



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, January 08, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:02 PM by Mayor Gambill. The Mayor led the Pledge of Allegiance. A roll call was conducted, and a quorum was established.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Voit, Councilmember Webb, Councilmember Davis

Councilmembers Absent:

Councilmember Webb

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Percy Ashcraft, Town Consultant

CONSENT AGENDA:

1. Minutes- December 4, 2025
 - Councilmember Voit motioned to approve the minutes, seconded by Councilmember Hageman. Following unanimous Council approval, the motion carried.
2. Approval of Non-Profit Usage of Town Hall
 - Council discussed proposed nonprofit use of Town Hall facilities, including historical precedent, partnership considerations with schools and community organizations, and use during regular business hours.
 - Councilmember Voit motioned to approve the nonprofit usage request (Caroline County Public Schools & 4-H), seconded by Councilmember Hageman. Following unanimous Council approval, the motion carried.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Pat Cropper, North Main Street, expressed concerns regarding additional engineering costs associated with the USDA Waterline Project and questioned the timing, bidding process, and project amendments. She stated she would submit written questions for Council review.
- Ms. Ann-Marie Giles, Roper Drive, reiterated concerns regarding public safety and visibility issues, questioned responsiveness related to VDOT coordination, and expressed concerns regarding recent tax and fee increases and billing timelines.

MEMBER COMMENTS:

- Councilmember Voit provided a Planning Commission update, noting the cancellation of the December meeting, upcoming Comprehensive Plan work, and annual work plan development. He also raised the need to address the Planning Commission's Council liaison appointment, whose term has expired.

PUBLIC HEARING:

3. **PUBLIC HEARING- Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Temporary Mobile Food Vending Vehicles” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager
 - Council conducted a public hearing on proposed amendments to Articles 10-04 (Definitions), 10-18 (B-1 Business District), and 10-20 (B-2 Business District) to define temporary mobile food vending vehicles and permit their use within business districts. Discussion included Planning Commission review over multiple meetings, community engagement surveys, administrative permitting authority, impacts to brick-and-mortar businesses, and clarification of permitted uses.
 - Councilmember Hageman motioned to adopt the zoning ordinance text amendment with an amendment clarifying food as the primary use and allowing accessory sale of merchandise items, seconded by Vice-Mayor Coyle. Following the roll call vote, the motion carried with six votes in favor and one absent vote.

STAFF REPORTS & PRESENTATIONS:

4. Town Manager Report, India Adams-Jacobs, Town Manager
 - The Town Manager, India Adams-Jacobs, presented the Town’s 2025 accomplishments, including major infrastructure, financial, and operational milestones. Highlights included completion of the FY 2022 and FY 2023 audits, progress toward completion of the FY 2024 audit, and stabilization of the Town’s financial systems following prior staff turnover, the award of approximately \$6.2 million in state grant funding for water quality improvements and well replacements, completion of emergency water and sewer repairs on Main Street and Courthouse Lane, identification and replacement of critical fire hydrants, and establishment of the Town’s first GIS system at no cost through partnership support, securing approximately \$2.7 million in low-interest loan funding for sludge management improvements, execution of the Town’s first intergovernmental services agreement with Fort Walker, and competitive procurement of refuse services to reduce operational costs.
 - Mayor Gambill provided clarification regarding the Gross Alpha consent order, emphasizing that awarded grant funds are dedicated solely to regulatory compliance and water treatment improvements and are not related to utility rate levels.
5. Public Works Report, Shawn Fortune
 - Mr. Fortune, Director of Public Works, provided an operational update and was present to respond to Council questions regarding ongoing Public Works activities.
6. Finance Director/Treasurer Report, Hope Toliver
 - Ms. Toliver, Finance Director/Town Treasurer, reported that revenues across all departments were trending on target at the midpoint of the fiscal year. She provided updates regarding utility billing cycles, mail delivery challenges, returned mail, address verification efforts, and coordination with the local postmaster. She also noted ongoing records cleanup efforts and meter account verification and reminded Council that the extended personal property tax deadline remains in effect. Additional discussion included Harvest Festival attendance data showing increased participation compared to the prior year, higher sponsorship levels, and increased meals tax collections.

7. Police Department Monthly Report, Justin Cecil
 - Council thanked the Police Department for assistance with community events, including the Christmas Parade and Harvest Festival. Streetlight concerns and ongoing coordination were briefly discussed.
8. Utilities Report, Mark Inboden, IES
 - Jamie Silveus, Inboden Environmental Services Operator, reported a quiet operational month at the wastewater treatment facility, noted continued evaluation of UV disinfection equipment, and stated that no system failures had occurred.

NEW BUSINESS:

9. WWTF Drying Bed Rehabilitation, Mark Inboden, IES
 - Mr. Inboden presented findings from an assessment of the Town's drying beds, which were determined to be non-operational and in need of repair. He outlined a proposed interim sludge management solution utilizing geotextile dewatering bags, associated equipment, and rental options to reduce long-term costs and labor demands.
 - Councilmember Voit motioned to authorize the drying bed rehabilitation project with Langford Excavating Utilities, LLC in an amount not to exceed \$35,000, funded from Sewer Repair and Maintenance, and to authorize the Town Manager to execute the agreement. The motion was seconded by Councilmember Hageman and passed unanimously following a roll call vote with six votes in favor and one absent vote.
10. Request for Approval – HVAC Repair at Wastewater Treatment Plant, Shawn Fortune, DPW
 - Council discussed the need to replace, rather than repair, the aging HVAC unit at the wastewater treatment facility due to equipment failure and age beyond expected service life.
 - Councilmember Hageman motioned to authorize replacement of the HVAC system in an amount not to exceed \$25,000, funded from Sewer Repair and Maintenance, and to authorize the Town Manager to execute the agreement. The motion was seconded by Councilmember Voit and passed unanimously following a roll call vote with six votes in favor and one absent vote.
11. Acceptance of Resolution No. 2026-005- Authorizing the Appropriation of Water Fund Reserves for Unbudgeted Engineering Costs Associated with the USDA Water Line Project and Amending the FY 2026 Budget, Percy Ashcraft, USDA Project Consultant
 - Council reviewed unbudgeted engineering costs related to amendments necessary to advance the USDA Waterline Project following changes in project scope and easement limitations.
 - Councilmember Hageman motioned to adopt Resolution 2026-005 authorizing appropriation of \$150,000 from Water Fund reserves and amendment of the FY 2026 budget, seconded by Vice-Mayor Coyle. The motion passed unanimously following roll call vote with six votes in favor and one absent vote.
12. Acceptance of VDH Grant Award- Town of Bowling Green Gross Alpha Treatment and Well Replacements, India Adams-Jacobs, Town Manager
 - Councilmember Voit motioned to accept the grant and authorize the Town Manager to execute all required documents, seconded by Councilmember Hageman. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
13. Virginia Clean Water Revolving Loan Fund Program – Loan Authorization FY 2026 – Town of Bowling Green – C-515890 – Bowling Green Wastewater Treatment Facility (WWTF) Improvements, India Adams-Jacobs, Town Manager & Mark Inboden, IES

- Councilmember Storke motioned to adopt Resolution 2026-003 authorizing financing through the VCWRLF program, seconded by Councilmember Hageman. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
14. Acceptance of Resolution No. 2026-004 - Authorizing the Town to Accept Drinking Water Planning Fund Grant and to Proceed With The GIS Utility Mapping and Asset Management Project, India Adams-Jacobs, Town Manager
- Councilmember Hageman motioned to adopt Resolution 2026-004 authorizing acceptance of the grant and execution of required documents, seconded by Councilmember Voit. The motion passed unanimously following a roll call vote with six votes in favor and one absent vote.
15. **Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Temporary Mobile Food Vending Vehicles” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager
- Motion to approve amendments to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary,” with an additional amendment clarifying that food is the primary use and allowing the accessory sale of merchandise items, was made by Councilmember Hageman and seconded by Vice-Mayor Coyle immediately after the public hearing. The motion passed unanimously with six votes in favor and one absent vote.

UNFINISHED BUSINESS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Ann-Marie Jiles, Roper Drive, thanked Council for their service, expressed appreciation for recent grant awards, and shared concerns regarding long-term fiscal impacts and project timelines.
- Ms. Pat Cropper, North Main Street, expressed support for infrastructure improvements and concern regarding potential risks associated with grant stipulations and long-term funding certainly.

MEMBER COMMENTS:

None.

CLOSED SESSION:

ADJOURNMENT:

- Councilmember Davis motioned to adjourn the meeting. The motion was seconded by Councilmember Hageman and approved unanimously. The meeting was adjourned at 8:21 PM.

Attest:

Mayor: 
Tina Gambill

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



Attachments Referenced During Meeting:

NOTICE OF PUBLIC HEARING

TOWN OF BOWLING GREEN, VIRGINIA

The Town of Bowling Green Town Council will hold a public hearing at its meeting on Thursday, January 8, 2026 beginning at 6:00 p.m. in the Town Council Chambers, located in the Bowling Green Town Office at 117 Butler Street, Bowling Green, Virginia, to consider the following:

Zoning Ordinance Text Amendment – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts.

All persons are invited to be present at this public hearing to speak to these matters. Anyone needing special assistance to participate in the public hearing is asked to contact the Town Manager prior to the public hearing so that appropriate arrangements may be made.

A copy of the documents for this item may be viewed at the Office at 117 Butler Street, Bowling Green, Virginia on Mondays, Tuesdays, and Fridays between 9:00 a.m. to 5:00 p.m.

By Order of the Town of Bowling Green Town Council

India Adams-Jacobs, Town Manager and Zoning Administrator

COL-3001788

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-005

A RESOLUTION AUTHORIZING THE APPROPRIATION OF WATER FUND RESERVES FOR UNBUDGETED ENGINEERING COSTS ASSOCIATED WITH THE USDA WATER LINE PROJECT AND AMENDING THE FY 2026 BUDGET

WHEREAS, the Town of Bowling Green is undertaking the USDA Water Line Project to improve and expand its water infrastructure in support of public health, safety, and reliable service to the community; and

WHEREAS, the USDA Water Line Project has progressed through required planning, review, and approval stages, including completion of reviews by the Virginia Department of Transportation (VDOT); and

WHEREAS, Webb & Associates has provided professional engineering and related services necessary to advance the USDA Water Line Project, including revisions to the Preliminary Engineering Report (PER), completion of survey work, updates to plans previously approved by Town Council, and revisions to prior bid documents; and

WHEREAS, these engineering services were essential to maintaining project momentum and readiness for final review and approval by the United States Department of Agriculture; and

WHEREAS, the costs associated with these engineering services were not included in the originally adopted FY 2026 budget but were incurred to prevent delays that could adversely affect project approval and funding timelines; and

WHEREAS, it is necessary to appropriate funds from Water Fund reserves in order to properly account for these unbudgeted engineering expenditures and to ensure accurate financial reporting; and

WHEREAS, it is in the best interest of the Town and its citizens to authorize the appropriation of such funds and amend the FY 2026 Budget accordingly;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby authorizes the appropriation of \$150,000 from Water Fund reserves to cover unbudgeted engineering costs associated with the USDA Water Line Project.

Section 2. The Town Council hereby approves an amendment to the FY 2026 Budget to allocate the appropriated funds to Account No. 500-500100-3140 – Engineering/Professional Services.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary and appropriate to implement this appropriation and budget amendment, including processing payments and maintaining appropriate financial records.

ADOPTED this 8th day of January, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: Tina Gambill
Hon. Tina Gambill

ATTEST: [Signature]
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hageman, storke, Coyle, voit
Chihault, Davis

Nays:

Absent: Webb

Abstain:



TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-002

A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER INFRASTRUCTURE FUNDING AND TO PROCEED WITH THE GROSS ALPHA TREATMENT AND WELL REPLACEMENTS PROJECT

WHEREAS, the Town of Bowling Green owns and operates a public water system that serves the citizens and businesses of the Town; and

WHEREAS, improvements to the water system are necessary to address gross alpha treatment requirements and to replace and construct well(s); and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 1, 2025, notified the Town of an initial funding offer for the Gross Alpha Treatment and Well Replacements project through the Virginia Drinking Water State Revolving Fund Program; and

WHEREAS, the funding is authorized under FY 2025 General Assembly House Bill 1600 Chapter 725 - Item 280 Drinking Water Infrastructure Funding; and

WHEREAS, the funding package for Project Number GA-011-25 is estimated at \$6,206,205 as a grant; and

WHEREAS, this funding offer is contingent upon the Town's written acceptance and the successful completion of a grant agreement with VDH; and

WHEREAS, acceptance of this funding offer requires the Town's commitment to comply with all applicable program requirements, including but not limited to the Commonwealth of Virginia DWSRF Program Design Manual, Procedural Guidelines for Drinking Water Funding Recipients, and the Virginia Public Procurement Act; and

WHEREAS, the Town must notify VDH in writing of its acceptance of the funding package offer no later than January 9, 2026, or the application may be deemed withdrawn; and

WHEREAS, VDH has recommended that the Town evaluate revenues, adjust rates as necessary, establish and fund a capital reserve fund, and maintain updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this funding offer and proceed with the Gross Alpha Treatment and Well Replacements project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby accepts the Virginia Drinking Water State Revolving Fund initial funding offer for Project Number GA-011 25 (Gross Alpha Treatment and Well Replacements) in the amount of \$6,206,205 as grant funding.

Section 2. The Town Council hereby approves the Gross Alpha Treatment and Well Replacements project as described in the Preliminary Engineering Report and DWSRF Application.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute all grant agreements, certifications, and related instruments required by the Virginia Department of Health to accept and secure the grant funding.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the Gross Alpha Treatment and Well Replacements project and to comply with all program requirements, including but not limited to:

- a) Providing written acceptance of the funding offer to Anthony Hess, Director, Division of Financial, Construction & Assistance Programs, no later than January 9, 2026;
- b) Completing a grant agreement with VDH;
- c) Complying with all requirements documented in the Commonwealth of Virginia DWSRF Program Design Manual and the Procedural Guidelines for Drinking Water Funding Recipients;
- d) Complying with all program procurement guidelines including the Virginia Public Procurement Act;
- e) Coordinating with VDH staff including Keith Kornegay, P.E., FCAP Project Team Leader (Lexington Field Office), James Reynolds, P.E., ODW Field Director (Richmond Field Office), and Jarrett Talley, TCDO Division Director;
- f) Maintaining compliance with the Virginia Waterworks Regulations and all applicable state and federal laws, regulations, policies, and procedures;
- g) Progressing to timely grant closing according to a pre-negotiated schedule;
- h) Engaging engineering and design consultants as necessary for project development;
- i) Soliciting bids in accordance with program requirements, awarding contracts, and executing change orders as necessary for project implementation;
- j) Implementing VDH recommendations regarding rate evaluations, capital reserve funding, and maintaining updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans; and
- k) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the grant funding.

Section 5. The Town Council acknowledges that the funding package and grant closing are conditioned upon and subject to change based on factors including but not limited to: availability of General Assembly funds; new restrictions or conditions imposed by the General Assembly; changes to the project scope; compliance with all program requirements; project readiness and timing; certified bid results; and the Town's continued compliance with applicable regulations.

Section 6. The Town Council commits to meeting all financial sustainability recommendations made by VDH, including evaluation of revenues and rates, establishment of capital reserves, and maintenance of required planning documents.

Section 7. This resolution shall be effective upon adoption.

ADOPTED this 8th day of January, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: Tina Gambill
Hon. Tina Gambill

ATTEST: [Signature]
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hegeman, Storke, Coyle, Voit, Chinault, Davis

Nays:

Absent: Webb

Abstain:

[Signature]

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-003

A RESOLUTION AUTHORIZING THE TOWN TO PROCEED WITH THE BOWLING GREEN WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT AND TO SECURE FUNDING THROUGH THE VIRGINIA CLEAN WATER REVOLVING LOAN FUND PROGRAM

WHEREAS, the Town of Bowling Green owns and operates a Wastewater Treatment Facility (WWTF) that serves the citizens and businesses of the Town; and

WHEREAS, improvements to the WWTF are necessary to maintain compliance with environmental regulations and to ensure continued reliable service to the community; and

WHEREAS, the Virginia Department of Environmental Quality (DEQ), by letter dated November 25, 2025, notified the Town that the State Water Control Board, at its meeting on November 18, 2025, authorized a loan for the Bowling Green Wastewater Treatment Facility Improvements project from the Virginia Clean Water Revolving Loan Fund (VCWRLF); and

WHEREAS, the VCWRLF loan authorization is identified as Project Number C-515890 in the amount of \$2,783,800 at an interest rate of 0.5% for a term of up to 25 years; and

WHEREAS, the Town has been assigned the 0.5% hardship interest rate with the interest offset by principal forgiveness and is eligible to be considered for additional principal forgiveness; and

WHEREAS, the loan authorization is contingent upon receipt of a favorable financial report and recommendation from the Virginia Resources Authority (VRA) and the Town's compliance with all VCWRLF program requirements; and

WHEREAS, program deadlines for loan closing and construction commencement will be based on the date of the Town's FY 2026 principal forgiveness determination letter, which is anticipated by late spring 2026; and

WHEREAS, it is in the best interest of the Town and its citizens to proceed with the WWTF Improvements project and to secure the authorized loan funding with potential principal forgiveness;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby approves the Bowling Green Wastewater Treatment Facility Improvements project as authorized under VCWRLF Project Number C-515890.

Section 2. The Town Council hereby accepts the Virginia Clean Water Revolving Loan Fund loan authorization for Project Number C-515890 in the amount of \$2,783,800 at an interest rate of 0.5%

Mayor: Tina Gambill
Hon. Tina Gambill

ATTEST: [Signature]
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hageman, Storke, Coyle, Voit

Nays: Chinault, Davis

Absent: Webb

Abstain:



TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

WHEREAS, the Town of Bowling Green owns and operates a public water system (PWSID 6033550) that serves the citizens and businesses of the Town; and

WHEREAS, the Town's waterworks lacks a comprehensive asset management program, which contributes to issues with deferred maintenance, unanticipated water system problems, and a lack of knowledge regarding assets' remaining useful life; and

WHEREAS, the Town has digitally mapped its water system with a GIS platform and seeks to add asset management information to this software to better manage water system assets; and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 15, 2025, offered the Town a Planning Fund Agreement for the GIS Utility Mapping and Asset Management project through the Drinking Water State Revolving Fund (DWSRF) Program; and

WHEREAS, the Planning Fund Agreement reflects \$30,000.00 for Planning Fund Number PF 365-25; and

WHEREAS, the project scope includes collecting and organizing performance, condition, and maintenance data for all major system components; determining asset remaining useful life; prioritizing high-risk infrastructure; developing an asset management program; and providing GIS and asset management training for Town staff; and

WHEREAS, acceptance of this funding requires execution of the Planning Fund Agreement and compliance with all program requirements, including the Virginia Public Procurement Act and documentation of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation efforts; and

WHEREAS, the Planning Fund Agreement terms and conditions expire 15 months from the date of execution; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this planning grant funding and proceed with the GIS Utility Mapping and Asset Management project;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bowling Green, Virginia:

Section 1. The Town Council hereby accepts the Drinking Water Planning Fund Agreement for Planning Fund Number PF 365-25 (GIS Utility Mapping and Asset Management) in an amount not to exceed \$30,000.00.

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

Section 2. The Town Council hereby approves the GIS Utility Mapping and Asset Management project as described in the Planning Fund Agreement, including:

- Development of an Asset Management Program (\$26,000.00, February 1, 2026 - July 1, 2026)
- GIS and Asset Management Training (\$4,000.00, May 1, 2026 - July 1, 2026)

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute the Planning Fund Agreement with the Virginia Department of Health, including all exhibits and related documents.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the GIS Utility Mapping and Asset Management project and to comply with all program requirements, including but not limited to:

- a) Executing and returning the Planning Fund Agreement to Jarrett Talley, Director, Division of Training, Capacity Development and Outreach, no later than December 19, 2025;
- b) Properly procuring the services of engineering or other professional contractors in conformance with the Virginia Public Procurement Act, including procurement of professional services;
- c) Making and documenting good faith efforts to solicit Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation as part of the procurement process;
- e) Ensuring all project deliverables are submitted to the ODW Southeast Virginia Field Office with copies to the ODW Training, Capacity Development & Outreach Director;
- f) Submitting requisitions for disbursement in accordance with the payment provisions of the Planning Fund Agreement (50% upon submission of final product for review, 50% upon approval);
- g) Completing the project within the 15-month term of the Planning Fund Agreement;
- h) Maintaining complete and accurate books and records of project costs and retaining all records for three years after final payment;
- i) Complying with all applicable federal and state laws, regulations, and requirements, including federal cross-cutting requirements;
- j) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the planning grant funding.

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

Section 5. The Town Council acknowledges that the Planning Fund Agreement may be terminated after 15 months from execution if insufficient progress has been made, and that VDH reserves the right to de-obligate any scope of service or payments not completed within the 15-month term.

Section 6. The Town commits to providing funds or in-kind services necessary to fully complete this planning activity as required by the Planning Fund Agreement.

Section 7. This resolution shall be effective upon adoption.

ADOPTED this 8th day of January, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor Tina Gambill
Hon. Tina Gambill

ATTEST: India Adams-Jacobs
India Adams-Jacobs
Town Manager and Clerk of the Town Council

VOTES:

Ayes: Hageman, Storks, Coyle, Voit
Nays: Chinault, Davis

Absent: Webb

Abstain: