANCE NUMBER 2018-005 AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 2, "ADMINISTRATION OF GOVERNMENT," ARTICLE II, "OFFICERS AND EMPLOYEES GENERALLY" SHALL BE AMENDED TO ADD A NEW SECTION TO PROVIDE FOR EMPLOYEE BONUSES.

BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 2, "Administration of Government," Article II, "Officers and Employees Generally" shall be amended to add a new section to read as follows:

**"Section 2-204. - Bonus payments to town employees.**

(a) The Town Council is authorized to make payments of monetary bonuses to identified employees, individually or by position classification, for their performance during the fiscal year or for a single exemplary achievement.

(b) The monetary bonuses may be awarded across the board, for individual achievements, as part of an incentive-based pay compensation plan or for any reason that is in support the town's compensation plan and its objectives.

(c) When such bonuses are not set forth in the annual budgeting and appropriation process, the town manager shall develop a proposal to the Town Council and, with its approval, the bonus shall take effect.

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: II E - O-2018-007 – Sign Ordinance.

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance           Grant/MOU
  - By Motion           Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** II E - O-2018-007 – Sign Ordinance.

**BACKGROUND / SUMMARY:** Recent court cases will require changes to our sign ordinance; additionally, it was in need of general updating. These amended regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. The Planning Commission held a March 19th public hearing and on a 4-0 vote recommended the passage of the attached draft ordinance.

**ATTACHMENTS:**

- Public Hearing Advertisement
- Draft Ordinance
- March 19, 2018, Planning Commission Minutes

**REQUESTED ACTION:**

Approve ordinance as proposed.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese

*FOR USE DURING MEETING*

Y	N	Y	N	VOTE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		McDearmo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wright
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Gibson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Satterwhite

PASS       NOT PASSED

## Ad Content Proof Actual Size

### **BOWLING GREEN TOWN COUNCIL PUBLIC HEARING**

The Bowling Green Town Council will conduct a public hearing on Thursday, June 7, 2018, at 7:00 PM in Town Hall, 117 Butler Street. The purpose of the hearing will be for the Council to receive public comment on and consider the following matter:

**Ordinance O-2018-007 "An Ordinance to repeal and replace Division 6 Signs of the Town Code of Bowling Green's Zoning Ordinance."**

**These amended regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. Amend the Zoning Ordinance to add "Minor Event Facilities with conditions" as uses permitted by Special Use Permit in residential zoning districts.**

All interested persons may attend the hearings and be heard. Copies of the proposals are available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A.Reese Peck

Town Manager/Zoning Administrator



TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
MINUTES  
March 19, 2018

**MEMBERS PRESENT:** Chairman Valarie Coyle, Jean Davis, Armando Flores, and Jeff Voit

**MEMBERS ABSENT:** (one vacant position)

**OTHERS PRESENT:** Reese Peck

Chairman Coyle called the meeting to order at 6:30 PM and determined that a quorum of the Commission was present.

**PUBLIC HEARING:** Chairman Coyle read the public notice and then opened the public hearing and call on Mr. Peck to present the ordinance to the Commission. The Chairman asked if any others wish to speak and with no one coming forward she closed the hearing and opened Commission discussion. Mr. Voit requested that the proposed ordinance be changed to allow A-Frame signs in residential district for up to four times per years for events at residences to be displayed only during daylight hours. Mr. Voit then moved that the Commission recommend Town Council approval of the ordinance with this amendment. The motion was seconded by Mr. Flores. There being no further discussion, the motion was approved by a vote of 4-0.

**APPROVAL OF MINUTES:** February 26, 2018 Planning Commission Minutes - Mr. Voit made a motion that the minutes be approved as presented. The motion was seconded by Mr. Flores. There being no further comments, the motion was approved by a 4-0.

**NEW BUSINESS:** Set Public Hearing Date for SUP 2018-03 - Mr. Voit made a motion that the hearing date be set for April 16, 2018. The motion was seconded by Mr. Flores. There being no further comments, the motion was approved by a 4-0.

**REPORT OF THE ZONING ADMINISTRATOR:** Mr. Peck reported on two trash complaints and a property line adjustment to Tax Maps 43A4-A-5 / 43A4-A-6.

**UNFINISHED BUSINESS:** None

**TOWN COUNCIL REPRESENTATIVE REPORT:** Councilwoman Davis briefed the Commission on Town Council's recent activities.

**ADJOURNMENT:**

There being no further business to come before the Commission, on motion by Ms. Davis, seconded by Mr. Voit, and by 4-0 vote, the Planning Commission meeting was adjourned.

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Approved: Valarie Coyle, Chairman

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Submitted: A. Reese Peck, Town Manager

## ORDINANCE NUMBER 2018-007

ORDINANCE O-2018-00x AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 3, "LAND USE AND BUILDINGS," ARTICLE I, "ZONING ORDINANCE," DIVISION 6, "SIGNS," TO REPEAL AND REPLACE DIVISION 6 SIGNS.

**BE IT ORDAINED** by the Bowling Green Town Council, at its regular monthly meeting on the 7<sup>th</sup> day of June, 2018, the Bowling Green Town Code, Chapter 3, "Land Use And Buildings," Article I, "Zoning Ordinance," Division 6, "Signs," be amended to repeal and replace division 6 signs to now read it its entirety as follows:

### "Division 6 Signs

#### **Section 3-185. Purpose.**

These regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. The regulations for signs have the following specific objectives:

- a) To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property, and public welfare;
- b) To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway;
- c) To create a regular and impartial process for businesses and/or persons seeking to erect signs;
- d) To reduce sign or advertising distractions and obstructions that may contribute to traffic accidents and reduce hazards;
- e) To protect and enhance economic viability of Town of Bowling Green.

#### **Section 3-186. Definitions.**

The following words and terms when used in this article shall have the following meanings unless the context clearly indicates otherwise:

*A-Frame sign* means a two-faced sign with supports that are connected at the top and separated at the base, forming an "A" shape not more than four feet high. No A-frame sign shall be permitted to exceed two feet in width and three feet in height. Each side must be at least one inch in thickness. Also referred to as "sandwich board" signs; a-Frame signs are considered portable signs.

*Advertising* means any words, symbols, colors or designs used to call attention to a commercial product, service, or activity.

*Animated sign* means a sign or part of a sign that is designed to rotate, move or appear to rotate or move and is sometimes referred to as a "moving sign."

*Attention getting device* means a device placed upon or attached to any land, structure, building or vehicle to promote or advertise the sale of goods, wares, merchandise, events or services. The device includes pennants, banners, banner signs, streamers, vertical flag, teardrop flag, bow flag, banner blade, feather flag, balloons, inflatable devices, and any similar device not

specifically mentioned here of any configuration when displayed outside and includes any animated display.

*Awning sign* means a sign placed directly on the surface of an awning.

*Billboard* means a sign used as an outdoor display for the purpose of advertising or promoting a business, service, activity, interest or product which is not located, offered for sale or otherwise related to the use of the premises on which such sign is situated.

*Banner* means a temporary sign of flexible material designed to be installed with attachments at each of four corners or a temporary sign of flexible material affixed to a framework or flat surface.

*Building frontage* means the length of the main wall of a building which physically encloses usable interior space and which is the architecturally designed wall that contains the main entrance for use by the general public. Building frontage shall be measured at a height of ten feet above grade.

*Canopy sign* means a sign attached to a canopy. (A canopy is a detachable, roof-like cover, supported from the ground, or deck, floor or walls of a building, for protection from sun and weather.)

*Changeable copy or electronic sign* means a sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.

*Comprehensive sign plan* means a plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities.

*Flag* means a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration and includes pennants.

*Feather Flag Sign* means a vertically oriented banner attached to a single pole allowing the fabric to hang loose at one or two of the four corners.

*Flashing sign* means a sign that includes lights that flash, blink, or turn on and off intermittently.

*Freestanding sign* means any non-portable sign supported by a fence, retaining wall, or by upright structural members or braces on or in the ground and not attached to a building.

*Ground mounted sign* means a sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

*Height* means the maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

- (1) Existing grade prior to construction; or
- (2) The newly established grade after construction, exclusive of any filling, berming, mounding or excavating primarily for the purpose of mounting or elevating the sign.

*Holiday Displays* mean displays erected on a seasonal basis in observance of religious, national, or state holidays which are not intended to be permanent in nature and which contain no advertising material.

*Illegal sign* means any sign erected without a required permit or which otherwise does not comply with any provisions of this article.

*Illuminated sign* means a sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign.

*Marquee* means a permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

*Marquee sign* means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.

*Minor sign* means a wall or freestanding sign not exceeding one square foot in area, not exceeding four feet in height, and not illuminated.

*Monument sign* means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

*Mural* means a picture on an exterior surface of a structure.

*Neon sign* means a sign containing exposed tubes filled with light-emitting gas.

*Nonconforming sign* means any sign which was lawfully erected in compliance with applicable regulations of Town of Bowling Green and maintained prior to the adoption of this article and which fails to conform to current standards and restrictions of this article.

*Off-premises sign* means a sign that directs attention to a business, product, service or activity conducted, sold or offered at a location other than the premises on which the sign is erected.

*Pole sign* means a sign that is mounted on one or more freestanding poles.

*Portable sign* means any temporary sign not affixed to a building, structure, vehicle or the ground. It does not include a flag or banner.

*Projecting sign* means any sign, other than a wall, awning or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

*Roof sign* means a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

*Sign* means any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner or pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public area.

*Sign face* means the portion of a sign structure bearing the message.

*Sign structure* means any structure bearing a sign face.

*Sign alteration* means any change in size or shape, which changes appearance of a sign, or a change in position, location, construction or supporting structure of a sign, except that a copy change on a sign is not an alteration. A change in corporate logo is not considered a sign alteration.

*Sign, illegal* means any sign placed without proper approval or permits as required by this article at the time of sign placement. Illegal sign shall also mean any sign placed contrary to the terms or time limits of any permit.

*Temporary sign* means any sign intended to be displayed for a limited period and a sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground.

*Vehicle or trailer sign* means any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service or activity. Any such vehicle or trailer shall, without limitation, be considered to be used for the

primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

*Wall Sign* means any sign attached to a wall or painted on or against a flat vertical surface of a structure.

*Window sign* means a sign affixed to the interior or exterior of a window or door, or within one (1) foot of the interior of the window or door, visible primarily from the outside of the building.

<u>Freestanding Sign</u>	<u>Temporary Sign</u>	<u>Wall Sign</u>
Billboard/Outdoor advertising sign	Banner	Awning sign
Monument sign	Flag sign	Canopy sign
Pole sign	Inflatable sign	Marquee sign
Ground sign	Pennant	Projecting sign
Public service message board <sup>2</sup> (when freestanding)	Feather sign	Public service message board <sup>2</sup> (when fastened to wall)
	Portable sign (including A-frame signs)	Permanent window sign
	Yard sign	
	Temporary window sign	

**Section 3-187. Permit required.**

(a) In general. A sign permit is required prior to the display and erection of any sign, except as provided in section 3-188 of this article.

(b) Application for permit.

(1) An application for a sign permit shall be filed with the Zoning Administrator or designee on forms furnished by the town. The applicant shall provide sufficient information for the town to determine if the proposed sign is permitted by this article and any other applicable laws, regulations, and ordinances. An application for a temporary sign shall state the dates intended for the erection and removal of the sign.

(2) The Zoning Administrator or designee shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty business days after receipt. Any application that complies with all provisions of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved.

(3) If the application is rejected, the town shall identify the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of this article, building code, or other applicable law, regulation, or ordinance.

(c) Permit fee. Fees for sign permits shall be in accordance with the schedule of fees for zoning permits as adopted by Town Council.

(d) Duration and revocation of permit. If a sign is not installed within six months following the issuance of a sign permit (or within thirty days in the case of a temporary sign permit), the permit shall be void. The permit for a temporary sign shall state its duration, not to exceed thirty days, unless another time is provided in the zoning ordinance. The town may revoke a sign permit under any of the following circumstances:

(1) The town determines that information in the application was materially false or misleading;

(2) The sign as installed does not conform to the sign permit application; or

(3) The sign violates this article, building code, or other applicable law, regulation, or ordinance.

### **Section 3-188. Permit not required.**

A sign permit is not required for:

(1) Signs erected by a governmental body or required by law.

(2) Flags up to 16 square feet in size not containing any commercial advertising; provided, that no freestanding pole shall be erected in the public right-of-way nor be within five (5) feet of a service drive, travel lane or adjoining street.

(3) The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with section 3-193.

(4) Temporary signs as follows:

a. One (1) sign, no more than twelve (12) square feet in area, located on property where a building permit is active.

b. On any property for sale or rent, not more than one sign with a total area of up to twelve square feet and a maximum height of six feet when the sign abuts a road with a speed limit of twenty-five miles per hour or less, and when the sign abuts a road with a speed limit greater than twenty-five miles per hour not more

than one sign with a total area of up to thirty two square feet and a maximum height of eight feet.

c. Official notices or advertisements posted or displayed by or under the direction of any public or court officer in the performance of his official or directed duties; provided that all such signs shall be removed within ten (10) days after their purpose has been accomplished.

d. On residential property, one or more temporary signs with a total area of no more than twelve square feet, and which are removed within ninety days after being erected.

e. On residential property, window signs, provided that the total extent of window signs do not obstruct more than twenty-five percent of the total area of all windows on each building façade.

(5) Not more than two minor signs per parcel. Additional minor signs are permitted in certain zoning districts with a permit.

(6) A-frame signs more than fifty feet from the nearest public right of way.

(7) Pavement markings. Any sign applied directly and entirely to and flush with an asphalt, concrete, or similar paved surface.

(8) A permanent window sign, provided that the aggregate area of all window signs on each window or door does not exceed twenty-five percent of the total area of the window or door.

### **Section 3-189. Prohibited signs.**

The following signs are prohibited:

(a) General prohibitions.

(1) Signs that violate any law of the Commonwealth relating to outdoor advertising.

(2) Signs attached to natural vegetation.

(3) Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority. Any such sign is subject to immediate removal and disposal by an authorized city official as a nuisance.

(4) Vehicle or trailer signs.

(5) Freestanding signs more than twenty-five feet in height.

(6) Signs hanging from supports, except against the face of a building.

(7) Billboards

(8) Moving signs and electronic message signs on residential properties in all residential districts.

- (9) Any sign displayed without complying with all applicable regulations of this article.
  - (10) Any sign that is not expressly permitted by this article.
- (b) Prohibitions based on materials.
- (1) Signs painted directly on a building, except where expressly permitted by this article.
  - (2) Animated signs where the message content does not change more often than once every seven seconds.
  - (3) Flashing signs or other signs displaying flashing, scrolling or intermittent lights or lights of changing degrees of intensity, except where such signs are expressly permitted within this article.
  - (4) Signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges of any building, except for temporary decorations not to exceed a total of three months per calendar year.
  - (5) Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas.
  - (6) Signs that emit sound.
  - (7) Any electronic sign that is generated by a series of moving images, such as an LED, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit.
  - (8) Strings of flags visible from, and within fifty feet of, any public right-of-way.
  - (9) Pole signs less than six feet in height.
- (c) Prohibitions based on location.
- (1) Off-premises signs, unless specifically permitted by this article.
  - (2) Signs erected on public land other than those approved by an authorized town official in writing, required by law without such approval, or permitted under Virginia Code § 24.2-310(E). Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
  - (3) Signs on the roof surface or extending above the roofline of a building or its parapet wall.
  - (4) Neon signs, except in windows.



(5) Any sign located in the vision triangle formed by any two intersecting streets, as regulated by the provisions of section 5-433.

(6) Window signs whose aggregate area on a window or door exceeds twenty-five percent of the total area of the window or door.

### **Section 3-190. Measurements of sign area and height.**

(a) Supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed. In such cases, the sign area shall be computed in accordance with the preceding provisions.

(b) In instances where there are multiple tenants or users on a property or in a building, allowable sign area for all parties shall not exceed the maximum sign area computed as if there were a single tenant or user.

(c) Sign area.

(1) Sign area is calculated under the following principles:

a. With signs that are regular polygons or circles, the area can be calculated by the mathematical formula for that polygon or circle. With signs that are not regular polygons or circles, the sign area is calculated using all that area within a maximum of three abutting or overlapping rectangles that enclose the sign face.

b. The permitted area of a double-faced sign shall be considered to be the area on one side only. If one face contains a larger sign area than the other, the larger face shall be used in calculating the sign area. A double-faced sign must have an internal angle between its two faces of no more than 45 degrees.

c. For projecting signs with a thickness of four inches or more, the sign area also includes the area of the visible sides of the sign, calculated as a rectangle enclosing each entire side view.

(2) The supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure area are designed in such a manner as to form an integral background of the display.

(d) Maximum height. The maximum height for any sign shall be twenty-five feet unless otherwise specified within this article.

### **Section 3-191. Maintenance and removal.**

(a) All signs shall be constructed and mounted in compliance with the Virginia Uniform Statewide Building Code.

(b) All signs and components shall be maintained in good repair and in a safe, neat and clean condition.

(c) The building official may cause to have removed or repaired immediately without written notice any sign which, in his opinion, has become insecure, in danger of falling, or otherwise unsafe, and, as such, presents an immediate threat to the safety of the public. If such action is necessary to render a sign safe, the cost of such emergency removal or repair shall be at the expense of the owner.

(d) The owner of any advertising sign, other than a permitted off-premises sign, located on commercial property where the use or business has ceased operating shall, within sixty days of the cessation of use or business operation, replace the sign face with a blank face until such time as a use or business has resumed operating on the property.

(e) Sign condition, safety hazard, nuisance abatement, and abandonment.

(1) Any sign which becomes a safety hazard or which is not kept in a reasonably good state of repair shall be put in a safe and good state of repair within thirty days of a written notice to the owner and permit holder.

(2) Any sign which constitutes a nuisance may be abated by the town under the requirements of Virginia Code §§ 15.2-900, 15.2-906, and/or 15.2-1115.

### **Section 3-192. General requirements.**

(a) Placement. Except as otherwise permitted, all freestanding signs shall be set back from any street right-of-way at least half the height of the sign.

(b) Illumination. All permitted signs may be backlit, internally lighted, or indirectly lighted, unless such lighting is specifically prohibited in this article.

(1) In the case of indirect lighting, the source shall be so shielded that it illuminates only the face of the sign. However, shingle signs shall be indirectly illuminated or have shielded direct lighting, unless otherwise prohibited within this article. Indirect lighting shall consist of full cut-off or directionally shielded lighting fixtures that are aimed and controlled so that the directed light shall be substantially confined to the sign to minimize glare, sky glow, and light trespass. The beam width shall not be wider than that needed to light the sign.

(2) No sign shall be permitted to have an illumination spread of more than .05 foot candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. In no event shall the illumination of any sign resulting from any internal or external artificial light source exceed 100 lumens. All lighting fixtures used to illuminate a sign shall be full-cutoff, as defined by the Illuminating Engineering Society of North America (IESNA), and shall have fully shielded or recessed luminaires with horizontal-mount flat lenses that prevent upward light scatter and protect the dark night sky.

(c) Changeable copy or electronic signs and electronic signs must meet the following standards:

(1) Design. The electronic sign must be contained within, or as part of, a monument sign;

(2) Setback from residential. The leading edge of the electronic sign must be a minimum distance of one-hundred feet from any abutting residential district boundary;

(3) Setback from other electronic changeable copy or electronic graphic display. Electronic signs must be separated from other electronic signs by at least 35 feet;

(4) Orientation. When located within one-hundred and fifty feet of a residentially-used lot in a residential district, any part of the electronic sign must be oriented so that no portion of the sign face is visible from an existing or permitted principal structure on that lot;

(5) Duration.

a. Any portion of the electronic changeable copy sign message must have a minimum duration of four seconds and must be a static display;

b. Any portion of the electronic graphic display sign image must have a minimum duration of twenty minutes and must be a static display;

c. No portion of the electronic sign message or image may flash, scroll, twirl, change color, fade in or out or in any manner imitate movement;

(6) Color. The message or display must use a single color.

(7) All electronic signs must be equipped with an automatic dimmer that controls the intensity of the light source. The intensity of light allowed for all illuminated signs shall be eighty-five percent by day and fifty percent at night;

(8) All electronic message signs must be turned off at the close of business;

(9) Limited text. The text of the sign must be limited to ten words to allow passing motorists to read the entire copy with minimal distraction; and

(10) Audio or pyrotechnics. Audio speakers or any form of pyrotechnics are prohibited in association with a changeable copy or electronic sign.

(d) Landscaping. All non-temporary ground-mounted or monument signs shall be installed with a minimum surround of three feet of regularly maintained floral and shrubbery landscaping in every direction.

### **Section 3-193. Nonconforming signs.**

(a) Signs lawfully existing on the effective date of this article or prior ordinances, which do not conform to the provisions of this article, and signs which are accessory to a nonconforming use shall be deemed to be nonconforming signs and may remain except as qualified below. The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the zoning administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.

(b) No nonconforming sign shall be enlarged nor shall any feature of a nonconforming sign, such as illumination, be increased.

(c) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign. Nonconforming signs shall not be extended or structurally reconstructed or altered in any manner, except a sign face may be changed so long as the new face is equal to or reduced in height and/or sign area.

(d) No nonconforming sign shall be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this article.

(e) A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty percent of its area may be restored within two years after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty percent, it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this article.

(f) A nonconforming sign which is changed to becoming conforming or is replaced by a conforming sign shall no longer be deemed nonconforming, and thereafter such sign shall be in accordance with the provisions of this article.

(g) A nonconforming sign structure shall be subject to the removal provisions of section 3-191. In addition, a nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such structure sign shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen days' written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

### **Section 3-194. Non-commercial signs.**

(a) Substitution. Wherever this article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height and construction.

(b) Off-site Signs for Noncommercial Use of Limited Duration. With a permit, a noncommercial use may erect up to three off-site signs on properties with the consent of the persons in charge of such properties. Each sign shall be no more than sixteen square feet in area and eight feet in height. The area of the sign counts against the maximum sign area permitted on that lot. No more than one permitted temporary sign may be displayed per lot. Display of signs shall be limited to thirty days at a time. Each organization shall be limited to the display of such signs no more than four times within any calendar year.

**Table 1. Permanent Signage**

**Signs Permitted in Residential Districts**

Zoning District	Land Use	Wall Signs	Freestanding Signs	Accessory Building/Structure Signs	Ground Signs
R-1, R-2, R-3, Residential Uses in PDU Districts	Single-Family, Two-Family, Semi-Detached Dwelling and Townhouse	Maximum area (per sign face): 2 sq. ft.	Maximum area (per sign face): 2 sq. ft.	Not Permitted	Not Permitted
		Maximum number: 1 per dwelling unit	Maximum height: 4 ft.		
			Maximum number: 1 per dwelling unit Minimum distance from property line: 6 ft.		
	Multi-Family, Uses not otherwise noted	Maximum area (per sign face): 8 sq. ft.	Maximum area (per sign face): 32 sq. ft.	Not Permitted	Maximum area (per sign face): 9 sq. ft.
		Maximum area (total of all signs): 32 sq. ft.	Maximum number: <100 ft. lot frontage: 0 ≥100 ft. lot frontage: 1		Maximum height: 2.5 ft.
			Maximum number: 1 per 50 ft. of building frontage		Minimum distance from right-of-way line: 5 ft.

**Table 1. Permanent Signage**

**Signs Permitted in Commercial Districts**

Zoning District	Land Use	Wall Signs	Freestanding Signs	Accessory Building/Structure Signs	Ground Signs	
B-1, B-2, Commercial Uses in PDU Districts	Any Use	<b>Maximum area (total of all signs facing a public street):</b>	<b>Maximum area (per sign face):</b>	<b>Maximum area (total of all signs):</b> ½ sq. ft. per linear ft. of frontage	<b>Maximum area (per sign face):</b> 9 sq. ft.	
		<32 ft. building frontage: 32 sq. ft.	<100 ft. lot frontage: 0 sq. ft.			Maximum height: 2.5 ft.
		>32 ft. building frontage: 1 sq. ft. per linear ft. of building frontage	100—200 ft. lot frontage: 32 sq. ft.			
			>200 ft. lot frontage: 75 sq. ft.		<b>Maximum number:</b>	
			<b>Maximum height:</b> 12 ft. or 16 ft. if set back 20 ft. from public right-of-way			Located at a vehicular entrance to the site: 1 per Located elsewhere on the lot: No maximum
			<b>Maximum number:</b>			
			<100 ft. lot frontage: 0			
			100—200 ft. lot frontage: 1			
			>200 ft. lot frontage: 1 plus 1 for each additional 200 ft. lot frontage			
			<b>Minimum distance from right-of-way line:</b> 5 ft.			
	Shopping centers with >40,000 sq. ft. of building area may have 1 additional sign located at the entrance to the center with a maximum area of 50 sq. ft. and a maximum height of 12 ft. or 16 ft. if set back 20 ft. from the public right-of-way					

**Table 1. Permanent Signage**

**Signs Permitted in Industrial Districts**

Zoning District	Land Use	Wall Signs	Freestanding Signs	Accessory Building/Structure Signs	Ground Signs
M-1	Any Use	<b>Maximum area (total of all signs facing a public street):</b>	<b>Maximum area (per sign face):</b>	<b>Maximum area (total of all signs):</b> ½ sq. ft. per linear ft. of frontage	<b>Maximum area (per sign face):</b> 9 sq. ft.
		<32 ft. building frontage: 32 sq. ft.	<100 ft. lot frontage: 0 sq. ft.		
		>32 ft. building frontage: 1 sq. ft. per linear foot of frontage	100—200 ft. lot frontage: 32 sq. ft.		
			>200 ft. lot frontage: 75 sq. ft.		
			<b>Maximum height:</b> 12 ft.		<b>Maximum height:</b> 2.5 ft.
			<b>Maximum number:</b>		<b>Maximum number:</b>
			<100 ft. lot frontage: 0		Located at a vehicular entrance to the site: 1 per entrance
			100—400 ft. lot frontage: 1		Located elsewhere on the lot: No maximum
			>400 ft. lot frontage: 1 plus 1 for each additional 400 ft. lot frontage		
	<b>Minimum distance from right-of-way line:</b> 5 ft.				

**Table 2 Temporary Signage**

**Signs Permitted in Residential Districts**

<b>Zoning District</b>	<b>Land Use</b>	<b>Yard Signs</b>	<b>Banners</b>	<b>Flag Signs</b>	<b>A-Frame Signs</b>	<b>Duration Limitations</b>	<b>Other Limitations</b>
R-1, R-2, R-3, Residential Uses in PDU Districts	Single-Family, Two-Family, Semi- Detached Dwelling and Townhouse	<b>Maximum area:</b>	Maximum area (per banner): 8 sq. ft.	<b>Maximum area (total of all flags):</b> 24 sq. ft.	<b>Maximum Number: 1</b> per zoning lot	Up to 4 times per years for events at the residence to be displayed only during daylight hours of the event	
		24 sq. ft. (total of all signs)		<b>Minimum height (wall mounted):</b> 8 ft.			
		12 sq. ft. (any one sign)		<b>Maximum height (ground):</b> Equal to distance from nearest property line			
		<b>Maximum number:</b> No limit	Maximum number: 1 per dwelling unit				
			Maximum number: No limit				
		Multi-Family, Uses not otherwise noted	<b>Maximum area:</b> 48 sq. ft.	Maximum area (per banner): 32 sq. ft.	<b>Maximum area (total of all signs):</b> 24 sq. ft.	<b>Maximum Number: 1</b> per zoning lot	
		Maximum number: 1 per street frontage	Minimum height (wall mounted): 8 ft.	<b>Maximum height (ground):</b> Equal to distance from nearest property line			
		<b>Maximum number:</b> No limit	Maximum number: No limit	<b>Maximum number:</b> No limit	A-Frame signs: must be removed while business is closed and during severe weather events		

A-Frame signs shall be located within 10 feet of a pedestrian entrance





**Town of Bowling Green – Public Works  
and Utilities Council Monthly  
Report/Project Update  
For May 2018**

Prepared By: Billy Deavers

Date: May 30, 2018

Additional and/or Support Materials Attached: Yes

No

## Ongoing:

### Wastewater Operations:

- Plant is still recovering from large amounts of storm water this month, and a large water leak at Heritage Pines which brought in very high flow as well as a lot of clay. The normal average influent flow to Plant is around 100,000 gpd. May 17<sup>th</sup>-19<sup>th</sup> average was 387,903, with 5 inches of rain. May 27<sup>th</sup> and 28<sup>th</sup>, the average influent was 340,500 with 3.1 inches of rain. May 29<sup>th</sup> was 173,340 due to water leak at Heritage Pines. Plant flow has been monitored and adjusted, sand filters have needed cleaned consistently and monitoring of solids supply and loss have been top priority.

### Water Operations:

- Accepting bids on seven fire hydrants throughout Town that need replaced
- Received Chlorine delivery, still measuring and monitoring dosage and feed rates daily

### Public Works:

- Grass Cutting Season is well underway and has been kept up with
- Still setting up and removing Trash receptacles weekly for the Farmer's Market
- A lot of storm debris has been cleared and will be as needed with storms in forecast
- Repaired numerous street signs throughout Town and will be monitoring

## Completed:

### Wastewater Operations:

- New Operator in training started, Adam Rowles. Plant Staff have been working hard on training him.
- New belts were installed on Return/Waste Pumps
- Had 301 lift station pump repaired and installed
- Lift Stations are still being monitored for grease accumulation and dosed with degreaser accordingly

### Water Operations:

- Water Leaks at Oak Ridge, Courthouse, Davis Ct, Elm St and Heritage Pines have been repaired
- New meters were installed on Milford and Coolidge. Meter boxes on Lee St. were also replaced, due to damage from roadway traffic

## Heads up:

- Section of fence at Angelwood was removed for water leak, it is being replaced now.

Address	Street Name	Work Type	Date Flagged	Description
				please re-read meter
118	N Main St	Meter Re-Read	5/31/2018 10:27:09 AM	thank you
137	South Main	Water Sampling	5/30/2018 1:50:34 PM	Bac t sample
156	East Broaddus	Water Sampling	5/30/2018 1:49:23 PM	Bac t sample
375	Roper Dr	General Maintenance	5/30/2018 1:41:15 PM	Put crime watch sign back up found it half way down Gill St in ditch
144	Maury Ave	Other - Water Utility	5/30/2018 12:21:07 PM	Replace meter riser
16380	Heritage Pines	General Maintenance	5/30/2018 12:19:24 PM	Put fence back up at rear of property
17254	White Meadows Dr	Other - Water Utility	5/30/2018 11:37:27 AM	Please check meter for damage. Tree fell on meter during storm 05/30/18
17146	Elm St	Detect Water Leak	5/29/2018 5:59:52 PM	Water main leak
16385	Heritage Pines Cir	Detect Water Leak	5/29/2018 5:08:29 PM	Repair water leak
				Please read the meter
				Annette Dumond moving out 05/29/18
18162	Harding Dr	Meter Read	5/29/2018 11:46:38 AM	Kathy Beard is moving in 05/29/18
219	Anderson Ave	Sewer Investigate	5/28/2018 11:08:10 AM	Extremely high intake plant was hydraulically overloaded
143	Maury Ave	Sewer Blockage - Main	5/28/2018 11:02:44 AM	Check for sewer blockage
141	Lee St	Other - Water Utility	5/25/2018 2:10:37 PM	Cut asphalt from around meter to replace riser
				Please turn water on
141	Lee St	Service Connect	5/25/2018 11:47:29 AM	Tangela Parker moving in 05/25/2018
18019	Harding Dr	Service Disconnect	5/25/2018 11:07:38 AM	Service Disconnect 05/25/18 Home sold
395	Roper Dr	Meter Read	5/24/2018 3:35:29 PM	Please read meter. Customer request reading to validate usage Thank you
395	Roper Dr	Garbage	5/24/2018 3:32:52 PM	Please pick up recycle can and replace it with a new Trash can.
				Service Disconnect with Meter read 5/24/18
17485	Jackson Dr	Service Disconnect	5/24/2018 3:24:51 PM	Thank you
14266	Farmer Dr	Install/Set Meter	5/24/2018 2:03:10 PM	Replaced meter
209	Maury Ave	Mowing	5/24/2018 11:05:59 AM	Mowing old Maury Ave well
16385	Heritage Pines Cir	Mowing	5/24/2018 10:48:45 AM	Mowing lift station
16234	Milford St	Mowing	5/24/2018 10:34:50 AM	Mowing town sign
0	#DU110 Rogers Clark Blvd	Mowing	5/24/2018 10:19:43 AM	Mowing 207 sign
213	VA-207-BR	Mowing	5/24/2018 9:55:42 AM	Mowing well 5
268	N Main St	Mowing	5/24/2018 9:32:48 AM	Mowing at traffic light
16435	Paige Rd	Mowing	5/24/2018 9:02:10 AM	Mowing town sign
13339	Fredericksburg Tpke	Mowing	5/24/2018 8:15:18 AM	Mowing VDOT tower
117	Butler St	Trimming	5/24/2018 8:08:10 AM	Trimming bushes at Town Hall
206	N Main St	Landscaping	5/23/2018 2:00:00 PM	Water Planters
100	N Main St	Mowing	5/23/2018 9:43:10 AM	
100	N Main St	Mowing	5/23/2018 9:42:55 AM	cut grass 30 minutes

211	US-301-BR N	Mowing	5/23/2018 9:24:47 AM	cut grass 1.00 hour
117	Butler St	Mowing	5/23/2018 8:27:59 AM	cut grass 1.5 hours
104	Lacy Ln	Other - Sewer	5/22/2018 9:53:21 AM	Need Jimmy to come out to check pump #2 not pumping it trips out has a seal failu
112	US-301-BR	Other - PW	5/22/2018 8:34:32 AM	Hanging flower baskets
117	Butler St	Other - PW	5/22/2018 7:45:07 AM	Hanging flower baskets and putting up bracket
255	Roper Dr	Mowing	5/21/2018 11:10:23 AM	Mowing Bowling Green Meadows lift station
107	Maury Ave	Service Disconnect	5/21/2018 11:08:19 AM	service dis-connect 5/21/18
107	Maury Ave	Service Connect	5/21/2018 10:52:22 AM	please connect water service. 5/21/18
170	Dickinson Dr	Mowing	5/21/2018 10:25:16 AM	Mowing Bowling Green Meadows Park Please turn on water for this location
119	Oak Ridge St	Service Connect	5/21/2018 10:17:45 AM	thank you
121	Maury Ave	Meter Re-Read	5/21/2018 9:33:53 AM	Please re-read meter thank you
117	Butler St	Mowing	5/21/2018 9:13:58 AM	Mowing well 1,Playground,Police department
101	Lacy Ln	Mowing	5/21/2018 9:03:14 AM	Lacy Lane lift station
109	Cedar Ln	Mowing	5/21/2018 8:48:25 AM	Mowing well 4
17256	Lakewood Rd	Mowing	5/21/2018 8:33:02 AM	301 Billboard
17573	A P Hill Blvd	Mowing	5/21/2018 7:55:37 AM	Mowing 301 lift station
18131	A P Hill Blvd	Mowing	5/21/2018 7:45:00 AM	Town sign at Gulf station please disconnect water 05/18/18
119	Oak Ridge St	Service Disconnect	5/18/2018 11:00:43 AM	renter moved
	Anderson Ave	Service Disconnect	5/17/2018 11:39:20 AM	Please disconnect water service 5/16/18
141	Lee St	Service Disconnect	5/17/2018 11:27:49 AM	Please disconnect water service. Resident no longer at location 5/17/18
18112	Coolidge Ln	Landscaping	5/17/2018 11:08:55 AM	Dead trees beside lift station are a hazard need to be cut down
13536	Farmer Dr	Trimming	5/17/2018 10:51:15 AM	Cutting trees from around hydrant from storm
117	Butler St	Other - PW	5/17/2018 10:27:11 AM	Set up for meeting
117	Butler St	General Maintenance	5/17/2018 10:22:00 AM	
117	Butler St	Building Maintenance	5/17/2018 10:21:51 AM	Nail gutters back to building and put nails back in trim
155	Lee St	Customer Complaint	5/16/2018 11:27:30 AM	Customer phoned in complaint trash truck ran over meter lid again and has broken
17246	White Meadows Dr	Other - Water Utility	5/16/2018 10:25:02 AM	tree on meter top. needs replacing
219	Anderson Ave	Mowing	5/16/2018 8:47:32 AM	Mowing wastewater plant
0	Anderson Ave.	Trimming	5/16/2018 7:08:33 AM	Cut trees back off sidewalk
240	North Main	Trimming	5/16/2018 7:07:01 AM	Removed trees branches from road and sidewalks and swept up saw dust
104	Lacy Ln	Pump Station	5/15/2018 8:35:56 AM	Pumping lift station down power outage
16358	Heritage Pines Cir	Pump Station	5/15/2018 8:19:04 AM	Pumping lift station down power outage
205	Roper Dr	Pump Station	5/15/2018 7:22:41 AM	Pumping lift station down with generator
0	Check all liftstations	Pump Station	5/15/2018 12:08:22 AM	Check all levels power outages
0	Well 5,Well 4,Well1	Other - Water Utility	5/15/2018 12:06:18 AM	Power outages ,cut well 4 to hand,hooked generator to well 5

101	Lee St	Other - Water Utility	5/14/2018 2:18:50 PM	Drill holes in meter top for touch read
151	Lee St.	Other - Water Utility	5/14/2018 2:17:21 PM	Fix touch read top
117	Butler St	Detect Water Leak	5/14/2018 11:15:54 AM	Service line leak
				June 9,2018 Wine Festival Event Needs
				(5) 10'x10' white pop-up tents
				(1) 10'x20' white pop-up tent
				(1) 10'x20' UNION BANK tent
				(1) 10'x10' UNION BANK tent
				(10) 8' tables
				(25) folding chairs
				(2) Large coolers with ice
				(4) Orange coolers with ice water
				(2) Generators from SunBelt(the quitter the better)
				(10) trash cans with extra liners
				(10) traffic cones
				Wine glasses (on stage)
				Lawn games (on stage) croquet, bocci, etc
				Corn Hole boards (2sets; 4 boards total)
200	S Main St Tinder lol lookup ooo	Special Events Set-up	5/14/2018 11:02:29 AM	Thank you for your help :) :) knives :) bubba
16417	mmyka	Sidewalk Obstruction	5/14/2018 10:57:28 AM	. up Jun
117	Butler St	Other - Water Utility	5/14/2018 10:48:30 AM	
219	Anderson Ave	Other - Water Utility	5/14/2018 10:36:24 AM	
219	Anderson Ave	Other - Water Utility	5/14/2018 10:34:54 AM	
16417	Tinder Dr	Other - Water Utility	5/14/2018 10:34:40 AM	Locating valves
219	Anderson Ave	Other - Water Utility	5/14/2018 10:33:59 AM	
219	Anderson Ave	Other - Water Utility	5/14/2018 10:33:16 AM	
219	Anderson Ave	Other - Water Utility	5/14/2018 10:32:09 AM	
14424	Fredericksburg Tpke	Other - Water Utility	5/14/2018 10:31:51 AM	Locating valves
17247	White Meadows Dr	Other - Water Utility	5/14/2018 10:16:30 AM	Locating valves
15481	School St	Other - Water Utility	5/14/2018 10:05:49 AM	Locating valves
16141	School Rd	Other - Water Utility	5/14/2018 10:00:58 AM	Locating valves for Harding Dr.
145	Martin St	Install/Set Meter	5/14/2018 8:39:07 AM	Install new meter
211	Milford St	Other - Water Utility	5/11/2018 11:43:01 AM	Drill holes in meter top
329	N Main St	Other - Water Utility	5/11/2018 11:34:02 AM	Drill holes in meter top
124	Martin St	Install/Set Meter	5/11/2018 11:31:24 AM	Replaced meter with touch read
124	Martin St	Install/Set Meter	5/11/2018 11:00:41 AM	Put in touch reading me

18164	A P Hill Blvd	Other - Water Utility	5/11/2018 9:06:51 AM	Drill holes in meter box
125	Lee St	Other - Water Utility	5/11/2018 8:27:25 AM	Drill holes in meter box
219	Anderson Ave	Repairs	5/11/2018 8:10:05 AM	Fix Street sign at Lee and Anderson Avenue
117	Butler Street	Garbage	5/11/2018 7:17:25 AM	Dump cans at playground
206	N Main St	Landscaping	5/9/2018 2:00:00 PM	Water Planters
17186	White Meadows Dr	Other - Water Utility	5/9/2018 1:36:33 PM	Flush blow off
106	Cedar Ln	Mowing	5/9/2018 1:24:19 PM	mowing well 4
201	Travis St	Mowing	5/9/2018 1:21:18 PM	Mowing liftstation
160	Dickinson Dr	Mowing	5/9/2018 1:14:24 PM	Bowling Green Meadows park
213	VA-207-BR	Mowing	5/9/2018 11:40:03 AM	Mowing well 5
16385	Heritage Pines Cir	Mowing	5/9/2018 11:14:23 AM	Mowing liftstation
16234	Milford St	Mowing	5/9/2018 10:54:15 AM	mowing town sign
0	#DU110 Rogers Clark Blvd	Mowing	5/9/2018 10:49:33 AM	201 sign mowing
102	Chase St	Mowing	5/9/2018 9:16:29 AM	Mowing park and ride
210	Roper Dr	Mowing	5/9/2018 8:58:02 AM	mowing liftstation
122	Virginia Ave	Detect Water Leak	5/6/2018 10:31:14 AM	Water main leak,Langford called in to repair 1meter
16010	Harrison Way	Install/Set Meter	5/4/2018 11:16:48 AM	
211	US-301-BR N	Mowing	5/4/2018 11:12:34 AM	South Main town sign
17469	Coolidge Ln	Install/Set Meter	5/4/2018 11:08:03 AM	property reading to set meter Lot 93 Maury Heights water/sewer 1 meter Thank y
167	E Broaddus Ave	Trimming	5/4/2018 11:00:35 AM	trimming around fire hydrant
17573	A P Hill Blvd	Mowing	5/4/2018 10:57:12 AM	Mowing 301 liftstation
18131	A P Hill Blvd	Mowing	5/4/2018 10:56:03 AM	
18131	A P Hill Blvd	Mowing	5/4/2018 10:31:19 AM	Mowing town sign
143	Maury Ave	Garbage	5/4/2018 10:24:35 AM	Please deliver a new recycle trash can. Thank You
0	North Main Intersection	Mowing	5/4/2018 10:00:10 AM	Cut grass
117	Butler St	Mowing	5/4/2018 9:58:17 AM	Town Hall,Playground,Well 1,Police Department
0	Vdot	Mowing	5/4/2018 8:34:04 AM	Water tower
0	I16435 Paige Rd	Mowing	5/4/2018 8:32:03 AM	Town sign
109	Cedar Ln	Landscaping	5/3/2018 1:59:17 PM	Cleaned out hanging flower basket and deliver to G&G
144	E Broaddus Ave	Landscaping	5/3/2018 1:56:18 PM	Filled sinkhole from water line repairs
111	US-301-BR	Landscaping	5/3/2018 1:47:52 PM	Filled sinkhole at park and ride



**Town of Bowling Green – Police Department  
Council Monthly Report/Project Update  
For May 2018**

Prepared By: Chief David Lipscomb

Date: May 30, 2018

Additional and/or Support Materials Attached: Yes

No

**Activity Report:**

**Total Calls for service: 47**

**The following is a list of performance for Officer Honeycutt:**

- 7 Non-reportable calls for service**
- 3 Summonses issued**
- 2 Verbal warnings given**
- 1 Animal complaint**
- 5 Advice calls**
- 2 Motorist assists**
- 12 Park walk and talk**
- 2 Traffic Control**
- 1 Court appearance**

**The following is a list of performance for Chief Lipscomb:**

- 26 calls for service (2 reportable)**
- 1 Property Damage (Roper Dr. – Gill St.)**
- 1 Verbal Domestic Reported**
- 1 Animal complaint**
- 1 Trespassing issue**
- 61 Summonses issued (Speeding, Expired Inspections, Defective Equipment, Seat Belt)**
- 12 Verbal warnings given, 3 Fire Lane Warnings**
- 5 Driving Suspended**
- 2 Alarm call**
- 12 FMCSA commercial vehicle inspections were conducted with 5 vehicles being placed out of service for critical safety violations.**
- Conducted 31 PWT (Park walk and talk) These included multiple advice given.**

**Attended weekly staff meetings.**

**Met with Town Manager over budget concerns.**

**Conducted traffic enforcement throughout the Town.**

**Conducted extra patrols of Town resident's homes who advised they were on vacation.**

**Washed and vacuumed patrol SUV three times per week.**

Checked Virginia State Police sex offender registry for new entries. None located.

Assigned personnel to work two Town Hall events that included alcohol.

Completed weekly schedule for Officer Honeycutt.

Assigned Officer Honeycutt to plan for National Night Out in August.

Prepared for and attended court on various dates.

Met with the Commonwealth's Attorney's Office in reference to the successful conclusion of cases above.

Downloaded and installed TREX software. This program is the state DCJS databased for training of all officers. This system also allows new hires to be updated to reflect their position in the Bowling Green Police Department.

Sent two letters of appointment to two new reserve officers. Updated their training in TREX. Completed the necessary steps to have police specific identifications made. As soon as equipment is purchased these new reserve officers will be on patrol in town.

Assisted CCSO animal control division with an animal control issue on Roper Dr. 5 summons issued for no county dog license / rabies vaccination. On Going compliant will hopefully be resolved by this enforcement action.

Had tuning forks and vehicles calibrated as required by state code.

Created a Town of Bowling Green Police Department Facebook page to interact with our citizens.

**Pending Actions:**

Secure funding for the purchase of police equipment to be utilized by auxiliary officers as we incorporate this program into existence.

Secure funding to revamp our parking summons. (Currently none exist)

**Decisions Needed:**

**Heads Up Items:**

**Working with Town Manager towards solution to a records management system. (RMS)**

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**Town of Bowling Green – Events Coordinator** (Contractor)  
**Monthly Report/Project Update**  
**For May 2018**

Prepared By: Jo-Elsa Jordan

Date: 5/30/18

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

**EDA:**

Communication of meeting cancellation to all board members.  
Email board members and Town Council with hotel timeline/update.  
Attend the annual Business Appreciation Reception for Caroline County

**Bowling on the Green Virginia Wine Festival:**

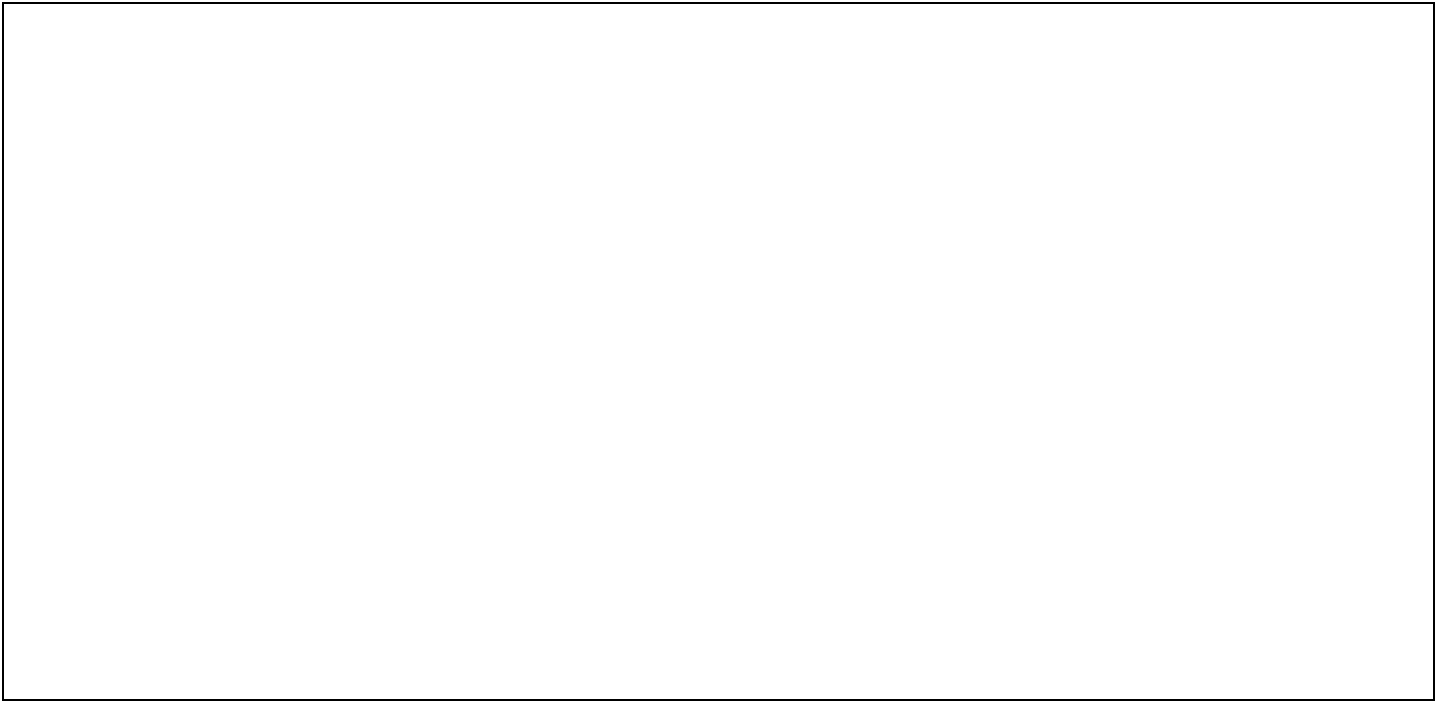
Facebook promotion and social media content  
Poster/flier distribution – Bowling Green businesses and Caroline County  
Volunteer recruitment through Caroline Chamber of Commerce and CCPS  
Coordinate with Meadow Event Park historian for equestrian memorabilia for display at event  
Finalize contracts with rental companies (Paisley & Jade, Memorable Moments)  
Create direct mail piece for target marketing campaign to real estate agents \*See attached  
Cold-call 40+ real estate agents with active listings in Caroline County to offer promotional deal  
Send personalized follow up emails to real estate agents  
Coordinate with Hoomes Circle residents for handicapped parking needs  
Create and distribute letter to Hoomes Circle residents \*See attached  
Coordinate with Williamsburg Lawn Bowling Club for parking/access  
Coordinate with Fredericksburg Big Band for access  
Coordinate with The Bavarian Chef for access to property  
Coordinate beer order with Three Notch'd Brewing Company  
Meeting with the Caroline YMCA to determine children's activities  
Coordinate with Caroline County for donation of peanuts for event day  
Coordinate with property owners to avoid conflicts with electrical work to take place on 6/8/18  
Media buy with FLS and Cooperative Living Magazine  
Coordinate with Public Works for event day needs  
Printed displays from Caroline UPS

**Clean Sweep:**

Facebook posts/promotions  
Complete Clean Sweep map  
Coordinate with FLS for ad in classified and Weekender

**Misc.**

Create letter to Milford Street residents for trashcan placement \*See attached  
General Facebook posts/content  
Assist in promotion of Memorial Day Celebration held at Town Hall on 5/28/18  
Farmers' Market Facebook posts  
Weekly staff meetings on Monday's (1:00 p.m.)  
Staff report





May 1, 2018

Dear Alex,

The Bowling Green Town Council would like to invite you to treat your best clients to attend the 3<sup>rd</sup> annual

***Bowling on the Green Virginia Wine Festival***

***Saturday, June 9, 2018***

***1:00 p.m. – 6:00 p.m.***

*Located at the exclusive, privately-owned, historic Old Mansion, this event offers guests an afternoon of tastings from five of the best wineries in our region, craft beer by Three Notch'd Brewing Company and delicious fare by The Bavarian Chef. Because Belcher Real Estate has active properties in Caroline County, we are extending this special offer to you, Alex.*

*By purchasing twelve (12) discounted tickets to this fun event, you have the option to say "thank you" by gifting the tickets to clients that have recently closed on properties with you, offer to listing prospects or to potential buyers. Additionally, by posting a fun photo of your purchased tickets on Facebook or Instagram, asking folks to follow some simple steps (1. Like the post, 2. Tag a friend in the comments, 3. Share the post), these tickets could provide an excellent platform as a social media marketing tool to reach thousands, promoting Belcher Real Estate.*

*We will look forward to seeing you in Bowling Green!*

**www.bowlingonthegreen.com**

----- (Tear Here) -----

Fill out the information below and include with payment to take advantage of this offer and receive your tickets in the mail:

Please send me (12) ***Bowling on the Green Virginia Wine Festival*** tickets (valued at \$240) for the discounted rate of \$200.

Real Estate Agency: \_\_\_\_\_

Broker/Agent: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

\*Please make checks payable to the **Town of Bowling Green**, P.O. Box 468, Bowling Green, VA 22427

May 21, 2018

Dear Hoomes Circle and Cary Street Residents:

The Town of Bowling Green and the current owners of Old Mansion, Marialuz Moreno Badia and Nobuo Yoshida, are excited to host the third annual *Bowling on the Green Virginia Wine Festival* on **Saturday, June 9<sup>th</sup> from 1pm – 6pm**. Last year was a great community event, in large part thanks to the consideration and cooperation of you and your neighbors.

While this event will not require street closures, the event entrance will be located at the farm entrance to the Old Mansion property on Hoomes Circle. In order to limit traffic in your neighborhood, a couple of volunteers will be stationed at Main Street and Cary Street informing visitors that parking and shuttle services will be available from the Caroline County Public Schools School Board Office. With the exception of shuttle services to and from the event, only residents and handicapped folks will be permitted to enter your neighborhood. Handicapped folks may need to park along Hoomes Circle so that they can be as close as possible to the event entrance. Thank you for your understanding in these special circumstances.

Proceeds from the *Bowling on the Green Virginia Wine Festival* benefit the Caroline County Public Schools Education Foundation. Tickets can be purchased in Town for \$20 at A&M Home Center, Union Bank & Trust, The Mix House and the Town Hall Business Offices. Tickets are available online at [www.bowlingonthegreen.com](http://www.bowlingonthegreen.com) or at the gate on event day for \$25.

The Town of Bowling Green thanks you for your patience and understanding as we invite residents and visitors to enjoy their time at Old Mansion.

Respectfully,

Jo-Elsa Jordan  
Events Coordinator, Town of Bowling Green  
(804) 516-5045  
[bgtownevents@gmail.com](mailto:bgtownevents@gmail.com)



## *Let's keep it CLEAN in Bowling Green!*

Many of us love Bowling Green for our own special reasons, but we can all agree that with its beautiful homes and quiet streets, our Town is unique and full of small town charm! It's up to each of us to keep Bowling Green beautiful!

We are sending you this friendly reminder, asking residents to please not obstruct the sidewalks with trash cans on trash day and to kindly pull the trash cans back onto your property, locating them in a discreet area.

Thank you for taking pride in your Town and for your help in keeping Bowling Green beautiful!





**Town of Bowling Green – Clerk/Treasurer’s  
Council Monthly Report/Project Update  
For May 2018**

Prepared By: Melissa Lewis

Date: 6/1/2018

Additional and/or Support Materials Attached: Yes  No

**Utility Billing:**

- Prepared utility bills from handheld meter readings, reviewed for accuracy, sent file to printing company for mailing.
- Set up accounts for 21 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Issued work orders for replacement of meters for customers with chronic usage issues.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered work orders into Mobile 311 for Public Works and Utilities.
- Attended webinar hosted by MuniCode on utility bill printing.
- Provided MuniCode representative with requested information to obtain a quote.

**Payroll/Human Resources:**

- Received and reviewed employee’s time cards for accuracy.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Researched and provide information to Town Manager on VRS Hybrid Disability Insurance program.

**Treasurer/Financial:**

- Imported Real Estate and Personal Property Tax books provided by Caroline County Commissioner of the revenue.
- Provided Auditor requested documentation so that he may complete his field work for our FY17 audit.
- Worked extensively with CPA to provide documentation for monthly bank reconciliations for July 1, 2017 to April 30, 2018.
- Responded to USDA’s request for financial statements to proceed with grant for Public Works and Utilities equipment.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Research and provided information to Town Manager for FY19 Budget Preparation.

**Town Clerk:**

- Responded to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for Town Council Meeting.
- Responded to VML questionnaire and provided additional information needed to obtain an accurate quote for insurance coverage.
- Updated the Town's website with current news items, meeting agendas and items, business license applications, Commission members.
- Corresponded with VML in conjunction with the Events Coordinator about obtaining event insurance for the Wine Festival.
- Organized kitchen store room to prepare it for use as our immediate storage area. Zoning records will be kept in the area for ease of access, allowing the stage storage area to remain for long term storage.
- Updated and mailed out 2018 Golf Cart Registration forms.
- Scheduled 4 Public Hearing ads to run in the Free Lance Star.

**Meeting attended:**

- May 1<sup>st</sup> Joint EDA and Town Council Meeting
- May 3<sup>rd</sup> Town Council Meeting
- May 17<sup>th</sup> Special Town Council Meeting
- 4 weekly staff meetings

**Attachments:**

- Town Hall Rental Report

**Heads Up Items:**

The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

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TOWN HALL RENTALS

May 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
21	Activities Program	Yoga/Pitaiyo	240.00
1	Caroline County School	Teacher Banquet	N/C
1	Kristie Compton	Wedding & Rec	675.00
1	Karen Covington	Reception	675.00
1	Donna Holmes	Reception	575.00
1	Danielle Bouy	Reception	675.00
1	Veterans Memorial	Awards	N/C
1	Town Council Meeting	Meeting	N/C
1	Facilities	Meeting	N/C

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29

Total

\$2840.00





**Town of Bowling Green – Town Manager Town  
Council Monthly Report/Project Update  
For May 2018**

Prepared By: A. Reese Peck

Date: 5/31/18

Additional and/or Support Materials Attached: Yes

No X

**Meetings Attended:**

**Town Council:** Joint EDA May 1<sup>st</sup>; May 3rd regular meeting; Budget Hearing May 17th

**Town Council Committees:** Facilities

**Commission and Authority Meetings:** Joint Town Council/EDA meeting.

**Other Meetings:** Administrators Meeting

**Main Street & Commercial Corridor Revitalization:**

**Planning/Zoning/Siting Issues:**

Sent several grass letters, sent general reminder to residents on Milford Avenue not to store their garbage cans on the side walk. Notified one homeowner about property maintenance issues.

**Other:** Filed a pre-application for a VDOT SMARTSCALE project to upgrade the crossover on the 301 Corridor in the Opportunity zone.

**Pending Actions:**

Sign ordinance and Minor Events SUP

**Decisions Needed:**

Sign Ordinance, Tax and Utility Rates, Vehicle Tax, Employee Bonuses, Wedding Venue

**Heads Up Items:**

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Schedule	County	Route	From MP	To MP	From Description	To Description	Street Name	Length	Location
PM-6B-19	Caroline	2	18.63	18.84	Int RTE 207 (W Broaddus AVE)/RTE 2 (N Main ST)	0.21 MI N of Int RTE 207 (W Broaddus AVE)/RTE 2 (N Main ST)	N. Main Steet		Town Of Bowling Green
PM-6B-19	Caroline	301	0.96	1.49	Int RTE 2 (N Main ST)/RTE 301 Bus (E Broaadus AVE)	0.01 Mi S Int RTE 301 (AP Hill BLVD)	E Broudus Avenue		Town Of Bowling Green
PM-6B-19	Caroline	301	0.07	0.96	0.07 MI N of Int RTE 301 (Bowling Green BYP)/RTE 301 BUS1 (South Main ST) (End Divided)	Int RTE 2 (N Main ST)/RTE 301 Bus (E Broaadus AVE)	S. Main Street		Town Of Bowling Green
PM-6B-19	Caroline	301	0	0.07	Int RTE 301 (Bowling Green BYP)/RTE 301 BUS1 (South Main ST)	0.07 MI N of Int RTE 301 (Bowling Green BYP)/RTE 301 BUS1 (South Main ST) (End Divided)	S. Main Street		Town Of Bowling Green
Asphalt	Caroline	301	18.78	19.93	0.20 Mi N of RTE 1204 (Courthouse LN)	0.07 Mi N of RTE 608 (Lakewood RD)	AP Hill Blvd.		Town Of Bowling Green
Asphalt	Caroline	301	18.12	19.14	0.18 Mi S of RTE 619 (Chase ST)	0.76 Mi S of RTE 608 (Lake Wood RD)	AP Hill Blvd.		Town Of Bowling Green
Asphalt	Caroline	619	0.96	1.02	Int. Rte. 1214 (County Street)	Int. Rte. 1206 (Butler Street)	Chase Street		Town Of Bowling Green
Asphalt	Caroline	619	1.02	1.26	Int. Rte. 1206 (Butler Street)	Int. Rte. 301 SBL (Bowling Green Bypass)	Chase Street		Town Of Bowling Green
Cape Seal	Caroline	605	0.93	11.44	E. End of I-95 Overpass Bridge	Int. Rte. 2 (N. Main Street)	Paige Road	10.51	Town Of Bowling Green
Cape Seal	Caroline	1201	0	0.48	Int. Rte 1216 (Elliott Dr)	Int. Rte 301 BUS (S Main St)	Maury Avenue	0.48	Town Of Bowling Green
Cape Seal	Caroline	1202	0	0.21	Int. Rte. 619 (Milford St.)	Int. Rte. 207 BUS (W. Broaddus Ave.)	Anderson Avenue	0.21	Town Of Bowling Green
Cape Seal	Caroline	1203	0	0.1	Int. Rte. 2/301 BUS (N. Main Street)	Dead End	Davis Court	0.1	Town Of Bowling Green
Cape Seal	Caroline	1204	0	0.27	Int. Rte. 2/301 BUS (N. Main Street)	Int. Rte 301 (Bowling Green Bypass)	Courthouse Lane	0.27	Town Of Bowling Green
Cape Seal	Caroline	1205	0	0.1	Int. Rte 619 (Chase Street)	Int. 1204 (Courthouse Lane)	Ennis St	0.1	Town Of Bowling Green
Cape Seal	Caroline	1206	0	0.11	Int. Rte. 619 (Chase Street)	Int. Rte. 1204 (Courthouse Lane)	Butler St	0.11	Town Of Bowling Green
Cape Seal	Caroline	1207	0	0.07	Int. Rte. 1208 (Hoomes Circle)	Int. Rte. 2/301 BUS (N. Main Street)	Cary St	0.07	Town Of Bowling Green
Cape Seal	Caroline	1208	0	0.1	Int. Rte. 1211 (Hoomes Circle)	Int. Rte. 1211 (Hoomes Circle)	Hoomes Circle	0.1	Town Of Bowling Green
Cape Seal	Caroline	1209	0	0.13	Int. Rte 619 (Milford St. and Trewalla Ln.)	Morgan Ct. (Dead End)	Coghill St	0.13	Town Of Bowling Green
Cape Seal	Caroline	1210	0	0.26	Int. Rte. 619 (Milford Street)	Int. Rte. 207 BUS (W. Broaddus Ave.)	Martin St	0.26	Town Of Bowling Green
Cape Seal	Caroline	1211	0	0.2	Int. Rte. 1208 (Hoomes Circle)	Int. Rte. 1208 (Hoomes Circle)	Hoomes Circle	0.2	Town Of Bowling Green
Cape Seal	Caroline	1212	0	0.08	Dead End	Int. Rte. 1211 (Hoomes Circle)	Alsop Lane	0.08	Town Of Bowling Green
Cape Seal	Caroline	1213	0	0.12	Cul-de-Sac	Int. Rte. 2/301 BUS (N. Main Street)	Sunset Dr	0.12	Town Of Bowling Green
Cape Seal	Caroline	1214	0	0.04	Int Rte. 619 (Chase Street)	Dead End	County St	0.04	Town Of Bowling Green
Cape Seal	Caroline	1215	0	0.09	Int Rte. 1201 (Maury Avenue)	Int. Rte. 619 (Milford Street)	White St	0.09	Town Of Bowling Green
Cape Seal	Caroline	1216	0	0.07	Dead end	Int. Rte. 619 (Milford Street)	Elliott Dr	0.07	Town Of Bowling Green
Cape Seal	Caroline	1217	0	0.19	Int. Rte. 2/301 BUS (N. Main Street)	Int. Rte. 1229 (Travis Street)	Oak Ridge St	0.19	Town Of Bowling Green
Cape Seal	Caroline	1220	0	0.26	Int. Rte. 2/301 BUS (N. Main Street)	Cul-de-Sac	Lafayette Ave	0.26	Town Of Bowling Green
Cape Seal	Caroline	1221	0	0.12	Dead End	Int. Rte. 2/301 BUS (S. Main Street)	Dorsey St	0.12	Town Of Bowling Green
Cape Seal	Caroline	1222	0	0.18	Int. Rte. 1202 (Anderson Avenue)	Int. Rte. 207 BUS (W. Broaddus Avenue)	Lee St	0.18	Town Of Bowling Green
Cape Seal	Caroline	1227	0	0.21	Int. Rte. 2/301 BUS (S. Main Street)	Cul-de-Sac	Gill St	0.21	Town Of Bowling Green
Cape Seal	Caroline	1228	0	0.05	Int. Rte. 1229 (Travis Street)	Dead End	Cedar Lane	0.05	Town Of Bowling Green
Cape Seal	Caroline	1229	0	0.39	Int. Rte 1204 (Courthouse Lane)	Int. Rte. 301 BUS (E. Broaddus Avenue)	Travis St	0.39	Town Of Bowling Green
Cape Seal	Caroline	1231	0	0.16	Int. Rte. 1217 (Oak Ridge Street)	Int. Rte. 1229 (Travis Street)	Virginia Ave	0.16	Town Of Bowling Green
Cape Seal	Caroline	1231	0.16	0.43	Int. Rte. 1229 (Travis Street)	Cul-de-Sac	Virginia Ave	0.27	Town Of Bowling Green
Cape Seal	Caroline	1239	0	0.17	Cul-de-Sac	Int. Rte. 619 (Milford St.)	Milford St	0.17	Town Of Bowling Green
Cape Seal	Caroline	1250	0	0.18	Cul-de-Sac	Int. Rte 619 (Chase ST.)	Meadow Lane	0.18	Town Of Bowling Green
Cape Seal	Caroline	1251	0	0.07	Int. Rte. 1250 (Meado Lane)	Int. Rte. 1868 (Barton Lane)	Roper Dr	0.07	Town Of Bowling Green
Cape Seal	Caroline	1252	0	0.2	Int. Rte 1250 (Meadow Lane)	Cul-de-Sac	Dickinson Dr	0.2	Town Of Bowling Green

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI. Consent Agenda  
A. Bills

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/MOU
  - Bylaws

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from May 2018

**BACKGROUND / SUMMARY:** Invoices for work done/items purchased in May 2018. Requesting approval of invoices so check may be disbursed.

**ATTACHMENTS:**

Check Reports:

- 5/11/18
- 5/17/18
- 5/22/18
- 5/30/18
- 6/7/18 (will be ready day of meeting)

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASSED

NOT PASSED

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23430	999999	ALLSHOUSE MARY	000	5/11/2018	25.00	.00
23431	979	CAROLINE COUNTY HEALTH DE	000	5/11/2018	211.97	.00
23432	536	CAS SEVERN	000	5/11/2018	52.50	.00
23433	999999	COMPTON KRISTIE	000	5/11/2018	150.00	.00
23434	10	DOMINION VIRGINIA POWER	000	5/11/2018	225.42	.00
23435	999999	DONALD CASANDRA	000	5/11/2018	150.00	.00
23436	28	G & G MILFORD FARM SERV.	000	5/11/2018	31.47	.00
23437	514	K I LANGFORD EXCAVATING	000	5/11/2018	3,148.10	.00
23438	944	METROCAST COMMUNICATIONS	000	5/11/2018	167.90	.00
23439	999999	PECK REESE	000	5/11/2018	63.13	.00
23440	653	STEMMLE PLUMBING REPAIR	000	5/11/2018	1,600.00	.00
23441	1007	U.S. BANK	000	5/11/2018	450.00	.00
		CLASS TOTAL			6,275.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,275.49	
		FINAL TOTAL			6,275.49	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,275.49- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	9999999	ALLSHOUSE MARY	THDR 2018-04-29	5/11/2018		100-000200-3500-	25.00	23430		REFUNDS PAYABLE	00660 THDR 2018-04-29
			DISC. TOTAL				.00				
							25.00				
00000	000979	CAROLINE COUNTY HEALTH DE	20180501	5/11/2018		4520-500100-6030-	211.97	23431		PLANT & LAB SUPPLIES/CHEMICAL	00660 SHOTS
			DISC. TOTAL				.00				
							211.97				
00000	000536	CAS SEVEN	432093	5/11/2018		4100-012410-3320-	52.50	23432		COMPUTER LICENSES/SUPPORT	00660 WORK ON CONSOLE
			DISC. TOTAL				.00				
							52.50				
00000	9999999	COMPTON KRISTIE	THDR 2018-05-05	5/11/2018		100-000200-3500-	150.00	23433		REFUNDS PAYABLE	00660 THDR 2018-05-05
			DISC. TOTAL				.00				
							150.00				
00000	000010	DOMINION VIRGINIA POWER	2018-05	5/11/2018		4100-031100-5110-	154.62	23434		ELECTRICITY	00660 PC
			DISC. TOTAL				49.78	23434		ELECTRICITY-STREETLIGHTS	00660 MAIN ST LIGHTS
							21.02	23434		ELECTRICITY	00660 LACY PUMP STAFF
							.00				
							225.42				
00000	9999999	DONALD CASANDRA	THDR 2018-04-28	5/11/2018		100-000200-3500-	150.00	23435		REFUNDS PAYABLE	00660 THDR 2018-04-28
			DISC. TOTAL				.00				
							150.00				
00000	000028	G & G MILFORD PARM SERV.	172792	5/11/2018		4520-500100-6007-	4.99	23436		REPAIR/ MAINTENANCE	00660 BEK COUPLING
			DISC. TOTAL				21.49	23436		REPAIR/ MAINTENANCE	00660 EXT POLE & STRAW
							4.99	23436		REPAIR/MAINTENANCE	00660 PAINT PAIL
							.00				
							31.47				
00000	000514	K L LANGFORD EXCAVATING	5878	5/11/2018		4500-500100-6007-	3,148.10	23437		REPAIR/MAINTENANCE	00660 RPR LK 112 DAVIS CT
			DISC. TOTAL				.00				
							3,148.10				
00000	000944	METROCAST COMMUNICATIONS	2018-05	5/11/2018		4100-012110-5250-	99.95	23438		TELECOMMUNICATIONS	00660
			DISC. TOTAL				67.95	23438		TELECOMMUNICATIONS	00660 WIRELESS MODEM
							.00				
							167.90				
00000	9999999	PRCK REESE	20180511	5/11/2018		4100-012110-6001-	63.13	23439		OFFICE/MEETING SUPPLIES & PRI	00660 MILEAGE TO MEETINGS
			DISC. TOTAL				.00				
							63.13				
00000	000653	STEMMLE PLUMBING REPAIR	15133	5/11/2018		4520-500100-6007-	1,600.00	23440		REPAIR/ MAINTENANCE	00660 JET 175 FT N MAIN ST
			DISC. TOTAL				.00				
							1,600.00				
00000	001007	U.S. BANK	4975943	5/11/2018		4300-300100-8700-	450.00	23441		REFINANCING AND USDA PROJECTS	00660 ESCROW AGENT FEES
			DISC. TOTAL				.00				
							450.00				
							.00				
							6,275.49				
							.00				
							6,275.49				

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 THE TOTAL 6,275.49 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23442	999999	COVINGTON KAREN	000	5/18/2018	150.00	.00
23443	850	HAUN DAWN	000	5/18/2018	65.00	.00
23444	546	JOHNSON'S EXTERMINATING	000	5/18/2018	625.00	.00
23445	13	SHELL FLEET PLUS	000	5/18/2018	809.02	.00
		CLASS TOTAL			1,649.02	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,649.02	
		FINAL TOTAL			1,649.02	.00

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 THE TOTAL 1,649.02- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	9999999	COVINGTON KARRN		THDR 2018-05-12		100-000200-3500-	150.00	23442				REFUNDS PAYABLE	00662 THDR 2018-05-12
		DISC. TOTAL					.00					150.00	
		CHECK TOTAL					.00						
00000	000850	HAIN DAMN		5/18/2018		4100-073000-3140-	65.00	23443				CLEAN SWEEP	00662 CLEAN SWEEP
		DISC. TOTAL					.00					65.00	
		CHECK TOTAL					.00						
00000	000546	JOHNSON'S EXTERMINATING		5/18/2018		4100-071310-3320-	550.00	23444				CONTRACTED SERVICES	00662 SET UP BREAK DOWN
		DISC. TOTAL					75.00	23444				CONTRACTED SERVICES	00662 SET UP BREAK DOWN
		CHECK TOTAL					.00					625.00	
00000	000013	SHELL FLEET PLUS		5/18/2018		4100-031100-6008-	272.02	23445				VEHICLE FUEL/OIL	00662 PC
		DISC. TOTAL					179.00	23445				VEHICLE FUEL/OIL	00662 PW
		CHECK TOTAL					179.00	23445				VEHICLE FUEL/OIL	00662 WATRR
00000	000013	SHELL FLEET PLUS		5/18/2018		4520-500100-6008-	179.00	23445				VEHICLE FUEL & OIL	00662 SEMER
		DISC. TOTAL					.00					809.02	
		CHECK TOTAL					.00						
		CHECK TOTAL					1,649.02					1,649.02	
		CHECK TOTAL					.00						
		CHECK TOTAL					1,649.02					1,649.02	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,649.02- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
234446	1009	CAROLINE COUNTY HIGH	000	5/22/2018	1,000.00	.00
234447	999999	ESCOBAR TAMMY	000	5/22/2018	50.00	.00
234448	514	K L LANGFORD EXCAVATING	000	5/22/2018	8,656.65	.00
234449	1006	KNOBBY'S AFFORDABLE FLOOR	000	5/22/2018	455.20	.00
23450	11	RAPPAHANNOCK ELEC COOP	000	5/22/2018	514.42	.00
23451	12	WASTE MANAGEMENT	000	5/22/2018	2,947.03	.00
		CLASS TOTAL			13,623.30	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,623.30	
		FINAL TOTAL			13,623.30	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,623.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	A/C H	BATCH INV. DESCRIPTION
00000	001009	CAROLINE COUNTY HIGH	201805	5/22/2018		4100-042300-5714-	1,000.00	23446		00663 FOOTBALL PU TRASH
		DISC. TOTAL					.00			
		THDR 20180318 1								
00000	999999	BESCOBAR TAMMY		5/22/2018		100-000200-3500-	50.00	23447		00663 THDR 20180318
		DISC. TOTAL					.00			
00000	000514	K L LANGFORD EXCAVATING	5886	5/22/2018		4500-500100-6007-	2,749.70	23448		00663 111 OAK RIDGE ST
00000	000514		5887	5/22/2018		4500-500100-6007-	3,697.70	23448		00663 117 BUTLER ST
00000	000514		5888	5/22/2018		4500-500100-6007-	2,209.25	23448		00663 107 DAVIS CT
		DISC. TOTAL					.00			
		CHECK TOTAL					8,656.65			00663 107 DAVIS CT
00000	001006	KNOBBY'S APPRODABLE FLOOR	8762	5/22/2018		4100-031100-2720-	455.20	23449		00663 FLOORING FOR PC
		DISC. TOTAL					.00			
00000	000011	PAPPANNOCK ELEC COOP	2018-05	5/22/2018		4100-043100-5110-	86.51	23450		00663 CEDAR LN WAREHSE
00000	000011		2018-05	5/22/2018		4500-500100-5110-	51.03	23450		00663 CEDAR LN TRANSFMR
00000	000011		2018-05	5/22/2018		4500-500100-5110-	245.83	23450		00663 CEDAR LN WBL #4
00000	000011		2018-05	5/22/2018		4520-500100-5110-	83.34	23450		00663 LAKEWOOD PM STAT
00000	000011		2018-05	5/22/2018		4520-500100-5110-	21.00	23450		00663 RT 2 WATER TOWER
00000	000011		2018-05	5/22/2018		4520-500100-5110-	26.71	23450		00663 OAK RIDGE PM STAT
		DISC. TOTAL					.00			
		CHECK TOTAL					514.42			00663 OAK RIDGE PM STAT
00000	000012	WASTE MANAGEMENT	266431502811	5/22/2018		4520-500100-3180-	1,463.81	23451		00663 SLUDGE REMOVAL
00000	000012		266509502818	5/22/2018		4520-500100-3180-	1,483.22	23451		00663 SLUDGE REMOVAL
		DISC. TOTAL					.00			
		CHECK TOTAL					2,947.03			00663 SLUDGE REMOVAL
		CHECK TOTAL					13,623.30			00663 SLUDGE REMOVAL
		CHECK TOTAL					13,623.30			00663 SLUDGE REMOVAL

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 13,623.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND #	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23454	9999999	DAVISON ERICA	000	5/30/2018	.84	.00
23455	9999999	KESTER KAREN	000	5/30/2018	86.66	.00
23456	9999999	MARSDEN SUSAN	000	5/30/2018	.80	.00
23457	9999999	PREFERRED REAL ESTATE	000	5/30/2018	30.29	.00
23458	9999999	ROBEL BRITTANY	000	5/30/2018	30.87	.00
23459	9999999	SAMUELS BARRY	000	5/30/2018	.80	.00
23460	9999999	WHITTAKER CHRISTOPHER	000	5/30/2018	150.00	.00
		CLASS TOTAL			300.26	.00
		ACH TOTAL			.00	
		CHECK TOTAL			300.26	
		FINAL TOTAL			300.26	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 300.26- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	REFUNDS G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	9999999	DAVISON BRICA	UT0020028810001	5/30/2018	N	100-000200-3500-	.84	23454	TOTAL	.84	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
00000	9999999	KESTER KAREN	UT0020007080001	5/30/2018	N	100-000200-3500-	86.66	23455	TOTAL	86.66	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
00000	9999999	MARSDEN SUSAN	UT0020012350001	5/30/2018	N	100-000200-3500-	.80	23456	TOTAL	.80	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
00000	9999999	PREFERRED REAL ESTATE	UT0020029420001	5/30/2018	N	100-000200-3500-	30.29	23457	TOTAL	30.29	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
00000	9999999	ROBEL BRITTANY	UT0020027890001	5/30/2018	N	100-000200-3500-	30.87	23458	TOTAL	30.87	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
00000	9999999	SAMUELS BARRY	UT0020029180001	5/30/2018	N	100-000200-3500-	.80	23459	TOTAL	.80	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
00000	9999999	WHITTAKER CHRISTOPHER	UT0020029820001	5/30/2018	N	100-000200-3500-	150.00	23460	TOTAL	150.00	REFUNDS PAYABLE		00009 UTILITY REFUND
		DISC. TOTAL					.00						
		CHECK TOTAL					300.26			300.26			
		CHECK TOTAL					.00			.00			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 300.26 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI. Consent Agenda,  
B. 5/03/18 Minutes

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Minutes –Town Council Meeting – May 03, 2018

**BACKGROUND / SUMMARY:** Transcribed Minutes from the May 03, 2018 Town Council Meeting

**ATTACHMENTS:**

Town Council Meeting – May 03, 2018

**REQUESTED ACTION:**

Approval of the Minutes

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Gibson
- Satterwhite

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

May 03, 2018

**MEMBERS PRESENT:** Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Deputy Clerk/Treasurer Tracy Wright, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, and Public Works and Utilities Director Billy Deavers.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

**II. DELEGATIONS:**

There were no Delegations.

**III. PUBLIC COMMENTS:**

- A. Bobby Ketterman, 220 Maury Ave – Mr. Ketterman expressed his disagreement with the Town raising the vehicle license fee to match that of Caroline County.
- B. Barbara Allen, 121 Travis St. – Mrs. Allen extended an invitation to Council to attend a Memorial Day service being held by the Veterans of Foreign Wars on the Courthouse lawn. She asked that the public submit the names of all veterans to the VFW so that they may be properly recognized.  
Mrs. Allen questioned the Town Managers proposal to include in his proposed budget \$200 per fulltime employee for a one annual bonus.

**IV. STAFF REPORTS:**

The following staff reports were noted:

- A. Public Works and Utilities Report – April 2018
- B. Police Chief's Report – April 2018
- C. Events Coordinator's Report – April 2018
- D. Clerk/ Treasurer's Report – April 2018
- E. Town Manager's Report – April 2018

**V. CONSENT AGENDA:**

- A. Bills – April 2018 *attached to these minutes.*

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

- B. Minutes – April 5, 2018 Town Council Meeting
- C. Minutes – April 23, 2018 Town Council Work Session
- D. Reschedule Public Hearing for proposed Sign Ordinance for June 7, 2018

**On Motion** by Mr. Gibson, seconded by Ms. Davis, Council voted to approve the consent agenda as presented.

**Voting Aye:** McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**VI. NEW BUSINESS:**

- A. Set Public Hearing and authorize Town Manager to advertise:

SUP-2018-003 – Special Use Permit – 115 E. Broaddus Ave – Gaines

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to set a Public Hearing on June 7, 2018 at 7:00 P.M. for ZP-2018-003 – A Special Use Permit to allow minor events (weddings) at a Bed and Breakfast located at 115 E. Broaddus Ave, an application made by Ms. Tammie Gaines.

**Voting Aye:** McDearmon, Wright, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** none

**Abstaining:** Gaines – due to a conflict of interest

- B. Set Public Hearing and authorize Town Manager to advertise:

O-2018-004 – Ordinance to set FY19 Water and Sewer rates

O-2018-005 – Ordinance to increase Vehicle License Tax

O-2018-006 – Ordinance to allow for Employee Bonuses

**On Motion** by Mr. McDearmon, seconded by Mr. Wright, Council voted to set a Public Hearing on June 7, 2018 at 7:00 P.M. for O-2018-004 – Ordinance to set FY19 Water and Sewer rates, O-2018-005 – Ordinance to increase Vehicle License Tax, O-2018-006 – Ordinance to allow for Employee Bonuses

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** none

- C. Recodification recommendation from Ordinance Committee:

**On Motion** by Mr. McDearmon, seconded by Mr. Gaines, Council voted to authorize the Town Manager to enter into an agreement with MuniCode to recodify the Town Code of Bowling Green.

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** none

**VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

- A. Glenn McDearmon – Mr. McDearmon noted that the Facilities Committee met before the council meeting and discussed sidewalk repairs on Main Street, Fire Hydrant replacement, and Town Hall rental policies.

B. Otis Wright – had no comments.

C. Mark Gaines – had no comments.

D. Martin Hauser – Mr. Hauser stated that the Budget and Personnel Committee met and made a recommendation that the Town not hire family members of current employees.

E. Mary Frances Coleman – had no comments.

F. Jean Davis – Ms. Davis asked Council to consider a request made by a business owner to make an exception to Town Code Section 5-169 (c) requiring separate bills per location regardless of shared meter. The Town attorney stated that she would meet with the Ordinance Committee Chairperson to discuss the matter.

F. Tyler Gibson – noted the EDA met twice in April; once to discuss grants for Main Street rehabilitation and also for a joint meeting with Council to discuss development in the Rt. 301 corridor.

G. Jason Satterwhite, Mayor – had no comments.

**VIII. INFORMATIONAL ITEMS:**

A. The Mayor noted an invitation from Caroline County to a Business Appreciation Reception to be held on May 16<sup>th</sup>.

**IX. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Gibson, at 7:45 P.M. Council unanimously voted to adjourn the meeting.

API00B 4/12/2018 TOWN OF BOWLING GREEN  
 TIME-14:57:23

A/P CHECK REGISTER  
 Check Date - 4/16/2018

ActPd - 2018/04

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23377	33	AMERIGAS FREDERICKSBURG	000	4/16/2018	59.99	.00
23378	979	CAROLINE COUNTY HEALTH DE	000	4/16/2018	77.02	.00
23379	1003	MIDLOTHIAN BUSINESS FORMS	000	4/16/2018	267.75	.00
23380	15	TREASURER OF VIRGINIA	000	4/16/2018	1,518.16	.00
		CLASS TOTAL			1,922.92	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,922.92	
		FINAL TOTAL			1,922.92	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,922.92- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23381	33	AMERIGAS FREDERICKSBURG	000	4/20/2018	59.99	.00
23382	9999999	ESCOBAR TAMMY	000	4/20/2018	50.00	.00
23383	546	JOHNSON'S EXTERMINATING	000	4/20/2018	827.28	.00
23384	13	SHELL FLEET PLUS	000	4/20/2018	257.12	.00
23385	1002	VACORP	000	4/20/2018	1,744.39	.00
		CLASS TOTAL			1,744.39	
		ACH TOTAL			.00	
		CHECK TOTAL			1,744.39	
		FINAL TOTAL			1,744.39	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,744.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

AP100B 4/24/2018 TOWN OF BOWLING GREEN  
 TIME-16:49:08

A/P CHECK REGISTER  
 Check Date - 4/27/2018

ActPd - 2018/04

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23387	125	E M GRAY & SON	000	4/27/2018	1,973.95	.00
23388	11	RAPPAHANNOCK ELEC COOP	000	4/27/2018	581.63	.00
23389	256	VERIZON WIRELESS	000	4/27/2018	40.01	.00
23390	12	WASTE MANAGEMENT	000	4/27/2018	2,630.49	.00
		CLASS TOTAL			5,226.08	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,226.08	
		FINAL TOTAL			5,226.08	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 5,226.08 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23391	18	A & M HOME CENTER	000	5/04/2018	141.93	.00
23392	18	A & M HOME CENTER	000	5/04/2018	72.56	.00
23393	999999	BEAZLEY JUDY	000	5/04/2018	26.33	.00
23394	32	BOWLING GREEN AUTO PARTS	000	5/04/2018	27.99	.00
23395	979	CAROLINE COUNTY HEALTH DE	000	5/04/2018	77.02	.00
23396	897	CINTAS CORPORATION	000	5/04/2018	82.95	.00
23397	14	CINTAS OF RICHMOND	000	5/04/2018	848.65	.00
23398	679	DAVID I BROOKS HAULING &	000	5/04/2018	60.09	.00
23399	999999	DIAMOND NIKKI	000	5/04/2018	150.00	.00
23400	10	DOMINION VIRGINIA POWER	000	5/04/2018	5,656.01	.00
23401	234	ENVIROCOMPLIANCE LAB INC	000	5/04/2018	1,290.00	.00
23402	234	ENVIROCOMPLIANCE LAB INC	000	5/04/2018	2,270.00	.00
23403	648	ERARD ANDREA G	000	5/04/2018	1,667.00	.00
23404	932	IBM CORPORATION	000	5/04/2018	854.59	.00
23405	898	JAMES MARY	000	5/04/2018	70.00	.00
23406	953	JOE WHEELER'S SEPTIC TANK	000	5/04/2018	323.00	.00
23407	836	JOHN ALLISON	000	5/04/2018	245.00	.00
23408	546	JOHNSON'S EXTERMINATING	000	5/04/2018	1,265.00	.00
23409	514	K I LANGFORD EXCAVATING	000	5/04/2018	942.40	.00
23410	1006	KNOEBY'S AFFORDABLE FLOOR	000	5/04/2018	450.00	.00
23411	743	LOCAL SERVICES	000	5/04/2018	80.00	.00
23412	179	LUCK STONE CORPORATION	000	5/04/2018	345.52	.00
23413	725	MCGINLEY MICHELLE B	000	5/04/2018	105.00	.00
23414	48	MID-ATLANTIC LAB	000	5/04/2018	60.00	.00
23415	505	POWER & FLOW SOLUTIONS	000	5/04/2018	1,030.69	.00
23416	903	SEAL JUSTIN	000	5/04/2018	195.00	.00
23417	659	SOMETAL PRODUCTS INC	000	5/04/2018	350.33	.00
23418	75	SYDNOR HYDRO INC	000	5/04/2018	5,300.00	.00
23419	707	THE CAROLINE PROGRESS	000	5/04/2018	861.40	.00
23420	861	THE UPS STORE #6358	000	5/04/2018	129.90	.00
23421	291	USA BLUE BOOK	000	5/04/2018	678.37	.00
23422	19	VERIZON	000	5/04/2018	286.13	.00
23423	256	VERIZON WIRELESS	000	5/04/2018	486.16	.00
23424	44	VUPS	000	5/04/2018	27.30	.00
23425	12	WASTE MANAGEMENT	000	5/04/2018	6,955.09	.00
23426	930	WEBB EMILY	000	5/04/2018	280.00	.00
		CLASS TOTAL			31,693.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,693.41	
		FINAL TOTAL			31,693.41	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 31,693.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI. Consent Agenda,  
C. 5/17/18 Minutes

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Minutes –Town Council Meeting – May 17, 2018

**BACKGROUND / SUMMARY:** Transcribed Minutes from the May 17, 2018 Town Council Meeting

**ATTACHMENTS:**

Town Council Meeting – May 17, 2018

**REQUESTED ACTION:**

Approval of the Minutes

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Gibson
- Satterwhite

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

May 17, 2018

MEMBERS PRESENT: Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, and Mary Frances Coleman.

MEMBERS ABSENT: Mayor Jason Satterwhite, Jean Davis, and Tyler Gibson.

OTHERS PRESENT: Town Manager Reese Peck and Clerk/Treasurer Melissa Lewis.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

Mayor pro tem Glenn McDearmon called the meeting to order at 7:00 P.M. and noted a quorum was present. He led the group in the Pledge of Allegiance.

**II. PUBLIC HEARING:**

**A. Proposed FY 2018-2019 Budget:**

At 7:01 P.M. Mr. McDearmon opened the Public Hearing for the Proposed budget for fiscal year July 1, 2018 – June 30, 2019 and proposed changes in the tax and public utility rates. He noted that the Public Hearing was advertised in the Free Lance Star May 8, 2018 (attached).

1. Mark Bissoon, Caroline County Commissioner of the Revenue – Mr. Bissoon noted that the proposed revenue from Personal Property Taxes looked lower than expected based on the total book value his office submitted the Town Treasurer.
2. Jeff Sili, Caroline County Board of Supervisor representative for the Bowling Green District – Mr. Sili expressed that he did not agree with the Town Manager's interpretation of Virginia State Code in regards to vehicle license fees.
3. Spencer Allen, 121 Travis St. – Mr. Allen stated that he was not in favor of the proposed employee bonuses or increased water and sewer rates.

Hearing no further comments, at 7:07 P.M., Mr. McDearmon closed the Public Hearing. He informed the public that Council would vote on the proposed budget for fiscal year July 1, 2018 – June 30, 2019 and proposed changes in the tax and public utility rates at its June 7<sup>th</sup> meeting.

**III. MOTION ON LEGAL SERVICES AGREEMENT:**

**On Motion** by Mr. Hauser, seconded by Mr. Gaines, Council voted to ratify the legal services agreement between the Town of Bowling Green and Attorney Andrea Erard for the purpose of legal services relating to a USDA Rural Development sewer project and authorize the Town Manager to sign the agreement.

MINUTES –05-17-18 Special Meeting

2

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, and Coleman.

**Voting Nay:** none

**IV. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Wright, at 7:09 P.M. Council unanimously voted to adjourn the meeting.

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_



**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: R-2018-002 Depository Designation

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** R-2018-002 Depository Designation

**BACKGROUND / SUMMARY:**

The Town is required to designate annually the bank in which Town funds will be deposited.

**ATTACHMENTS:**

R-2017-009 Depository Designation

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite



R-2018-002

## RESOLUTION

**TOWN OF BOWLING GREEN  
COMMONWEALTH OF VIRGINIA  
RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS  
OF THE TOWN OF BOWLING GREEN**

### BUDGET FY2019

*Be it Resolved*, that the following financial institutions are hereby designated as depositories for funds for the Town of Bowling Green:

Union Bank & Trust

Adopted this 7th day of June, 2018  
by the Town Council of Bowling Green, Virginia

---

Honorable Jason E. Satterwhite, Mayor

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Clerk of the Council

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI- E Full-time Police Chief Job Description

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck      **PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VI- E      Full-time Police Chief Job Description

**BACKGROUND / SUMMARY:** To implement the FY 2018-2019 budget that calls for a full-time Chief of Police.

**ATTACHMENTS:** Position description for Full-time Police Chief.

**REQUESTED ACTION:** Motion to adopted proposed job descriptions.

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## Town of Bowling Green Job Description



POSITION: **Chief of Police**  
DEPARTMENT: **Police**  
PAY RANGE: **\$40,000.00-\$50,000-\$60,000.00**  
FLSA: **Exempt**

**GENERAL STATEMENT OF JOB:** The Chief of Police, under the general direction of the Town Manager, shall be the commanding officer of the police force of the Town of Bowling Green. He shall be responsible for the administration, training, discipline and morale of the members of the Town Police Force. The Chief shall be responsible for the effective deployment and employment of the force in order to preserve and maintain law and order in the Town of Bowling Green. He is responsible for enforcement of all applicable provisions of State law, the Town Charter, and the Town Code and other applicable ordinances and resolutions of the Town Council.

### **ESSENTIAL JOB FUNCTIONS:**

- Duties as directed by the Mayor and Town Council and in accordance with State and local laws
- Duties as directed by the Town Manager and in accordance with State and local laws
- Day and night patrol duty – protecting businesses and homes
- Directing traffic and enforcing traffic laws of the State and Town
- Enforce parking and other appropriate ordinance and issuing citations for violation of said laws
- Maintain a daily log and other administrative documents as required and directed.
- Prepare and submit reports and documentation to the Commonwealth of Virginia as required
- Responsible for the maintenance, operation, repair and cleaning of all police vehicles
- Responsible for appropriate functioning of all equipment used by the police force
- Supervise all personnel of the police force, paid and volunteer
- Develop and maintain close working relationship with Caroline County Sheriff and Deputies
- Assist Caroline County Sheriff's Department upon request and in emergencies
- Conduct crime prevention and police public relations activities
- Prepare and conduct training for auxiliary officers as required. This includes annual weapons qualification program and ensuring that auxiliary officers maintain an appropriate level of physical fitness
- Check Town Hall after events and secure building and parking area
- Evidence protection and record keeping as required

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

## **JOB LOCATION AND CONDITIONS:**

Duties are performed indoors in an office and at assigned Town location outdoors in all types of weather conditions. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

A working knowledge of Federal, State and local statutes and laws related to police activities. The Chief of Police shall be certified and shall qualify in appropriate areas of police activity and investigation.

## **EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED and four (4) years of experience in law enforcement, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

## **NECESSARY SPECIAL QUALIFICATIONS:**

A Virginia Law Enforcement Certificate is required. Prefer candidates who have completed nationally recognized advanced leadership training, such as the FBI National Academy or similar program. Experience with a Town or County law enforcement agency is also highly preferred, as is experience at the level of chief, assistant/deputy chief or equivalent.

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**PHYSICAL REQUIREMENTS:**

**C**= Continuous – over 6 hours a day      **O**= Occasional – less than 3 hours a day      **P**= Periodic – several times a year  
**F**= Frequent – between 3 and 6 hours a day      **I**= Intermittent–several times a week/month      **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI F-Year End-Transfers

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction
  - Ordinance
  - By Motion
  - Certificate
  - Resolution
  - Grant/MOU
  - Bylaws

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VI F-Year-End Transfers

**BACKGROUND / SUMMARY:**

Year-end transfers to align budget with actual expenditures.

**ATTACHMENTS:**

Budget Action Form

**REQUESTED ACTION:**

Approve Transfers

**FOR MORE INFORMATION, CONTACT:**

Phone #:

Name:

E-mail:

**FOR USE DURING MEETING**

Y      N

<input type="checkbox"/>	<input type="checkbox"/>	Coleman
<input type="checkbox"/>	<input type="checkbox"/>	Davis
<input type="checkbox"/>	<input type="checkbox"/>	Gaines
<input type="checkbox"/>	<input type="checkbox"/>	Hauser

Y      N

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**

PASSED

NOT PASSED

McDearmon
Wright
Gibson
Satterwhite



Town of Bowling Green  
VIRGINIA

BUDGET ACTION FORM

BAF#

(Assigned by Finance Dept)

Requesting Dept./Organization: Town Manager FY 2018

Explanation of Request (please attach second page of form if additional space is required):  
Year end transfers to align budget with actual expenditures.

Budget Supplement:  Budget Transfer:  Journal Entry:

Funding Details ( for additional space, please go to second page of form)

From			To	
Source	Budget Code	Amount	Budget Code	Amount
Transfers	100-410501	\$ 30,000.00	100-12110	\$ 5,000.00
			100-12410	\$ 8,000.00
			100-31100	\$ 5,000.00
			100-41000	\$ 2,000.00
			100-43100	\$ 5,000.00
			100-73000	\$5,000.00
Total		\$ 30,000.00	Total	\$ 30,000.00

Department Head Signature : \_\_\_\_\_

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

Treasurer Recommendation:

Approve: Yes  No  Signature M. Lewis Date: 5/24/2018  
Comments:

Town Manager Recommendation (if required):

Approve: Yes  No  Signature A. Reese Post. Date: 05/24/2018  
Comments:

Council Action (if required):

Approval: Yes  No  Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Yes  Administrator granted approval authority

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI G - Set Date for Supplemental Appropriation Public Hearing

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance           Grant/MOU
  - By Motion             Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VI G - Set Date for Supplemental Appropriation Public Hearing

**BACKGROUND / SUMMARY:**

To provide funds to refund the BAN and to pay the cost of capital improvements to the Town's sewer system and the cost of issuing the Bonds in the amount of \$6,316,000 (the "Maximum Amount").

**ATTACHMENTS:**

Public Notice

**REQUESTED ACTION:**

Set public hearing for July 5<sup>th</sup> and authorize Town Manger to advertise hearing.

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Gibson
- Satterwhite



**NOTICE OF PUBLIC HEARING  
FY 2019 SUPPLEMENTAL APPROPRIATION  
BY THE TOWN OF BOWLING GREEN, VIRGINIA**

The Council of the Town of Bowling Green, Virginia (the “Council”) will hold a public hearing on the FY 2019 Supplemental Appropriation in the amount of the \$6,316,000. The proposed supplemental appropriation is to finance and refinance costs of capital improvement to the Town's water and sewer systems. The public hearing, which may be continued or adjourned and at which persons may appear and present their views on the proposed bond issuance, will be held at **7:00 p.m.** on **July 5, 2018**, or as soon after that time as the matter may be heard, before the Council in the Town Hall, located at 117 Butler Street Bowling Green, Virginia. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Clerk in advance so that appropriate arrangements may be made.

A. Reese Peck  
Town Manager

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VI. H

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** USDA Grant for purchase of skid steer loader for Public Works

**BACKGROUND / SUMMARY:** The Town manager is seeking authorization to sign and submit an application for a grant to fund 60% of the purchase of a new skid steer loader for the Public Works Department. The anticipated grant amount is \$25,000. The anticipated purchase price for the vehicle is \$44,000.

**ATTACHMENTS:**

Grant Application

**REQUESTED ACTION:**

Authorize Town Manager to sign and submit grant application.

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

\* a. Federal  \$

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

## APPLICANT'S FEASIBILITY REPORT

**1. Existing Facility.** Briefly describe what facilities you currently have or how service is currently provided.

**2. Proposed Facility.** Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.

**3. Need for the Facility.** Indicate why the proposed facility is needed.

**4. Service Area.** Indicate what area the proposed facility will serve and, if known, the population or number of families served.

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Clearance Officer, OIRM AG Box 7630, Washington, D. C. 20250; and to the Office Management and Budget, Paperwork Reduction Project (OMB No. 0575-0120), Washington, D. C. 20503. Please DO NOT RETURN this form to this address. Forward to the local USDA office only.

**5. Cost Estimate.**

Development and construction.....	\$ _____
Land and rights.....	_____
Legal fees.....	_____
Architect and Engineer.....	_____
Equipment.....	_____
Refinancing.....	_____
Other (describe) .....	_____
Total.....	_____

**6. Income.** List the sources and estimate the amount of expected revenue for a typical year.

**7. Other Funds.** List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

**8. Operating History.** If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years.

9. Signature and Title of Applicant Official	Date
--	------

Name		Address				
Applicant Fiscal Year		County		State (Including ZIP Code)		
From	To	20	20	20	20	First Full Year
		(1)	(2)	(3)	(4)	(5)
<b>OPERATING INCOME</b>						
1. _____						
2. _____						
3. _____						
4. _____						
5. Miscellaneous						
6. Less: Allowances and Deductions	(	)	(	)	(	)
7. Total Operating Income (Add Lines 1 through 6)						
<b>OPERATING EXPENSES</b>						
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. Interest (RD)						
16. Depreciation						
17. Total Operating Expense (Add lines 8 through 16)						
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)						
<b>NONOPERATING INCOME</b>						
19. _____						
20. _____						
21. Total Nonoperating Income (Add Lines 19 and 20)						
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)						

Budget and Projected Cash Flow Approved by Governing Body

Attest: \_\_\_\_\_  
Secretary Date

\_\_\_\_\_  
Appropriate Official Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



**PROJECTED CASH FLOW**

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income ( <i>Loss</i> )					
<i>Add</i>					
B. Items in Operations not Requiring Cash:					
1. Depreciation ( <i>Line 16, Schedule 1</i> )					
2. Others: _____					
C. Cash Provided from:					
1. Proceeds from RD loan/grant					
2. Proceeds from others					
3. Increase ( <i>Decrease</i> ) in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease ( <i>Increase</i> ) in Accounts Receivable, inventories and Other Current Assets ( <i>Exclude Cash</i> )					
5. Other: _____					
6. _____					
D. Total all A, B and C Items					
E. <i>Less:</i> Cash Expended for:					
1. All Construction, Equipment and New Capital Items ( <i>Loan and grant funds</i> )					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					
4. Principal Payment Other Loans					
5. Other: _____					
6. Total E 1 through 5					
<i>Add</i>					
F. Beginning Cash Balances					
G. Ending Cash Balances ( <i>Total of D minus E 6 plus F</i> )					
Item G Cash Balances Composed of:					
Construction Account					
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					
_____					
_____					
Total - Agrees with Item G					

## Instructions - Operating Budget Schedule 1

This form is to be prepared by the Applicant and is to include data for each year, from loan closing through the first full year of operation. Example: If only two columns are required, use columns four(4) and five(5).

Income and Expense Items:

All data entered should be on the same basis as the Applicant's Accounting records, i.e., cash basis, accrual basis, etc.

Operating Income:

lines 1-5 List types of income as appropriate

line 6 — Allowances and Deductions

*(Pertains generally to Health Care Institutions, and represents the difference between Gross Income and Amounts Received or to be Received from patients and third party payors)*

Operating Expenses:

lines 8-14 List types of expenses as appropriate

line 15 — Interest RD

*(Interest expense incurred on RD note(s))*

line 16 — Depreciation

*(Total depreciation expense for the year)*

line 18 — Net Operating (Loss)

*(This amount represents the net operating income or loss before adding income not related to operations below)*

Non Operating Income:

lines 19-20 Indicate items of income derived from sources other than regular activities

*(Example: interest earned)*

line 22 — Net income (Loss)

*(This amount is also transferred to item A, Schedule 2, Projected Cash Flow Statement)*

## Instructions - Projected Cash Flow, Schedule 2

This form is used to Project the flow of Cash by the Applicant for each year, from loan closing through the first full year of operation. Use the same number of columns as used on the Operating Budget, Schedule 1. These Cash Flow Projections are important in determining the adequacy of cash to cover operating expenses, transfers to debt payment, reserve accounts, etc.

Cash Basis Accounting

Applicants who maintain their records strictly on the cash basis of accounting and have no Accounts Receivable and Accounts Payable, may only need to complete the following line items: A, B-1, C-1, E-1 and E-3, F and G.

Line Item Instructions:

line A — Bring forward the income or loss as entered on line 22, Schedule 1.

line B — Add back any depreciation or other non cash items included on Schedule 1, Operating Budget.

line C — Complete items C-1 through C-6 as appropriate, for item changes which provide for increase in cash balances.

NOTE: Do not include changes in cash Accounts in Current Assets of item C4. Lines C-3 and C-4 will indicate the changes in Working Capital *(Current Assets and Current Liabilities, Exclusive of Cash.)*

line D — Enter the Net Total of all A, B and C items.

line E — complete items E-1 through E-6 as appropriate for items for which cash was expended.

line F — Enter the Beginning Cash Balance(s) for the period.

line G — The total of item D less E-6 plus F will be the Ending Cash Balance(s). The total will be reconciled by balances in the various accounts, i.e., construction, revenue, debt, etc.

# U.S. DEPARTMENT OF AGRICULTURE

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## Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

---

PR/Award Number or Project Name

---

Name(s) and Title(s) of Authorized Representative(s)

---

Signature(s)

---

Date

## Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**U.S. DEPARTMENT OF AGRICULTURE**

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**CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)  
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

---

This certification is required by the regulations implementing Section 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C.701 et seq.), 7 CFR Part 3017. Subpart F, Section 3017.600, Purpose. The January 13, 1989, regulations were amended and published as Part 11 of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 3)**

**Alternative I**

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
  
  - (b) Establishing an ongoing drug-free awareness program to inform employees about -**
    - (1) The dangers of drug abuse in the workplace;**
    - (2) The grantee's policy of maintaining a drug-free workplace;**
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**
  
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
  
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -**
    - (1) Abide by the terms of the statement; and**
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
  
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position**

title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Check  If there are workplaces on file that are not identified here.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Award Number or Project Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace - requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

**"Controlled substance"** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**"Conviction"** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or States criminal drug statutes;

**"Criminal drug statute"** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**"Employee"** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces)

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(title)

000



UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT

**APPLICANT CERTIFICATION**  
**FEDERAL COLLECTION POLICIES FOR CONSUMER OR COMMERCIAL DEBTS**

The Federal Government is authorized to check credit information about the applicant(s) including using the federal Credit Alert Interactive Voice Response System (CAIVRS) or its successors to check to see if the applicant(s) are delinquent or in default on a Federal debt.

The Federal Government is also authorized by law to take any or all of the following actions in the event your loan payments become delinquent or you default on your loan:

- Report your name and account information to a credit reporting agency, and the Credit Alert Interactive Voice Response System (CAIVRS).
- Assess interest and penalty charges for the period of time that payment is not made.
- Assess charges to cover additional administrative costs incurred by the government to service your account.
- Offset amounts to be paid to you from your Federal income tax refund.
- Offset amounts to be paid to you under other Federal Programs.
- Refer your account to a private collection agency to collect the amount due.
- Foreclose on any security you have given for the loan.
- Pursue legal action to collect through the courts.
- Report any written off debt to the Internal Revenue Service as taxable income.
- If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits.
- Debar or suspend you from doing business with the Federal Government either as a participant or principal throughout the executive branch of the Federal Government for the period of debarment or suspension.
- Refer any debt that is delinquent to the Treasury Offset Program (TOP) in accordance with the Debt Collection Improvement Act of 1996.
- Refer any eligible debt that is delinquent to the Treasury for cross servicing in accordance with the Debt Collection Improvement Act of 1996.
- Garnish your wages as allowed by the Debt Collection Improvement Act of 1996.

Any or all of these actions may be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

CERTIFICATION: I/we have read and I/we understand the actions the Federal Government may take in the event that I/we fail to meet my/our scheduled payments in accordance with the terms and conditions of my/our agreement. I/we understand that the above list is not all inclusive and that the Federal Government may deem additional actions necessary to collect should I/we become delinquent.

(Signature-Individual(s))	(Date)	(Signature-Individual(s))	(Date)
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(SEAL)	(Date)	(Name of Applicant)
		(Signature of Authorized Entity Official)

ATTEST:

(Signature of Attesting Official)	(Title of Authorized Entity Official)
(Title of Attesting Official)	(Address)
	(City, State, and Zip Code)

**COMMUNITY FACILITIES  
ELIGIBILITY CERTIFICATION**

**Certification for commercial credit and outstanding judgments**

The undersigned certifies, to the best of their knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

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Name of Organization

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Name of Authorized Official

---

Signature

Date

**EQUAL OPPORTUNITY AGREEMENT**

This agreement, dated \_\_\_\_\_ between \_\_\_\_\_

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (f) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collections is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Recipient

(CORPORATE SEAL)

\_\_\_\_\_  
Name of Corporate Recipient

Attest:

\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

**AD-3030** **U.S. DEPARTMENT OF AGRICULTURE**

**REPRESENTATIONS REGARDING FELONY CONVICTION  
 AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

**Note:** You only need to complete this form if you are a corporation. A corporation includes, but is not limited to, any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

*The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552(a), as amended). The authority for requesting the following information for U.S. Department of Agriculture (USDA) Agencies and staff offices is in §745 and 746 of the Consolidated Appropriations Act, 2016, Pub. L. 114-113, as amended and/or subsequently enacted. The information will be used to confirm applicant status concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.*

*According to the Paperwork Reduction Act of 1985 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0025. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

1. APPLICANT'S NAME	2. APPLICANT'S ADDRESS (Including Zip Code)	3. TAX ID NO. (Last 4 digits)
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- 4A. Has the Applicant been convicted of a felony criminal violation under any Federal law in the 24 months preceding the date of application?     YES     NO
- 4B. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?     YES     NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

**PART B – SIGNATURE**

5A. APPLICANT'S SIGNATURE (BY)	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	5C. DATE SIGNED (MM-DD-YYYY)
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*The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.*

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  <input type="text"/>	TITLE  <input type="text"/>
APPLICANT ORGANIZATION  <input type="text"/>	DATE SUBMITTED  <input type="text"/>

USDA  
Form RD 400-4  
(Rev. 11-17)

**ASSURANCE AGREEMENT**  
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED  
OMB No. 0575-0018  
OMB No. 0570-0062

The

---

(name of recipient)

---

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];
5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and
6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.



You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff:

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

#### Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

#### Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, \_\_\_\_\_ on this  
*(name of recipient)*  
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(SEAL)

\_\_\_\_\_  
*Recipient*

\_\_\_\_\_  
*Date*

Attest:

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VIII-R-2018-003  
Adoption of FY19 Budget

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIII-R-2018-012 Adoption of FY19 Budget

**BACKGROUND / SUMMARY:**

Budget for July 1, 2018 – June 30, 2019

**ATTACHMENTS:**

R-2018-003 – Adoption of FY19 Budget

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

**VOTE:**

PASSED

NOT PASSED

**Resolution 2018-003**

**TOWN COUNCIL OF BOWLING GREEN  
RESOLUTION APPROVING THE FISCAL YEAR 2018-2019  
ANNUAL FISCAL PLAN**

**WHEREAS**, THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, HAS RECEIVED BUDGET REQUESTS FROM THE TOWNS’S OFFICERS, HEADS OF DEPARTMENTS, OFFICES, BOARDS, COMMISSIONS, AND AGENCIES FOR PREPARATION OF THE BUDGET FOR FISCAL YEAR 2018-2019;

**WHEREAS**, THE COUNCIL HAS PUBLISHED NOTICE OF THE PROPOSED BUDGET BASED ON SUCH REQUESTS, HELD A PUBLIC HEARING ON THE PROPOSAL, AND CONSIDERED THE PROPOSED BUDGET IN TERMS OF THE PUBLIC HEALTH, SAFETY, AND WELFARE;

**WHEREAS**, THE COUNCIL HAS HERETOFORE PREPARED A BUDGET FOR FISCAL YEAR 2018-2019 FOR INFORMATION AND FISCAL PLANNING ONLY; AND,

**WHEREAS**, THE COUNCIL IS NOT OBLIGATED TO APPROPRIATE OR COMMIT ALL FUNDS FOR ANY ITEMS INCLUDED IN THE PROPOSED BUDGET AND NO FUNDS MAY BE DISBURSED WITHOUT AN APPROPRIATION BY THE TOWN COUNCIL OF BOWLING GREEN;

**NOW, THEREFORE, BE IT RESOLVED**, THAT THE FISCAL YEAR 2018-2019 A REVENUE BUDGET OF \$1,827,579 AND EXPENDITURE BUDGET OF \$1,894,833 ARE ADOPTED AND THE BUDGETS OF OFFICERS, HEADS OF DEPARTMENTS, OFFICES, BOARDS, COMMISSIONS, AND AGENCIES BUDGETS ARE HEREBY APPROVED FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND EXTENDING TO JUNE 30, 2019, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER.

<b>REVENUE ESTIMATES</b>		
	<b>FUND #100 General Funds</b>	
	Real Estate	\$141,500
	Public Service	\$4,500
	Personal Property	\$36,500
	Penalty & Interest	\$4,000
	Revenue From Use Of Money	\$1,000
	Refuse Collection	\$85,000
	Sales Tax	\$30,000
	Consumer Utility Tax	\$30,000
	Business License	\$75,000
	Vehicle License & Registration Fees	\$20,650
	Bank Stock Tax	\$150,000
	Transient Occupancy Tax	\$4,500
	Meals Tax	\$210,000
	Permits, Fees And Licenses	\$1,700

	Fines and Forfeitures	\$30,400
	Rentals	\$31,100
	Other Miscellaneous Revenue	\$500
	VA Police Funding	\$23,000
	PPTRA State Reimbursement	\$22,000
	Communications Tax	\$43,000
	Special Activities Fees	\$0
	Grants	\$1,000
	VA Fire Program	\$11,000
	<b>Total General Funds</b>	<b>\$956,350</b>
	<b>Other Funds (Net of General Fund Transfers)</b>	
	<b>FUND #300 CIP</b>	\$25,000
	<b>FUND #320 Economic Development Authority (Fund Balance)</b>	\$25,000
	<b>FUND #400 Events and Activities</b>	\$39,000
	<b>FUND #420 Debt Service</b>	\$34,350
	<b>FUND #500 Water</b>	\$317,460
	<b>FUND #520 Sewer</b>	\$430,420
	<b>Total Other Funds</b>	<b>\$871,229</b>
		-
	<b>TOTAL REVENUE ESTIMATES</b>	<b>\$1,827,579</b>
	<b>EXPENDITURE ESTIMATES</b>	
	<b>FUND #100 General Funds</b>	
	Council And Manager	\$199,413
	Clerk/Treasurer	\$206,790
	Police Department	\$100,765
	Donations	\$13,000
	Public Works	\$316,775
	<b>Total Direct Expenditures</b>	<b>\$836,743</b>
	<b>GENERAL FUND TRANSFERS</b>	
	<b>FUND #300 Capital Reserve Fund</b>	\$50,000
	<b>FUND #400 Events and Activities</b>	\$52,450
	<b>FUND #420 Debt Service</b>	\$181,650
	<b>Total Transfers</b>	<b>\$284,100</b>
	<b>OTHER FUND EXPENDITURES</b>	
	<b>FUND #300 Capital Reserve Fund</b>	\$50,000
	<b>FUND #320 Economic Development Authority</b>	\$25,000
	<b>FUND #400 Events and Activities</b>	\$91,450
	<b>FUND #420 Debt Service</b>	\$216,000
	<b>FUND #500 Water Operations</b>	\$293,390
	<b>FUND #520 Sewer Operations</b>	\$382,250
	<b>Total Other Funds</b>	<b>\$1,058,090</b>

<b>TOTAL EXPENDITURE ESTIMATES (Net of Transfers)</b>		<b>\$1,894,833</b>
<b>SUMMARY</b>		
	<b>WATER FUND REVENUES</b>	\$317,460
	<b>WATER FUND EXPENSES</b>	\$293,390
	<b>Increase/Decrease in Fund Balance</b>	<b>\$24,070</b>
	<b>SEWER FUND REVENUES</b>	\$430,420
	<b>SEWER FUND EXPENSES</b>	\$382,250
	<b>Increase/Decrease in Fund Balance</b>	<b>\$48,170</b>
	<b>EDA FUND REVENUES</b>	\$0
	<b>FUND EXPENSES</b>	\$25,000
	<b>Increase/Decrease in Fund Balance</b>	<b>(\$25,000)</b>
<b>TOTAL TOWN BUDGET REVENUES (Net of Transfers)</b>		<b>\$1,827,579</b>
<b>TOTAL TOWN BUDGET NET EXPENDITURES</b>		<b>\$1,894,833</b>
<b>Beginning General Fund Unassigned Fund Balance - July 1, 2017</b>		
	<b>Projected Use of Fund Balance*</b>	(\$280,000)
<b>Ending General Fund Unassigned Fund Balance - June 30, 2018</b>		<b>\$509,763</b>
<b>Beginning General Fund Unassigned Fund Balance - July 1, 2018</b>		
	<b>Use of Fund Balance</b>	(\$67,254)
<b>Ending General Fund Unassigned Fund Balance - June 30, 2019</b>		<b>\$442,509</b>
*Includes inter-fund transfers to the water and sewer funds		

**BE IT FURTHER RESOLVED**, THAT THE APPROVAL OF THIS BUDGET SHALL NOT CONSTITUTE AN APPROPRIATION OF FUNDS.

**ORDERED THIS** THE 7<sup>TH</sup> DAY OF JUNE 2018.

**THE FOREGOING RESOLUTION** WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

McDearmon  
Gaines  
Coleman  
Gibson

Wright  
Hauser  
Davis

\_\_\_\_\_  
Melissa Lewis, Town Clerk

Approved this 7<sup>th</sup> day of June, 2018  
by the Town Council of Bowling Green, Virginia

\_\_\_\_\_  
Honorable Jason E. Satterwhite, Mayor

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VIII-R-2018-004  
Appropriation of FY19 Adopted Budget

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance         Grant/MOU
  - By Motion          Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIII-R-2018-004 Appropriation of FY19 Operating Budget

**BACKGROUND / SUMMARY:**

Appropriation of funds for the adopted FY18 Budget for July 1, 2018 – June 30, 2019

**ATTACHMENTS:**

R-2018-004 Appropriation of Adopted FY19 Operating Budget

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

## Resolution 2018-004

### TOWN OF BOWLING GREEN APPROPRIATION OF ADOPTED TOWN OPERATING BUDGET FOR FISCAL YEAR 2018-2019

**IT IS HEREBY RESOLVED** BY THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, THAT THE FOLLOWING ANNUAL APPROPRIATIONS OF FUNDS ARE MADE FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER:

#### BOWLING GREEN, VIRGINIA ADOPTED EXPENDITURE BUDGET FISCAL YEAR 2018-2019

<b>EXPENDITURE ESTIMATES</b>	
<b>FUND #100 General Funds</b>	
<b>Council And Manager</b>	<b>\$199,413</b>
<b>Clerk/Treasurer</b>	<b>\$206,790</b>
<b>Police Department</b>	<b>\$100,765</b>
<b>Donations</b>	<b>\$13,000</b>
<b>Public Works</b>	<b>\$316,775</b>
<b>Total Direct Expenditures</b>	<b>\$836,743</b>
<b>GENERAL FUND TRANSFERS</b>	
<b>FUND #300 Capital Reserve Fund</b>	<b>\$50,000</b>
<b>FUND #400 Events and Activities</b>	<b>\$52,450</b>
<b>FUND #420 Debt Service</b>	<b>\$181,650</b>
<b>Total Transfers</b>	<b>\$284,100</b>
<b>OTHER FUND EXPENDITURES</b>	
<b>FUND #300 Capital Reserve Fund</b>	<b>\$50,000</b>
<b>FUND #320 Economic Development Authority</b>	<b>\$25,000</b>
<b>FUND #400 Events and Activities</b>	<b>\$91,450</b>
<b>FUND #420 Debt Service</b>	<b>\$216,000</b>
<b>FUND #500 Water Operations</b>	<b>\$293,390</b>
<b>FUND #520 Sewer Operations</b>	<b>\$382,250</b>
<b>Total Other Funds</b>	<b>\$1,058,090</b>
<b>TOTAL EXPENDITURE (Net of Transfers)</b>	<b>\$1,894,833</b>

**NOW, THEREFORE, BE IT FURTHER RESOLVED** BY THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, THAT THE APPROPRIATIONS FOR FISCAL YEAR 2018-2019,



BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019, FOR ALL OTHER OFFICES AND AGENCIES BEMADE AS FOLLOWS:

1. ALL APPROPRIATIONS ARE DECLARED TO BE MAXIMUM, CONDITIONAL, AND APPROPRIATE APPROPRIATIONS, THE PURPOSE BEING TO MAKE THE APPROPRIATIONS PAYABLE IN FULL IN THE AMOUNTS NAMED HEREIN, IF NECESSARY, AND THEN ONLY IN THE EVENT THE REVENUES COLLECTED AND OTHER RESOURCES AVAILABLE DURING THE YEAR ENDED JUNE 30, 2019, FOR WHICH THE APPROPRIATIONS ARE MADE, ARE SUFFICIENT TO PAY ALL THE APPROPRIATIONS IN FULL; OTHERWISE, THE SAID APPROPRIATIONS SHALL BE DEEMED TO BE PAYABLE IN SUCH PROPORTION AS THE SUM OF ALL REALIZED REVENUE IS TO THE TOTAL AMOUNT OF THE REVENUES ESTIMATED BY THE TOWN COUNCIL OF BOWLING GREEN TO BE AVAILABLE FOR APPROPRIATION IN THE YEAR ENDING JUNE 30, 2019;
2. THE TOWN COUNCIL OF BOWLING GREEN RESERVES THE RIGHT TO CHANGE DURING ANY TIME DURING SAID FISCAL YEAR THE COMPENSATION SO PROVIDED TO ANY OFFICER OR EMPLOYEE OR TO ABOLISH ANY OFFICE OR POSITION EXCEPTING SUCH OFFICE OR POSITION AS IT MAY BE PROHIBITED BY LAW FROM ABOLISHING;
3. FURTHER, THE TOWN MANAGER IS AUTHORIZED TO MAKE SUCH REARRANGEMENTS OF POSITIONS AND APPROPRIATIONS WITH THE SEVERAL DEPARTMENTS UNDER THE CONTROL OF THE TOWN COUNCIL THAT MAY BEST MEET THE NEEDS AND INTERESTS OF BOWLING GREEN, VIRGINIA; AND, THE TOWN MANAGER IS AUTHORIZED TO MAKE TRANSFERS OF FUNDS FROM ONE LINE ITEM TO ANOTHER WITHIN AND BETWEEN ANY DEPARTMENT OR AGENCY APPROPRIATION;
4. THE TOWN MANAGER MAY INCREASE APPROPRIATIONS FOR THE FOLLOWING ITEMS OF NON-BUDGETED REVENUE THAT MAY OCCUR DURING THE FISCAL YEAR: A. INSURANCE RECOVERIES RECEIVED FOR DAMAGE TO TOWN VEHICLES OR OTHER PROPERTY FOR WHICH TOWN FUNDS HAS BEEN EXPENDED TO MAKE REPAIRS. B. REFUNDS OR REIMBURSEMENTS MADE TO THE TOWN FOR WHICH THE TOWN HAS EXPENDED FUNDS DIRECTLY RELATED TO THAT REFUND OR REIMBURSEMENT. C. ADDITIONAL, UNBUDGETED GRANTS RECEIVED DURING THE FISCAL YEAR FOR WHICH THERE IS SUFFICIENT REVENUES TO DEFRAY EXPENDITURES;
5. THE TOWN MANAGER MAY APPROPRIATE BOTH REVENUE AND EXPENDITURES FOR DONATIONS BY CITIZENS OR CITIZEN GROUPS IN SUPPORT OF TOWN PROGRAMS. ANY REMAINING UNENCUMBERED BALANCE OF A RESTRICTED DONATION AT THE END OF THE FISCAL YEAR WILL BE REAPPROPRIATED INTO THE SUBSEQUENT FISCAL YEAR; AND,

**BE IT FURTHER RESOLVED** THAT THE TREASURER OF BOWLING GREEN, VIRGINIA, IS HEREBY AUTHORIZED TO TRANSFER TO OTHER FUNDS FROM THE GENERAL FUND FROM TIME TO TIME AS THE MONIES BECOME AVAILABLE, THE SUM EQUAL TO, BUT NOT TO EXCEED THE APPROPRIATIONS MADE TO THESE FUNDS FROM THE GENERAL FUND FOR THE PERIOD COVERED BY THIS APPROPRIATION RESOLUTION.

**BE IT FURTHER RESOLVED** THAT THE TOWN MANAGER IS AUTHORIZED TO PRE-APPROVE ACCOUNTS PAYABLES INVOICES FOR PAYMENT AROUND THE 10<sup>TH</sup> AND AROUND THE END OF EACH MONTH PRIOR TO FORMAL APPROVAL BY TOWN COUNCIL OF BOWLING GREEN. FORMAL APPROVAL BY THE TOWN COUNCIL OF BOWLING GREEN WILL BE MADE DURING THE MEETING OF THE MONTH FOLLOWING THE ACTUAL PAYMENT OF THE BILLS. THIS PROCEDURE WILL ENABLE THE TOWN TO AVOID PAYING PENALTY AND INTEREST

R-2018-004

CHARGES FOR THE LATE PAYMENT OF INVOICES.

**ORDERED** THIS THE 7<sup>TH</sup> DAY OF JUNE 2018.

**THE FOREGOING RESOLUTION** WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

McDearmon  
Gaines  
Coleman  
Gibson

Wright  
Hauser  
Davis

---

Melissa Lewis, Town Clerk

Approved this 7<sup>th</sup> day of June, 2018  
by the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

**Town of Bowling Green**  
**Town Council Meeting**



Date: June 7, 2018  
Agenda Item: VIII-C Set Public  
Hearing Date for Ordinances 0-2018 –  
008

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction  Resolution
  - Ordinance  Grant/ MOU
  - By Motion  Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** VIII-C Set Public Hearing Date for Ordinances 0-2018 – 008

**BACKGROUND / SUMMARY:**

With the relocation of Virginia State Inspection stickers residents are having to move their permanent Vehicle decals to meet Virginia State Police Vehicle Safety Inspection regulations. An increasing number of counties, including Caroline, are considering or have already done away with vehicle decals. The Town currently spends about \$200 per year on the purchase of the decals.

To do away with the issuance and display of the vehicle decal would require an ordinance amending Town Code. The vehicle license fee would not be affected.

**ATTACHMENTS:** Caroline County's need for decal assessment

**REQUESTED ACTION:** Set Public Hearing Date and Authorize Town Manager to have public hearing notice published.

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

**VOTE:**  PASS  NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

# Memo

**To:** Board of Supervisors  
**From:** Charles M. Culley, Jr., County Administrator  
Alan L. Partin, Deputy County Administrator  
**Date:** May 17, 2018  
**Re:** Placement of "County Sticker" on Windshield

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## Background

The Virginia State Police announced in December 2017 that beginning January 1, 2018, the annual state vehicle inspection sticker must be placed on the driver's side bottom corner of the windshield instead of the bottom-center. The change is rooted in safety considerations. Some of the crash-avoidance technology in newer automobiles requires an unobstructed view through the center of the windshield in order to function properly. For example, automatic emergency braking systems use cameras, lasers, and radar to monitor what is happening around the vehicle, and are usually installed in the center of the vehicle on the dash. Stickers can cause the technology to not work properly.

The change also impacts the location of the permanent county vehicle decal, or "county sticker". No later than January 1, 2019, the county sticker must be moved to adjacent to the right side of the official inspection sticker when viewed from the inside of the vehicle. The top edge of the county sticker must be approximately 4 inches from the bottom of the windshield and the left edge not more than ¼ inch from the inspection sticker when viewed from inside the vehicle.

## **Impact on County Sticker and Possible Solutions**

County stickers still located in the middle of the windshield on January 1, 2019 will be in violation of the VSP edict.

Citizens purchasing new permanent decals can be advised by the Treasurer's Office to place the sticker in the bottom corner of the driver's side of the windshield adjacent to the state inspection sticker. However, implementing the change will prove more difficult for the thousands of vehicles with a permanent decal already displayed in the middle of the windshield.

Based on anecdotal evidence, some garages performing state inspections are moving the county sticker to the left side of the windshield and some are not. If the garage does not take the initiative to move the county sticker preemptively before the January 1, 2019 deadline (when performing state inspections in 2018), the result will be that many county citizens will be out of compliance with the directive unless they know to move the sticker on their own. Since vehicle inspections are staggered throughout the year, many citizens conceivably will not be aware of the need to move the sticker as of January 1, 2019.

It appears the County has the following options to address the situation:

### **Option #1: Eliminate the Requirement to Display a County Sticker**

Eliminating the requirement to display a permanent decal would prevent citizens from having to relocate their existing sticker.

Several neighboring localities no longer issue a decal at all and simply assess the equivalent fee in the form of a vehicle license tax (in fact, it appears that in

the Commonwealth of Virginia only 7 localities still have an annual decal and 6 others still have permanent decals, excluding towns).

Below is a table showing how surrounding localities handle County decals.

County	County Decal?	Notes
Essex	No	Assesses vehicle license fee (VLF) on personal property bill
Hanover	No	Does not assess vehicle license fee
King & Queen	No	Separate bill license fee
King George	Issues permanent decal	Assesses VLF on personal property bill
King William	No	Assesses VLF on personal property bill
Louisa	No	Assesses VLF on personal property bill
Orange	No	Assesses VLF on personal property bill
Spotsylvania	No	Assesses vehicle license fee on personal property bill
Stafford	No	Assesses vehicle license fee on personal property bill

The Board of Supervisors discussed the possibility of eliminating the county sticker in October 2017 but ultimately decided to retain it. Concerns were expressed that citizens would no longer be able to proof residency to utilize the solid waste convenience sites. Some of these localities issue separate stickers to allow use of the landfill and solid waste collection sites.

## **Option #2: Retain the Permanent Decal and Educate the Public to Relocate It**

Based on discussions with Treasurer Elizabeth Curran, it appears the other option would be to mail out replacement stickers for all registered vehicles along with an insert explaining why the new sticker is necessary and where to place it on the windshield. The estimated cost to the County to mail out new stickers is approximately \$25,000.

Moving the existing stickers does not appear to be a viable option as it will be very difficult for citizens to relocate their existing decals without damaging them.

### **Recommendation**

It is staff's recommendation to eliminate the decal entirely as the large majority of other localities have done throughout the Commonwealth of Virginia. Elimination of the decal is the option favored by the Sheriff's Office. In the event the sticker is discontinued, staff can monitor the flow at the solid waste convenience sites in subsequent months to determine if the tonnage received has increased significantly. Should this occur, perhaps separate landfill stickers could be issued to retain better control over the waste stream.

The Treasurer's Office stock of permanent decals has begun to run low. Mrs. Curran is holding off on ordering additional stickers pending a final decision on this issue.