



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
DRAFT MINUTES**

June 2, 2022
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED

Mayor Gaines called the meeting to order and noted a quorum was present.

The Pledge of Allegiance was recited.

MEMBERS PRESENT

Mayor Mark Gaines
Vice-Mayor Valerie Coyle
Council Member Jean Davis
Council Member Jeff Voit
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Randy Hageman

MEMBERS ABSENT

Council Member Arthur Wholey

PUBLIC HEARING

FY23 Proposed Budget

Ms. Finchum presented to the members the Draft FY23 Budget and reviewed the following:

- Proposed FY23 General Fund for Expenditures is \$2,268,543.00;
- Proposed FY23 General Fund for Revenues is \$2,704,688.00;
- Proposed Remaining Balance to Transfer to General Fund is \$436,145.00; and
- Reviewed allocations for expenditures and revenues.

Proposed Water & Sewer Rates effective July 1, 2022

Ms. Finchum presented to the members the Proposed FY23 Water and Sewer Rates and discussed the following:

- Proposed 15% increase to water rates; and
- U.S. Department of Agriculture (USDA) required rate increase.

117 Butler Street, Bowling Green, VA 22427

Mayor Gaines opened the public hearing for FY23 Proposed Budget. There being no one that desired to speak, Mayor Gaines closed the public hearing.

On the motion of Mr. Voit, seconded by Mr. Wholey, which carried a vote of 6-0, the Town Council voted to defer action on the Draft FY23 Budget to the June 16, 2022, meeting.

Mayor Gaines opened the public hearing for FY23 Proposed Water and Sewer Rates. There being no one that desired to speak, Mayor Gaines closed the public hearing.

On the motion of Mr. Hageman, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council voted to adopt the FY23 Water & Sewer Rates effective July 1, 2022.

Amendment to Zoning Ordinance, Division 16, Section 3-189. Prohibited signs. (C) (3)

Ms. Finchum present to the members the request for an amendment to Zoning Ordinance, Division 16, Section 3-189 and discussed the following:

- Permit signs on parapet walls;
- No greater than five (5) feet above roofline;
- Planning Commission recommended unanimously;
- Photos of historical parapet signs;
- Fits with historic nature of the town; and
- Gain consistency between regulations.

Mayor Gaines opened the public hearing. There being no one that desired to speak, Mayor Gaines closed the public hearing.

On the motion of Mr. Hageman, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council adopted the amendment to the Bowling Green Town Code, Chapter 3, "Land Use and Buildings," Article I, "Zoning Ordinance," Division 16, "Prohibited Signs," (C)(3) to allow signs to extend from a parapet wall not greater than five (5) feet.

Rezoning – #RZS-2021-020 – Fairmont

Mayor Gaines noted the public hearing is a continuation from the May 5, 2022, meeting.

Ms. Finchum noted receipt of a new proffer and presented the proposed proffer with the following information:

- Proffered \$50,000.00 towards Water and Sewer Infrastructure for well construction;
- Paid in total prior to issuance of 20th Certificate of Occupancy;
- Council may reject proffer or readvertise.

Mr. Dan Webb, Applicant/Owner, addressed the members and discussed the following:

- Obtained Virginia Department of Transportation (VDOT) written approval of trail location;
- Some modifications requested; and
- Must meet standard requirements.

Mayor Gaines closed the public hearing.

On the motion of Ms. Coyle, seconded by Mr. Voit, which carried a vote of 5-1, with Ms. Gaines opposing, the Town Council voted to deny rezoning request #RZS-2021-020 – Fairmont.

Council discussed the following:

- Water availability issues;
- Problem needs resolution;
- Additional research and studies needed;
- Planning Commission recommended denial;
- Water and sewer brought to the area approximately (2) years ago;
- In favor of growth;
- Growth should be done correctly;
- Protection of the community;
- Department of Environmental Quality (DEQ) noted critical challenges anticipated;
- Staff hours and expenses incurred due to deferrals;
- Developer can resubmit request in one year;
- Plan modifications needed;
- Locate additional water sources;
- Residents requesting growth;
- Special tax paid by commercial and residential properties of the area;
- Information from experts on water availability will take considerable time; and
- Resolve water problem for Bowling Green not for developments.

Roll Call Vote:

Randy Hageman – Aye
Deborah Howard – Aye
Valerie Coyle – Aye
Tammy Gaines – No
Jeff Voit – Aye
Jean Davis – Aye
Author Wholey - Absent

DELEGATIONS

None.

PUBLIC COMMENTS

Mayor Gaines opened the public comment period.

Ms. Bonnie Cannon, resident, addressed the members and noted concern of property tax increases associated with the proposed FY23 Budget; need for a Noise Ordinance; and ongoing trash collection issues.

Mr. Dan Webb, Applicant/Owner, addressed the members in disagreement of the denial of the

rezoning request.

Mayor Gaines closed the public comment period.

MEMBER COMMENTS

Council complimented the front office renovation.

Council discussed ongoing issue of street light repair.

Council offered to review the proposed FY23 Budget with Ms. Cannon.

Council noted appreciation to those who spoke and attended the meeting.

Council expressed gratitude to all that assisted with the beautiful Memorial Day Service.

STAFF REPORTS & PRESENTATIONS

The following staff reports were presented to Council:

2022 Harvest Festival

- Completed flyers, vendor applications, and sponsorship applications;
- Mainstage highlights;
- Draft financial report;
- Volunteers requested;
- Vendors;
- Website; and
- Project timeline.

Council requested a report showing total meals tax collected during the event. Staff agreed.

Council asked for information regarding liability of activities at Harvest Festival. Staff noted the event will be held on personal property; no liability to the town; and special event insurance policy will be in place.

COVID-19 Economic Relief Funding Projects

- Safety improvements underway;
- Keystone Software ongoing training;
- Playground improvements; and
- Renovation of town hall.

Public Works/Utilities Monthly Report for May 2022

- Options for electricity to pavilion; and
- Sidewalk and paving completed prior to electrical work.

Police Department Monthly Report for May 2022

- None.

Town Clerk/Treasurer Council Monthly Report for May 2022

- Discussed differences of cash collected and revenue earned; and
- Continued streamline of reports.

Town Manager Monthly Report for May 2022

- Comprehensive Plan Amendments with Planning Commission
- Implementing event calendar for Council;
- Ongoing work on violation complaints; and
- Upcoming worksession on Property Maintenance Code.

CONSENT AGENDA**Minutes – May 5, 2022, Town Council Meeting****Bills – May 2022**

On the motion of Ms. Gaines, seconded by Mr. Voit, which carried a vote of 6-0, the Town Council voted to accept Consent Agenda as presented.

UNFINISHED BUSINESS**Rezoning – #RZS-2021-025 – Northview**

Mr. Jason Manns, Applicant/Owner, addressed the members and discussed the following:

- Discussion with DEQ;
- Unaware of actual growth during review;
- Approved growth with approved lots determines need;
- Additional contacts available to conduct research;
- Within close proximity to well; and
- Water available for development.

On the motion of Ms. Coyle, seconded by Mr. Voit, which carried a vote of 5-1, with Ms. Gaines opposing, the Town Council voted to deny rezoning request #RZS-2021-025 – Northview.

Council noted the importance of proper planning, working together, smart development, and protecting precious resources.

Roll Call Vote:

Randy Hageman – Aye
Deborah Howard – Aye
Valerie Coyle – Aye
Tammy Gaines – No
Jeff Voit – Aye
Jean Davis – Aye
Author Wholey - Absent

NEW BUSINESS**Quarterly Employee Bonuses for FY23**

Ms. Finchum presented to the members the request for Quarterly Bonuses for full time, non-probationary, non-exempt employees with salaries under 42,000 to assist in offsetting the cost of healthcare and inflation of necessities which have recently increased. Ms. Finchum stated the bonuses will be \$300.00 each quarter for a total of \$1200 for each of the six employees that qualify; a total of \$7200.00

On the motion of Mr. Hageman, seconded by Ms. Gaines, which carried a vote of 5-1, with Ms. Davis opposing, the Town Council approved the request for Quarterly Employee Bonuses for FY23.

Council inquired about quarterly verses lump sum payments. Staff noted lump sum payment is an option; however several reasons to have quarterly payments including will assist staff throughout the year.

Roll Call Vote:

Randy Hageman – Aye
Deborah Howard – Aye
Valerie Coyle – Aye
Tammy Gaines – Aye
Jeff Voit – Aye
Jean Davis – No
Author Wholey - Absent

INFORMATIONAL ITEMS

None.

COMMITTEE REPORTS

None.

ADJOURNMENT

Motion to made by Ms. Gaines, seconded by Ms. Howard, which carried a vote of 6-0, the Town Council voted to adjourn the June 2, 2022, meeting at 8:28 p.m.