



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, March 05, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:10 PM and requested a roll call. All members were present, establishing a quorum.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke, Councilmember Randy Hageman

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Darla Odom, Planner

CONSENT AGENDA:

1. **Work Session Minutes- February**
2. **Regular Meeting Minutes- February**
3. **Planning Commission Workplan-2026**
4. **Planning Commission- Annual Report (2025)**
 - Council reviewed the consent agenda items. Councilmember David Storke motioned to approve Consent Agenda Items 1–4. The motion was seconded by Councilmember Jeff Voit and carried unanimously by right-hand raise.
5. **Strategic Planning Retreat Minutes-Jan 7 & 8**
 - Council discussed the retreat minutes and clarification regarding the discussion of check-signatory authority for the Mayor. The Town Manager and Town Attorney confirmed this was included in section two code update. Reaffirmed the consensus of the council, adding Mayor Tina Gambill to the town's bank accounts as a signatory.
 - Councilmember David Storke motioned to approve the Strategic Planning Retreat Minutes. The motion was seconded by Vice Mayor Coyle and carried unanimously by right-hand raise.

PUBLIC HEARINGS:

6. **Public Hearing- Fats, Oils & Grease Ordinance (FOG)**

- Town Manager Adams-Jacobs introduced the proposed ordinance intended to regulate grease discharge to protect the Town's wastewater system as previously proposed by Mark Inboden, CEO of Inboden Environmental Services.
- Mr. Jamie Silveus, Inboden Environmental Services operator, provided an overview of the ordinance and its purpose in preventing damage to the wastewater system caused by fats, oils, and grease.
- The public hearing was opened at 6:15 PM by Mayor Tina Gambill. With no speakers, the public hearing was closed by Mayor Tina Gambill at 6:17 PM.

7. Public Hearing- Route 301 Special Tax District Ordinance Amendment

- Mayor Tina Gambill opened the public hearing at 6:18 PM.
- Mr. Mike Bhagat (AP Hill BLVD) addressed Council and expressed concerns regarding the long-term special district tax assessment applied to properties in the corridor.
- Town Attorney Jeff Gore provided an overview of the ordinance amendment, explaining that the action clarifies the existing special tax district, confirms applicability to taxable properties within the district, and updates parcel listings and mapping. Mr. Gore noted the district was established to recover approximately 26% of the debt incurred for water and sewer infrastructure improvements in the corridor.
- The public hearing was closed by Mayor Tina Gambill at 6:29 PM.

8. Public Hearing on the Proposed Issuance of General Obligation Bonds of the Town in the Maximum Principal Amount of \$3,200,000

- Mayor Gambill opened the public hearing { time/open and closed}.
- With no citizen comments, the public hearing was closed.

9. Public Hearing- Rezoning Case 2026-001- Fairmont

- Councilmember Dan Webb disclosed an ownership interest in the applicant entity and recused himself from participation in the rezoning discussion pursuant to Virginia Code §2.2-3115.
- Mayor Tina Gambill opened the public hearing at 6:31 PM.
- Darla Odom, Planner, presented the staff analysis of the rezoning request for a 19.47-acre property along Route 301. The applicant requested rezoning from B-2 Business to Planned Unit Development (PUD) to allow mixed-use development, including residential housing types, commercial space, and a public park. Staff reviewed consistency with the Comprehensive Plan, infrastructure capacity, transportation access, and economic impact. Staff recommended approval subject to the conditions and acceptance of the proffered conditions as provided in staff's report.
- Public Comments:
 - Dianne Smith (Fort A.P. Hill) requested real estate disclosure informing future residents of nearby military training operations and recommended dark-sky compliant lighting.
 - Jason Manns (Lakewood Road) spoke in support of the project as a resident, business owner, and EDA Chair, citing the need for population growth.
 - Mike Bhagat (AP Hill BLVD) expressed support for development but requested consideration of the Route 301 special district tax implications.
 - Jessica Beale (Sunset Drive) spoke in support of the project as a resident, business owner, and BGVA Main Street representative.
 - Ken Swain (Wagon Wheel Road) raised concerns about stormwater management impacts to nearby wetlands.
 - The applicant, represented by Lauren Brooks of Webb & Associates, presented the project design, mixed-use concept, housing types, park amenities, and anticipated economic impacts.
- The public hearing was closed by Mayor Tina Gambill at 7:21 PM.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

STAFF REPORTS & PRESENTATIONS:

10. FY24 Audit Presentation, Audrey Davis, Davis & Associates

- Ms. Davis presented the FY2024 audit results, noting the Town received an unmodified opinion that the financial statements are fairly presented.
- One material weakness was identified related to the absence of documented financial policies and accounting procedures, which had also been noted in the prior year audit.
- Town Manager Adams-Jacobs stated that the Town has since adopted financial policies and taken steps to address the issue, as well as highlighting the monumental progress in Town auditing with assistance from Davis & Associates, Ms. Tomeka Morgan of CYM, LLC, and finance staff. Reaffirming the Town's progress in completing four backlog audits in two years.

11. Utilities Report, IES

- Jamie Siveus, IES Operator, presented the January utilities report, including wastewater discharge, water production, and system maintenance updates. IES additionally confirmed that the Town's water and sewer systems have adequate capacity to support the proposed Fairmont development.

12. Finance Director/Treasurer Report, Hope Toliver

- Hope Toliver, Finance Director/Treasurer, provided the monthly financial report to Council.

13. Public Works Report, Shawn Fortune, DPW

- Public Works Director Fortune presented the monthly report and responded to questions regarding recent repairs and maintenance activities.

14. Bowling Green Police Department

- Chief Cecil presented the department report and updated the Council on operations.

15. Town Manager's Report, India Adams-Jacobs, ICMA-CM, Town Manager

- Town Manager Adams-Jacobs provided updates on:
 - Water quality improvement project coordination with VDH
 - Legislative advocacy during the Virginia Municipal League Legislative Day
 - Rescheduling the Caroline Reads literacy event for March 14
 - Operational updates within Town administration

UNFINISHED BUSINESS:

NEW BUSINESS:

16. Fats, Oils & Grease Ordinance (FOG), Mark Inboden, IES

- Council discussed the proposed wastewater regulations regarding fats, oils, and grease.

- Councilmember David Storke motioned to adopt the FOG ordinance. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
17. **Route 301 Special Tax District Ordinance Amendment, Jeff Gore, Town Attorney**
- Town Attorney Jeff Gore explained the amendment clarifies the language of the 2011 ordinance and confirms the special assessment structure used to repay infrastructure debt.
 - Councilmember Storke motioned to adopt the ordinance amendment. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
18. **Council Consideration of an Ordinance Authorizing the Issuance of Bonds in the Maximum Principal Amount of \$3,200,000, Chris Kulp, Bond Counsel, Hunton, and Ted Cole, Davenport**
- Representatives from Davenport, Mr. Ted Cole, and Hunton, Mr. Chris Kulp, discussed financing proposals for a bond issuance for utilities.
 - Councilmember David Storke motioned to approve the ordinance authorizing the issuance of bonds. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
19. **Council Consideration of a Bond Resolution Providing for the Issuance, Sale, and Award of Bonds in the Maximum Principal Amount of \$3,200,000, Chris Kulp, Bond Counsel, Hunton**
- Councilmember David Storke motioned to approve the bond resolution awarding the bonds to Atlantic Union Bank for a 15-year term at an interest rate of 3.89% with maturity in 2041. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.
20. **Rezoning Case 2026-001- Fairmont, Darla Odom, Planner; India Adams-Jacobs, Town Manager/Zoning Administrator**
- Council discussed the proposed mixed-use development, including housing types, public park amenities, infrastructure capacity, and economic impact.
 - Councilmember Randy Hageman motioned to approve Rezoning Case 2026-001 as presented with staff-recommended modifications and applicant proffers. The motion was seconded by Councilmember David Storke and carried unanimously by roll-call vote.
 - Councilmember Dan Webb returned to the meeting following the vote.
21. **FY2027 Compensation Direction – Planning Commission and Economic Development Authority**
- Council discussed compensation for appointed boards.
 - Councilmember David Storke motioned to set Planning Commission compensation at \$100 annually and provide no compensation for Economic Development Authority members. The motion was seconded by Councilmember Randy Hageman and passed with six votes in favor and one abstention (Councilmember Jeff Voit).
22. **Economic Development Authority Appointment, India Adams-Jacobs, Town Manager/Clerk**
- Councilmember David Storke motioned to appoint Mary McManus to the Economic Development Authority to fill the expired term of Dirk Forman, expiring August 2028. The motion was seconded by Councilmember Davis and carried unanimously by a show of hands.
23. **Consideration of Legal Services Agreement for Delinquent Tax Collection, India Adams-Jacobs, Town Manager; Hope Toliver, Finance Director/Treasurer**

- The Town Manager introduced an item regarding collections of delinquent taxes by a third-party, as the Town's last agreement was in 2017. Council considered an agreement with Taxing Authority Consulting Services (TACS) for the collection of delinquent taxes.
- Councilmember Randy Hageman motioned to approve the agreement and authorize the Town Manager to execute necessary documents. The motion was seconded by Councilmember Dan Webb and carried unanimously by roll-call vote.

INFORMATIONAL ITEMS:

24. Clean Sweep- May 16, 2026

- Council received notice of the upcoming community cleanup event.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

ADJOURNMENT:

- Councilmember Dan Webb motioned to adjourn the meeting. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously. The meeting adjourned at 9:24 PM.



Attest:

Mayor: Tina Gambill
Tina Gambill

Clerk: India Adams-Jacobs
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting: