



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, August 06, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Minutes- May 28, 2026
- [2.](#) Minutes- June 4, 2026
- [3.](#) Special Meeting Minutes- February 26
- [4.](#) Request for Joint Planning Commission Meeting- October 22
- [5.](#) Approval of Non-Profit Usage of Town Hall — Local Heroes Celebration Fee Waiver Request
- [6.](#) Special Event Application- Mindful Miles 5K & 10K Race

MEMBER COMMENTS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

STAFF REPORTS & PRESENTATIONS:

- [7.](#) Taxing Authority Consulting Services (TACS) Presentation
- [8.](#) Finance Director/Treasurer's Report
- [9.](#) Town Manager's Report
- [10.](#) Bowling Green Police Department, Chief Justin Cecil
- [11.](#) Public Works Department Monthly Report, Shawn Fortune, DPW
- [12.](#) Utilities Report, Mark Inboden

UNFINISHED BUSINESS:

NEW BUSINESS:

- [13.](#) Drying Bed Rehab Dewatering Box Request, Mark Inboden, IES, and Perry Hickman, Capital Projects & Grants Manager
- [14.](#) Financial Consulting Agreement, India Adams-Jacobs, Town Manager/Clerk
- [15.](#) Budget Amendment Request, Tomeka Morgan, Interim Town Treasurer

- [16.](#) Appointment of Deputy Town Treasurer, India Adams-Jacobs, Town Manager/Clerk
- [17.](#) Parking Ordinance- First Reading, Danielle Powell, Town Attorney, and India Adams-Jacobs, Town Manager

INFORMATIONAL ITEMS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING- FY27 BUDGET PUBLIC HEARING &
RATE SETTING**

M I N U T E S

**Thursday, May 28, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:01 PM and led the Pledge of Allegiance.

Councilmembers Present:

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

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Tomeka Morgan, Interim Town Treasurer; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mayor Gambill requested a roll call. All members of Town Council were present, and a quorum was established.

CONSENT AGENDA:

- Vice-Mayor Valarie Coyle motioned to amend the agenda to add an item under New Business for the Ennis Street emergency repair and to renumber the subsequent items. The motion was seconded by Councilmember Jeff Voit and carried unanimously by right-hand raise.

NEW BUSINESS:

1. PUBLIC HEARING- Proposed FY27 Budget and Tax Rates
 - Mayor Gambill opened the public hearing for the proposed FY27 budget and tax rates at 6:03 PM. Mayor Gambill invited public comment, with each speaker to identify themselves and provide their name and address. There being no public comment, Mayor Gambill closed the public comment period and closed the public hearing at 6:05 PM.
2. PUBLIC HEARING- Budget Amendment

- Mayor Gambill opened the public hearing for the budget amendment at 6:05 PM. Mayor Gambill invited public comment. There being no public comment, Mayor Gambill closed the public comment period and closed the public hearing at 6:05 PM.

3. Ennis Street Emergency Repair

- India Adams-Jacobs, Town Manager, presented the Ennis Street emergency repair item and explained that the Town's ongoing preventative camera work and sewer line investigations had identified a section of sewer line on Ennis Street in need of immediate repair. The Town Manager advised that staff recommended approval of the emergency repair, including a point repair and cured-in-place pipelining in adjacent high- and very high-priority areas, with work potentially beginning as early as the following Monday, weather permitting. Shawn Fortune, Director of Public Works, responded to questions from Council regarding the CCTV review, the condition and flow of the line, prior backups, the relationship of the affected area to Courthouse Lane and nearby streets, and the approximate depth of the line.
- Councilmember David Storke motioned to approve the emergency sewer repair for Ennis Street and to authorize Langford Excavating & Utilities LLC to perform emergency repairs and proceed with installation of cured-in-place pipelining in the very high- and high-priority areas adjacent to the Ennis Street area, with funding for the emergency projects to come from the most recent 2026 utility debt issuance funding. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mayor Gambill opened the floor for public comment. There being no public comment, Mayor Gambill closed the public comment period.

MEMBER COMMENTS:

None.

STAFF REPORTS & PRESENTATIONS:

4. FY27 Proposed Budget Overview, India Adams-Jacobs, Town Manager

- India Adams-Jacobs, Town Manager, presented a brief overview of the proposed FY27 budget and reviewed the budget presentation included in the Council packet. The Town Manager noted that the proposed FY27 budget included no proposed water rate increase, no proposed sewer rate increase, no proposed real estate tax increase, and no proposed personal property tax increase. She advised that the budget included a 4% increase for solid waste and refuse services from GFL and reviewed the distribution of Town tax dollars across departments and funds, including water and sewer, public works, finance, Town Council, Town Manager, police, general services, capital activities, and the Economic Development Authority. The Town Manager stated that the proposed FY27 total budget expenditure for all funds was \$8,568,524 and noted that the required budget notices had been advertised in The Free Lance-Star on May 12 and May 20. She further advised that rate setting was scheduled for Council action at the meeting and that final budget approval, adoption, and appropriation would be before Council at the following Thursday's meeting.

UNFINISHED BUSINESS:

5. Proposed Water & Sewer Rate Ordinance, India Adams-Jacobs, Town Manager
 - India Adams-Jacobs, Town Manager, presented Ordinance No. 26-04, the water and sewer rate ordinance, for Council consideration and adoption. Council noted that there were no changes from the ordinance as presented.
 - Councilmember Jeff Voit motioned to adopt the ordinance as presented. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
6. Rate Setting- Action Item
 - Town Council considered the rate-setting action item. Council noted that the proposed rates remained unchanged except for the solid waste collection increase.
 - Councilmember Jeff Voit motioned to adopt the rates as presented. The motion was seconded by Councilmember Jean Davis and carried unanimously by roll-call vote.
7. Budget Amendment, Tomeka Morgan, Interim Town Treasurer
 - Tomeka Morgan, Interim Town Treasurer, presented the budget amendment request in the amount of \$ 1,008,062.50. Ms. Morgan explained that the amendment would provide supplemental appropriation to complete year-end items, clean up related entries, and account for infrastructure repair costs that occurred across the year, with the amendment to be covered by proceeds from the utility debt issuance.
 - Councilmember Jeff Voit motioned to approve the budget amendment as presented. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

INFORMATIONAL ITEMS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mayor Gambill opened the floor for public comment. There being no public comment, Mayor Gambill closed the public comment period.

MEMBER COMMENTS:

None.

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ACTION FOLLOWING CLOSED MEETING:

ADJOURNMENT:

- Councilmember Jeff Voit motioned to adjourn the meeting. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by right-hand raise. The meeting adjourned at 6:21 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, June 04, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:02 PM and requested a roll call.
- Vice-Mayor Valarie Coyle motioned to allow Councilmember John Chinault to attend the meeting virtually pursuant to the Town's electronic participation policy. Councilmember Chinault stated that he was attending virtually for business reasons. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.

Councilmembers Present:

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

Councilmembers Absent: Councilmember David Storke

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Tomeka Morgan, Interim Town Treasurer; Mark Inboden, IES CEO; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Minutes- May 7
 - Councilmember Jeff Voit motioned to approve the May 7 minutes as presented. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.
 - Vice-Mayor Valarie Coyle motioned to amend the agenda to add Item 11A, Authorization for Temporary Lease Agreement — Relocation of Town Hall Operations, and Item 11B, Authorization to Execute Community Partnership Grant Agreement for Construction of a New Play Space at Bowling Green Town Park, under Unfinished Business. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Councilmember Jeff Voit noted the upcoming Caroline County Agricultural Fair scheduled for June 17 through June 20 and commented on the success of the Clean Sweep event, stating that approximately 47 houses participated in Town and that Town Hall was also well attended. Councilmember Voit also advised that staff had adjusted the meeting audio following concerns about distortion during a prior meeting and asked viewers to notify staff if additional sound issues occurred.

STAFF REPORTS & PRESENTATIONS:

2. EPA Copper & Lead Regulation Briefing, Daniel Yuan, Truepani
 - Mr. Daniel Yuan of Truepani presented an overview of the EPA Lead and Copper Rule Improvements and explained that Truepani had been contracted by the Virginia Department of Health to provide technical assistance to smaller water systems. Mr. Yuan discussed the Town's service line material inventory, the distinction between Town-owned and customer-owned portions of service lines, the treatment of unknown and galvanized-requiring-replacement service lines, annual notification requirements, future school and childcare sampling requirements, and the November 1, 2027, compliance date. Mr. Yuan stated that the Town had a compliant inventory submitted in October 2024, but that additional work remained to reduce unknowns and potentially reclassify certain service lines. The Town Manager noted that Truepani's assistance represented a significant cost savings to the Town, clarified that there has been some misinformation in the community regarding lead in the Town's water system, and stated that Public Works had already investigated approximately 80 of the 107 randomly selected service line locations.
3. Mindful Miles Race Briefing & 2027 Event Request- YMCA & Humbling Experiences, Shericka Twyner & Ceyonna Lewis
 - Ms. Shericka Twyner and Ms. Ceyonna Lewis thanked Town Council for its support of the Mindful Miles event and reported that the race had more than 220 participants, approximately 70 volunteers, and raised just over \$3,000. They discussed interest in bringing back a 10K race in 2027, noted that the prior 10K course certification had expired, and stated that they would coordinate with the timing company, VDOT, and volunteers before submitting a special event permit. The proposed date discussed for the 2027 event was May 1, 2027. Council expressed appreciation for the event and discussed the positive community participation, local business support, and the potential return of the 10K route.
4. Stantec- Update on Water Quality & Well Replacement Project, Bryant Mountjoy, Senior Hydrogeologist
 - Mr. Bryant Mountjoy of Stantec provided an update regarding the Town's corrective action plan for gross alpha exceedances, including completion and acceptance of the preliminary engineering report by the Virginia Department of Health, the next compliance milestone requiring a construction permit by July 2027, and the final compliance date of December 25, 2029. Mr. Mountjoy reviewed the recommended well replacement locations, including the Well No. 4 lot and a Lacy Lane site, and recommended ion exchange treatment at a centralized treatment location near the water tower. Council discussed potential consequences for noncompliance, the expected handling and storage of spent ion exchange media, operator classification needs, the Town's groundwater withdrawal permit, future well locations, whether all wells should be tied into the treatment system, the expected size and location of the treatment building, and the project timeline. The Town Manager noted that the Town had been awarded approximately \$6.2 million in state funds and approximately \$2 million in

federal funds, that the Town had met compliance deadlines, and that the Town had previously received a \$45,000 no-match grant for packer testing.

5. Bowling Green Police Department

- Town Council received the Bowling Green Police Department report. In the absence of Chief Cecil, Council directed questions to the Town Manager. Council discussed the date for National Night Out, which was noted as August 4, and Mayor Gambill encouraged residents to attend.

6. Utilities Report, Inboden Environmental Services

- Mr. Mark Inboden presented the utilities report and addressed a prior compliance issue related to quarterly radionuclide monitoring, explaining that the Town and Inboden Environmental Services were currently in compliance with Virginia Department of Health requirements. Mr. Inboden reported average April water demand of approximately 136,000 gallons per day and average wastewater treatment plant discharge of approximately 101,000 gallons per day. He also discussed an emergency repair at the wastewater treatment plant involving rotor shafts, the continued performance of the sludge dewatering bag, and the cost savings associated with dewatering, including reduced hauling costs.

7. Public Works Department Monthly Report

- Town Council received the Public Works Department monthly report. Council asked questions regarding a reference to the Town electrician and the installation of banners on Main Street. The Town Manager clarified that the electrical work was performed by a contractor regularly used by the Town and explained that America 250 banners were not purchased for the current year due to timing and one-time use concerns, with the group instead opting for 360-related banners for the following year to celebrate the Town's 360th.

8. Finance Director/Treasurer's Report

- Town Council received the Finance Director/Treasurer's report. Council discussed the transition to Southern Software, and the Town Manager clarified that the prior system would still need to be retained for at least one year for audit purposes, even though use of the prior system had been discontinued.

9. Town Manager's Report

- India Adams-Jacobs, Town Manager, provided updates regarding the water quality improvement and well replacement project, the annual Consumer Confidence Report, upcoming gross alpha public notices, grant documentation for the volunteer fire department, FY25 audit work, economic development discussions with the new president of Virginia Innovation Crossroads, coordination with Dominion Energy regarding funding opportunities and double pole removal, legal affairs and Town Code updates, the temporary relocation of Town Hall operations during repairs, and the playground grant opportunity. Council also asked a follow-up question regarding certain poles located near a business, and the Town Manager stated that she would follow up with Dominion Energy.

UNFINISHED BUSINESS:

10. FY27 Budget Adoption & Appropriation, India Adams-Jacobs, Town Manager/Clerk

- India Adams-Jacobs, Town Manager, presented Resolution 26-13 for Council consideration and stated that there had been no changes from the May 7 budget presentation or the May 28 public hearing. She also noted that Council had previously adopted the applicable rates, including water rates that remained unchanged.
- Councilmember Randy Hageman motioned to approve and adopt the proposed fiscal year 2026-2027 operating and capital budgets and appropriate the funds necessary to carry out the adopted budget as presented and recommended by the Town Manager. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

11. Town Code Update- Chapter 3, Taxation, Jeff Gore, Town Attorney

- In the absence of Town Attorney Jeff Gore, the Town's attorney representative Danielle Powell presented Ordinance No. 26-05 amending Chapter 3, Taxation, of the Town Code. Council was advised that the ordinance included tracked changes and a memo summarizing key revisions, including updates for consistency with state law, changes related to meals tax and transient occupancy tax to provide Council with flexibility in setting rates, clarification that the BPOL tax is a flat \$30 fee for business license applicants, and revisions related to elderly and permanently and totally disabled persons to better mirror the County's approach.
- Vice-Mayor Valarie Coyle motioned that Town Council adopt Ordinance No. 26-05 amending Chapter 3, Taxation, of the Town of Bowling Green Code to update and revise the Town's local taxation provisions for consistency with applicable state law, correct outdated references and obsolete language, improve formatting and terminology, and provide greater administrative clarity without materially altering the Town's existing tax policies. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
- Councilmember Jeff Voit motioned to authorize the Town Treasurer to approve and issue refunds up to \$10,000 as a result of erroneous assessments pursuant to Section 58.1-3981 of the Code of Virginia. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

11A. Authorization for Temporary Lease Agreement — Relocation of Town Hall Operations

- India Adams-Jacobs, Town Manager, advised that the Town had previously briefed Council regarding facility needs identified during insurance walkthroughs, including asbestos remediation, floor replacement in Finance, electrical work, and ADA-related exterior improvements. She stated that staff would temporarily relocate Town Hall operations to 113 Courthouse Lane during the required repairs and renovations and that the proposed lease amount was \$1,100 per month, with the Town responsible for applicable utilities.
- Councilmember Randy Hageman motioned to authorize the Town Manager to negotiate and execute a temporary lease agreement on behalf of the Town with the property owner for relocation of Town Hall operations to 113 Courthouse Lane for a term commencing on June 15, 2026 and terminating September 15, 2026, for \$1,100 per month, not including applicable utilities, for the purpose of maintaining continuity of municipal services during required repairs and renovations of the Town Hall facilities, subject to review and approval as to form by the Town Attorney. The motion was seconded by Vice-Mayor Valarie Coyle. Following a roll-call vote, the motion carried with five votes in favor and one abstention.
- Councilmember Jean Davis abstained and stated that the building belonged to her daughter.

11B. Authorization to Execute Community Partnership Grant Agreement for Construction of a New Play Space at Bowling Green Town Park

- India Adams-Jacobs, Town Manager, presented the proposed authorization for the Town Manager to execute an agreement with KABOOM! for the grant award process and to accept the associated grant award for construction of a new play space at Bowling Green Town Park, subject to review and approval as to form by the Town Attorney. The Town Manager stated that the agreement had been received the prior day, reviewed with the Town Attorney, and was not expected to include substantive concerns. She explained that, if selected, the Town would know by the end of July and would have a community design day, a three-day community build process, and a need for approximately 150 volunteers. She also stated that the grant would require no Town match, and that existing donations could be used for ancillary site preparation or site work. Council discussed prior experience with KABOOM!, the benefit to the community, the anticipated build timing around Halloween, and the inclusion of shade features.
- Vice-Mayor Valarie Coyle motioned to authorize the Town Manager to execute the community partnership grant agreement with KABOOM! and accept the associated grant award for the construction of a new play space at Bowling Green Town Park, subject to review and approval as to form by the Town Attorney. The motion was seconded by Councilmember Jeff Voit and carried unanimously by roll-call vote.

NEW BUSINESS:

None.

INFORMATIONAL ITEMS:

12. Virginia Drinking Water State Revolving Fund (VDWSRF) FY 2025 General Assembly (GA) House Bill 1600 Chapter 725- Item 280 Drinking Water Infrastructure Funding Preliminary Engineering Planning Approval
 - India Adams-Jacobs, Town Manager, stated that the item was included for informational purposes to provide the official preliminary approval of the preliminary engineering report item referenced earlier in the meeting and to provide transparency that the Town's compliance items were continuing to move forward.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Councilmember Jeff Voit noted that the building internet had briefly gone down during the meeting and stated that the livestream would be replaced with the recorded version so viewers could watch the portion that was missed.
- Vice-Mayor Coyle stated that Council had been having a brief conversation regarding 1099 forms versus W-2 forms and that the Town would keep the existing practice in place, with no changes.
- Councilmember Randy Hageman noted that several businesses in Town would be participating in a sidewalk sale that Saturday and also recognized Councilmember Davis's upcoming birthday.

CLOSED SESSION:

None.

RECONVENE IN OPEN SESSION:

None.

ACTION FOLLOWING CLOSED MEETING:

None.

ADJOURNMENT:

- Councilmember Jeff Voit motioned to adjourn the meeting. The motion was seconded by Councilmember Randy Hageman and carried unanimously. The meeting adjourned at 7:40 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING- SPECIAL MEETING

MINUTES

Thursday, February 26, 2026
10:00 AM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Special Town Council Meeting to order at 10:00 AM and requested a roll-call. A quorum was established.

Councilmembers Present:

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

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Percy Ashcraft, Consultant; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

NEW BUSINESS:

1. Upon the call of the Mayor, the Bowling Green Town Council will hold a special meeting on Thursday, February 26, at 10 am at Town Hall, 117 Butler Street, PO Box 468, Bowling Green, VA 22427. The purpose of the meeting is to discuss the Town's financing and project scope for certain water system improvements.

India Adams-Jacobs, MPA, ICMA-CM
Town Manager and Clerk to Town Council

- Upon the call of the Mayor, India Adams-Jacobs, Town Manager, opened the item and introduced Chris Kulp, Bond Counsel, and Ted Cole, Financial Advisor. Council received a presentation regarding the status of the USDA-funded waterline project, including the history of the 2018 funding award, prior project actions, easement acquisition efforts, extensions previously granted, and the approaching financing deadline associated with the interim note. Council discussed uncertainty surrounding USDA as a current funding source and the need to determine a path forward that would allow the Town to proceed with paying off the interim note while preserving the ability to revisit the project in the future. Council also discussed available financing structures and the need for staff direction in advance of the March 5, 2026, meeting.
- Councilmember David Storke motioned to proceed with Option 4 as presented and to authorize the Town Manager to notify the appropriate parties that the project, in its current form, would be terminated. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.
- Councilmember Randy Hageman motioned to direct staff to proceed with Atlantic Union Bank as the financial institution with which to continue negotiations for financing and proceed to closing. The motion was seconded by Councilmember Jean Davis and carried unanimously by roll-call vote.

ADJOURNMENT:

- Councilmember David Storke motioned to adjourn the meeting. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously. The meeting adjourned at 11:20 AM.

Attest:

Mayor: _____
Tina Gambill

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

TOWN OF BOWLING GREEN, VIRGINIA

MEMORANDUM

TO: The Honorable Mayor and Members of Town Council

FROM: Jeffrey Smith, Deputy Clerk

COPY: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

DATE: August 6, 2026

SUBJECT: **Request for Town Council Meeting and Joint Planning Commission - Comprehensive Plan**

Background

Please consider this memorandum as a request to schedule a joint meeting between the Planning Commission and the Town Council on Thursday, October 22, 2026, at 6:00 p.m. The purpose of the meeting is to provide an opportunity for both bodies to discuss planning-related priorities, coordination needs, and any matters of mutual interest in advance of future policy and land use discussions.

Summary

A joint session on this date would support collaboration between the Planning Commission and Town Council and allow for aligned discussion on current and upcoming community development topics related to the comprehensive plan update. If approved, staff can proceed with agenda coordination, public notice requirements, and meeting logistics.

Recommendation

Staff requests that Town Council advise whether it is agreeable to holding the joint meeting on the proposed date and time and recommends approval of the joint meeting as proposed.

DRAFT MOTION

I move to approve scheduling a joint meeting of the Town Council and the Planning Commission on Thursday, October 22, 2026, at 6:00 p.m., and to direct staff to proceed with agenda coordination, public notice, and meeting logistics.



TOWN OF BOWLING GREEN, VIRGINIA MEMORANDUM

TO: Mayor & Town Council
FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager
DATE: August 6, 2026
RE: **Approval of Non-Profit Usage of Town Hall — Local Heroes Celebration Fee Waiver Request**

Background

Town Administration has received a request from Ms. Estee Newbey-Howard, Program Director of the Victim Witness Assistance Program within the Commonwealth Attorney's Office for Caroline County. Ms. Newbey-Howard has requested a fee waiver for this event to bring back a Local Heroes Celebration, which has not been held since 2019.

Summary

The event is scheduled for September 26, 2026. Consideration of this request by Town Council would be consistent with other strategic partners, such as Caroline County Public Schools and the County Board of Supervisors/Administration, for an annual event. Town Council may permit this use in accordance with the Town Code.

Fiscal Impact

The fiscal impact of this request is limited to the forgone facility use fees (\$950) associated with Town Hall for the requested date.

Recommendation

Town Administration recommends that Town Council consider approval of the request as presented, to include waiver of fees for use of Town Hall on September 26, 2026.

DRAFT MOTION

Motion to approve the request as presented, to include waiver of fees for use of Town Hall on September 26, 2026.

Date Filed:

FORM INITIATED:
April 22, 2010



This form provides advance notification to the Town of Bowling Green for a Special Event that will be conducted solely on and within the boundaries of the identified property. The owner of the property must have applied for and received a Special Use Permit for the identified property to allow for the conduct of Special Events. Submission of this form is required for Special Events involving 50 or more invited guests and optional for Special Events involving 49 or less invited guests. This notification allows the Town of Bowling Green to meet its responsibility to provide a safe, calm, and secure environment for all of its citizens and visitors. It also allows the Town of Bowling Green to notify local law enforcement officials for awareness in case any complaints are received and ensure that adjacent property owners are also aware. A separate notification form is required for each proposed Special Event.

Caroline Family YMCA and Humbling Experiences Incorporated
Name _____

5408423384

Daytime Telephone Number

17422 Library Blvd., Ruther Glen, VA 22546

Mailing Address

Same as above

Physical Address

Is the Applicant the Property Owner?

11

Yes

N

No

Tax Map/Parcel Number

Property Owner's Telephone Number

Property Owner

Property Owner's Mailing Address

Physical Address of the Property (use street names and numbers)

Special Event InformationType of Event 10K, 5K, and 1 mile RaceDate(s) of Event May 1, 2027Start Time and End Time of the Event Setup time 6 AM; Race Start Time 8 AM; Race End Time 11:30 AMName of the person in charge of the event Kristen Loecher, Schericka Twyner, and Ceyonna LewisTelephone number of the person in charge for contact by Town Officials during the event 5408423384Is music part of the Event? ("Yes" or "No") YesAre there any noise producing activities as part of the Event? (If "Yes", identify activity or state "No") NoNumber of Invited Guests 400Will all of the required off street parking be accommodated on the identified property? (If "No", identify the alternate location(s) and provide the name and daytime telephone number of the person(s) granting permission to use the location(s) or state "Yes")**Certification by Property Owner and Applicant**

I certify that I have the authority to make the foregoing application and the information given is correct, including any attachments. I understand that I am responsible for ensuring music and noise levels remain at reasonable levels so as not to create an issue for surrounding residents, all parking is accommodated as off street parking, temporary signs are placed properly, and the event is conducted during the specified dates and times. Further, I understand that the use of the property by person(s) other than the owner(s) of the property does not change the rights and responsibilities of the property owner. I acknowledge the need to have the contact person available at the identified telephone number in case there are reported issues or complaints during the conduct of the Special Event. I further acknowledge violation of the Code of the Town of Bowling Green regarding the conduct of this Special Event may jeopardize future Special Events on the identified property.

Date

7/7/2026

Date

Schericka Twyner

Property Owner Signature (Required) ____ Applicant Signature (If not the property owner)

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

Receipt Acknowledged

[Signature]
Town Manager Signature

Date

7/24/26

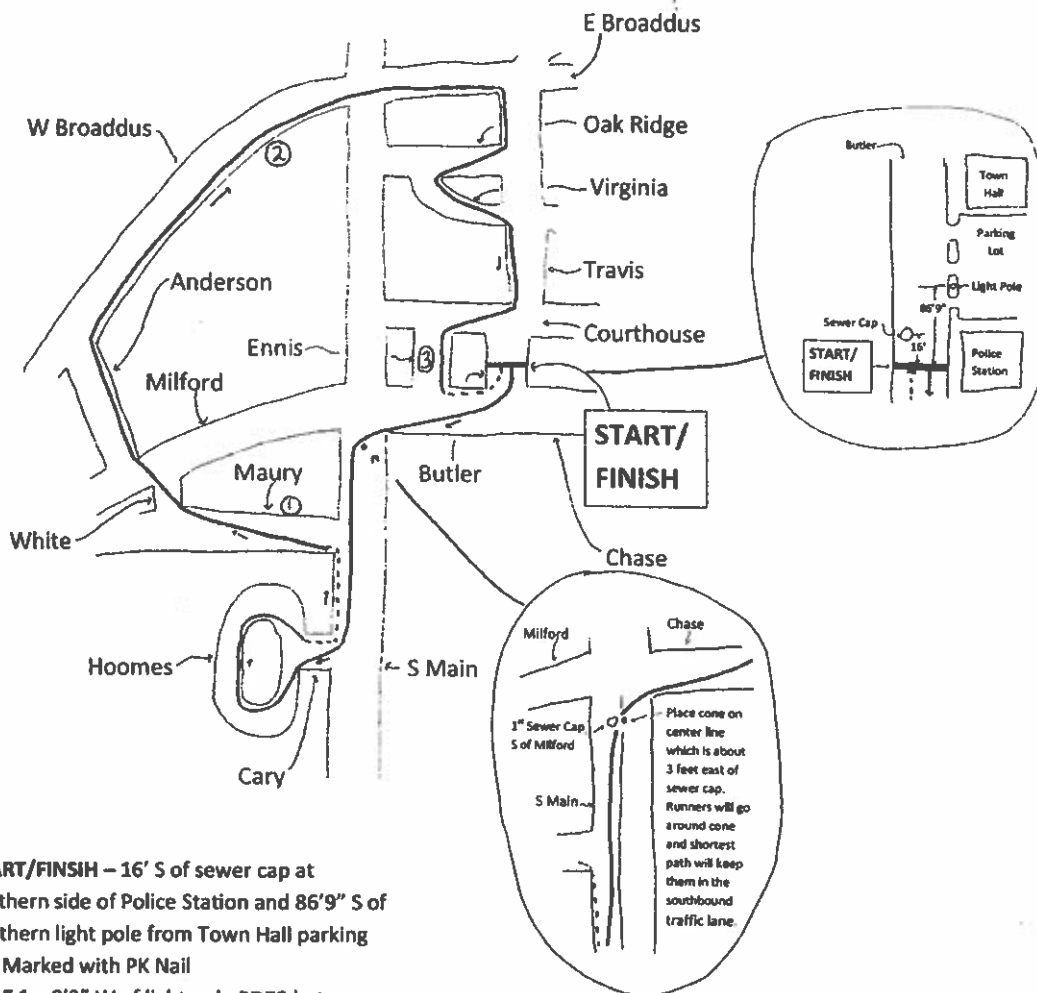
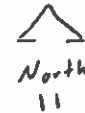
**Bowling Green Race through
History 5km**

Bowling Green, VA
Measured by Vic Culp (vic@farc.org)
On Sept 19, 2021



USATF Certificate

VA21021RT
Effective: 10/28/2021
Through: 12/31/2031



START/FINISH – 16' S of sewer cap at northern side of Police Station and 86'9" S of southern light pole from Town Hall parking lot. Marked with PK Nail
MILE 1 – 8'3" W of light pole PD78 between 116 and 118 Maury
MILE 2 – 74'1" E of End Bike Lane Sign on W Broaddus
MILE 3 – 43'1" S of fire hydrant on south edge of Courthouse Annex Building

Course measured using shortest possible route. Except for cone at turn onto South Main, runners may use entire roadway.



**Road Running Technical Council
USA Track & Field**



Measurement Certificate

Name of the course Bowling Green Race Through History 10 km Distance 10 km

Location (state) VA (city) Bowling Green

Type of course: Road Race

Measuring Methods: Bicycle

Measured By Vic Culp, 217 Marion St, Fredericksburg, VA 22405. 540-310-4803 e: vic@farc.org

Race Contact Brandi Valmatre, 17422 Library Blvd, Ruther Glen, VA 22546 804-448-9622. e: bvanmetre@family.ymca.org

Date(s) when course measured: 09/19/2021

Number of measurements of entire course: 2 Course Configuration: keyhole

Elevation (meters above sea level) Start 68.00 Finish 68.00 Lowest 49.00 Highest 73.00

Straight line distance between start and finish 0m Drop 0.00 m/km Separation 0.00 %

Type of surface: Paved 100 % Dirt 0 % Gravel 0 % Grass 0 % Track 0 %

Effective date of certification: December 7, 2022 Certification code: VA22038RT

Note to Race Director: Use this Certification Code
in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on the course, or at the discretion of USA Track & Field, a verification measurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 of the year: **2032**

AS NATIONALLY CERTIFIED BY:

Date: December 8, 2022

Robert Thurston - USATF/RRTC Certifier - 13 Kennedy St NE, Washington DC 20011
(202) 431-0585 - thurret@aol.com



TO: The Honorable Mayor & Town Council
FROM: Tomeka C. Morgan, Interim Town Treasurer
SUBJECT: August Treasurer's Report
DATE: July 13, 2026

SUMMARY:

During the month of July, the Treasurer's office worked on the following items:

Status of Town Audits

- FY25 Audit
 - Audit work has begun and has been provided to the auditors, draft financials for FY 25 is anticipated within the next week or so.

Southern Software

- 100% implemented and continuing to work to improve capabilities.

Real Estate / Personal Property

- Contract for TACS Collection Services continues to be under review by the Interim Town Treasurer, Town Manager, and Town Attorney
 - ◆ The Town is requesting to use their services for delinquent Real Estate and Personal Property tax collections. Preliminary reports have been sent over from Southern to ensure accurate data is being provided.

Utility Billing

- Utility Bills for the May/June usage (7/9/26 Bill Date) will be due 8/17/2026
- Utility Bills for the March/April usage (5/7/26 Bill Date) were due 6/16/2026 and any payments not received on or before this due date have incurred late penalties
- Delinquent Cut-Off Notices will be distributed on 8/3/2026 to provide the 10-day notice in accordance with our policies for delinquent usage
- Cut-Offs will occur on 8/17/2026 if delinquent payment is not paid on or before that date

Other Finance Department Operations

(AP, AR, Events, Trash Requests, Business Licenses, Etc.)

- Two positions reclassified from PT to FT – Billing Specialist PT to Customer Service- Billing and AP & Payroll Specialist PT to Staff Accountant
- Approximately 65 front desk customers signed in and/or served at the window



- Increasing ongoing efforts on the days the Town Office with change to days the Town is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance
- Monthly AP processing – 4 check runs completed (weekly process)

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	250,000	0.00	0.00	7,339.27	226,333.55	(23,666.45)	91%
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	287.87	(1,212.13)	19%
100-011011-0001 RT 301 CURRENT YEAR TAXES	31,000	0.00	0.00	4,170.10	58,063.54	27,063.54	187%
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	3,000	0.00	0.00	545.32	4,960.85	1,960.85	165%
100-011020-0011 PP PUBLIC SERVICE CURRENT YEAR TAXES	0	0.00	0.00	0.00	3.86	3.86	
100-011030-0001 PERSONAL CURRENT YEAR TAXES	55,000	0.00	41.17	2,402.64	50,676.25	(4,323.75)	92%
100-011030-0002 PERSONAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	278.30	(1,221.70)	19%
100-011060-0001 REAL PENALTY	2,000	0.00	0.00	838.71	1,377.03	(622.97)	69%
100-011060-0002 REAL INTEREST	1,600	0.00	0.00	820.78	1,370.05	(229.95)	86%
100-011060-0011 PERSONAL PENALTY	0	0.00	21.07	143.33	313.00	313.00	
100-011060-0012 PERSONAL INTEREST	0	0.00	2.02	370.37	732.21	732.21	
100-012010-0001 SALES TAX	52,050	0.00	0.00	5,829.42	75,879.97	23,829.97	146%
100-012020-0001 CONSUMER UTILITY TAX	39,500	0.00	2,869.32	8,151.15	35,307.38	(4,192.62)	89%
100-012030-0001 BUSINESS LICENSE	95,000	0.00	250.29	6,166.35	99,021.62	4,021.62	104%
100-012040-0001 CABLE FRANCHISE FEES	0	0.00	0.00	(30.00)	(30.00)	(30.00)	
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	0.00	20.00	1,227.04	15,677.58	677.58	105%
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	1,144,800.00	1,144,800.00	716,400.00	267%
100-012070-0001 CIGARETTE TAX	35,000	0.00	0.00	3,753.82	35,039.35	39.35	100%
100-012080-0001 MEALS TAX	375,000	0.00	57,114.37	153,419.87	500,102.55	125,102.55	133%
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	0.00	735.39	2,196.57	7,108.53	4,108.53	237%
100-013030-0001 ZONING PERMITS/FEES	3,175	0.00	0.00	300.00	5,458.62	2,283.62	172%

Budget vs Actual

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Period Ending 6/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-013030-0002 HOME OCCUPATION PERMITS	100	0.00	0.00	0.00	50.00	(50.00)	50%	
100-014010-0001 POLICE/COURT FINES	20,000	0.00	1,099.79	4,044.41	15,159.13	(4,840.87)	76%	
100-014010-0002 RETURNED CHECK FEE	100	0.00	75.00	225.00	500.00	400.00	500%	
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	1,300	0.00	0.00	0.00	0.00	(1,300.00)		
100-015010-0001 INTEREST EARNED	25,000	0.00	0.00	0.00	28,359.33	3,359.33	113%	
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	0.00	14,000.00	0.00	100%	
100-015020-0002 TOWN HALL RENTALS	18,000	0.00	1,810.00	5,243.50	27,131.50	9,131.50	151%	
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	0.00	150.00	(350.00)	30%	
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	0.00	0.00	0.00	5,622.82	(44,377.18)	11%	
100-016099-0003 TRASH REVENUE	110,000	0.00	8,974.91	25,155.68	93,239.97	(16,760.03)	85%	
100-016099-0006 PENALTY FEES	0	0.00	0.00	0.00	3.30	3.30		
100-018900-0060 SALE OF SURPLUS EQUIP/FURN	0	0.00	0.00	0.00	3,000.00	3,000.00		
100-018900-0800 REIMBURSEMENT/RESTITUTION	0	0.00	5,794.06	5,794.06	6,370.41	6,370.41		
100-018900-0900 MISCELLANEOUS	0	0.00	1,275.10	1,627.75	1,627.75	1,627.75		
100-018950-0001 UNCLAIMED PROPERTY	0	0.00	0.00	0.00	2,104.80	2,104.80		
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	0.00	2.97	2.97		
100-020109-0001 VA 599 POLICE FUNDING	16,000	0.00	0.00	0.00	22,887.00	6,887.00	143%	
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	0.00	21,907.50	(0.50)	100%	
100-020111-0001 COMMUNICATIONS TAX	28,900	0.00	0.00	2,139.01	21,453.93	(7,446.07)	74%	
100-040407-0001 LITTER GRANT	1,596	0.00	0.00	0.00	1,658.56	62.56	104%	
100-040407-0100 GF GRANT PROCEEDS	4,000	0.00	2,750.00	2,750.00	6,750.00	2,750.00	169%	
100-040412-0001 VIRGINIA FIRE	15,000	0.00	0.00	0.00	0.00	(15,000.00)		

Budget vs Actual

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Period Ending 6/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
PROGRAMS								
100-041050-0002 USE OF FUND BALANCE	113,062	0.00	0.00	0.00	0.00	(113,061.71)		
100-041050-0500 TRANSFER IN FROM WATER FUND	4,315	0.00	0.00	0.00	0.00	(4,314.55)		
100-041050-0520 TRANSFER IN FROM SEWER FUND	8,201	0.00	0.00	0.00	0.00	(8,201.42)		
Revenues Totals:	1,843,707	0.00	82,832.49	1,389,424.15	2,534,741.08	691,034.40	137%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
100-011010-0003 REAL TAX REFUNDS	0	0.00	0.00	0.00	1,213.16	(1,213.16)		
Totals:	0	0.00	0.00	0.00	1,213.16	(1,213.16)		
100-012110-1101 SALARIES	118,928	0.00	9,701.85	54,105.55	148,042.07	(29,114.07)	124%	
100-012110-1150 PT Salaries and Wages	56,176	0.00	5,850.00	20,137.50	28,187.50	27,988.96	50%	
100-012110-2100 FICA	9,098	0.00	738.35	4,127.55	12,172.09	(3,073.64)	134%	
100-012110-2210 VRS	16,764	0.00	210.38	2,520.93	15,017.90	1,746.36	90%	
100-012110-2220 457 PLAN	135	0.00	210.42	631.26	2,358.03	(2,222.96)	1746%	
100-012110-2300 HEALTH PLAN	0	0.00	575.62	1,732.85	2,308.47	(2,308.47)		
100-012110-2400 GROUP LIFE	1,551	0.00	32.54	229.65	1,254.41	296.26	81%	
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	0.00	380.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	223.50	223.50	440.18	4,059.82	10%	
100-012110-3050 MAYOR EXPENSES	1,500	0.00	0.00	1,099.37	1,154.27	345.73	77%	
100-012110-3100 CONTINGENCY	31,556	0.00	0.00	0.00	0.00	31,555.88		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	26,930.26	(26,330.26)	4488%	
100-012110-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	0.00	4,601.01	15,379.94	(15,379.94)		
100-012110-3142 CONTRACTED SERVICES - LAND USE	0	0.00	0.00	10,308.68	41,720.49	(41,720.49)		
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	55,000	0.00	23,363.06	30,363.06	59,939.00	(4,939.00)	109%	
100-012110-3152 WEB BASED SERVICES	15,000	0.00	0.00	0.00	7,720.27	7,279.73	51%	
100-012110-3600 ADVERTISING	3,000	0.00	0.00	0.00	2,864.03	135.97	95%	
100-012110-3700 ZONING FEES	0	0.00	0.00	0.00	2,500.00	(2,500.00)		
100-012110-5250 TELECOMMUNICATIONS	3,000	0.00	0.00	0.00	2,043.26	956.74	68%	
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	0.00	0.00	18,422.88	11,577.12	61%	

Budget vs Actual

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Period Ending 6/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-012110-5545 CONFERENCE EXPENSES/TRAINING EXPENSE	6,000	0.00	0.00	0.00	3,709.70	2,290.30	62%	
100-012110-5810 MEMBERSHIP DUES	1,500	0.00	0.00	0.00	2,049.27	(549.27)	137%	
100-012110-5840 MISCELLANEOUS	3,000	0.00	11.75	1,011.75	1,597.35	1,402.65	53%	
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	0.00	24.22	4,572.13	(1,072.13)	131%	
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	0.00	0.00	965.29	534.71	64%	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	1,542.40	2,377.20	26,523.83	(1,523.83)	106%	
COUNCIL AND TOWN Totals: ADMINISTRATION	387,689	0.00	42,459.87	133,494.08	427,872.62	(40,183.83)	110%	
100-012410-1101 SALARIES/WAGES	147,409	0.00	3,461.21	19,893.85	96,145.85	51,263.15	65%	
100-012410-1200 PT SALARY AND WAGES	36,066	0.00	5,562.00	11,962.75	25,972.98	10,093.02	72%	
100-012410-2100 FICA	14,059	0.00	685.97	2,415.84	11,140.34	2,918.66	79%	
100-012410-2210 VRS	20,652	0.00	1,254.04	3,762.12	14,421.46	6,230.54	70%	
100-012410-2220 457 PLAN	0	0.00	148.00	444.00	888.00	(888.00)		
100-012410-2300 HEALTH PLAN	26,257	0.00	387.58	2,601.78	12,928.24	13,328.76	49%	
100-012410-2400 GROUP LIFE	1,975	0.00	102.84	308.52	1,182.59	792.41	60%	
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	0.00	870.00		
100-012410-3120 AUDIT	108,245	50.00	0.00	0.00	119,916.19	(11,721.32)	111%	
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	0.00	0.00	0.00	4,762.91	237.09	95%	
100-012410-3150 PROFESSIONAL SERVICES - CPA	145,000	0.00	0.00	44,855.10	152,056.86	(7,056.86)	105%	
100-012410-3151 PROFESSIONAL SERVICES - FINANCIAL ADVISORS	0	0.00	0.00	0.00	13,973.38	(13,973.38)		
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	816.36	1,645.69	2,570.89	(1,070.89)	171%	
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	0.00	3,736.75	6,896.46	45,079.42	29,920.58	60%	
100-012410-3500 PRINTING	0	0.00	0.00	375.92	375.92	(375.92)		

Budget vs Actual

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Period Ending 6/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-012410-3600 LATE FEES & PENALTIES	6,517	0.00	38.85	38.85	6,583.84	(67.00)	101%	
100-012410-5210 POSTAGE	5,944	0.00	0.00	0.00	2,874.42	3,069.70	48%	
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	627.42	872.58	42%	
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	0.00	0.00	2,403.40	(403.40)	120%	
100-012410-5810 MEMBERSHIP DUES	700	0.00	0.00	0.00	250.00	450.00	36%	
100-012410-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	318.20	2,681.80	11%	
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	0.00	0.00	71.95	7,371.79	(1,371.79)	123%	
TREASURER Totals:	607,694	50.00	16,193.60	95,272.83	521,844.10	85,799.73	86%	
100-031100-1101 SALARIES/WAGES	115,489	0.00	8,870.32	26,610.96	116,081.59	(592.59)	101%	
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	0.00	300.00	900.00	3,720.00	2,400.00	61%	
100-031100-1201 TOWN HALL SECURITY - OVERTIME	0	0.00	235.00	731.20	1,714.31	(1,714.31)		
100-031100-1300 ACCRUED LEAVE EXPENDITURE	0	0.00	0.00	100.59	100.59	(100.59)		
100-031100-2100 FICA	9,303	0.00	715.87	2,157.32	9,263.86	39.14	100%	
100-031100-2210 VRS	16,180	0.00	1,286.72	3,860.16	14,797.28	1,382.72	91%	
100-031100-2300 HEALTH PLAN	10,341	0.00	132.72	398.16	1,233.18	9,107.82	12%	
100-031100-2400 GROUP LIFE	1,548	0.00	113.40	340.20	1,304.10	243.90	84%	
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	0.00	275.00		
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	50.00	575.00	1,982.60	17.40	99%	
100-031100-3310 VEHICLE MAINTENANCE	10,000	0.00	0.00	1,963.53	4,648.64	5,351.36	46%	
100-031100-3312 EQUIPMENT REPAIR	200	0.00	0.00	42.00	84.00	116.00	42%	
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	0.00	336.00	2,014.00	14%	
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	0.00	1,305.35	9,194.65	12%	
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	0.00	0.00	234.31	765.69	23%	

Budget vs Actual

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Period Ending 6/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	0.00	2,600.00	3,950.00	(2,450.00)	263%	
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	0.00	0.00	2,377.74	122.26	95%	
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	25.65	116.06	2,883.94	4%	
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	0.00	0.00	2,601.13	398.87	87%	
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	0.00	373.97	18,596.56	(13,596.56)	372%	
100-031100-6011 UNIFORMS	2,000	0.00	140.00	622.00	2,127.00	(127.00)	106%	
POLICE DEPARTMENT Totals:	202,306	0.00	11,844.03	41,300.74	186,574.30	15,731.70	92%	
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	0.00	4,500.00		
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	0.00	4,500.00		
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	0.00	15,000.00	0.00	100%	
DONATIONS Totals:	15,000	0.00	0.00	0.00	15,000.00	0.00	100%	
100-043100-1101 SALARIES	62,565	0.00	4,753.59	15,600.14	60,656.54	1,908.26	97%	
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	0.00	0.00	0.00	(1,058.65)	2,078.65	-104%	
100-043100-2100 FICA	7,319	0.00	343.21	1,014.77	6,812.03	506.97	93%	
100-043100-2210 VRS	1,944	0.00	698.58	2,095.74	8,033.60	(6,090.02)	413%	
100-043100-2220 457 PLAN	(574)	0.00	52.20	156.60	559.18	(1,133.24)	-97%	
100-043100-2300 HEALTH PLAN	22,322	0.00	1,531.10	4,599.29	13,979.06	8,342.94	63%	
100-043100-2400 GROUP LIFE	(2,009)	0.00	58.86	176.58	676.82	(2,686.08)	-34%	
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	(232.44)	(232.44)	(232.44)	467.44	-99%	
100-043100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	0.00	0.00	7,674.43	(7,674.43)		
100-043100-3311 VEHICLE MAINT	10,000	0.00	0.00	39.15	3,018.45	6,981.55	30%	
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	0.00	7,756.20	31,243.80	20%	
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	0.00	0.00	1,049.79	1,950.21	35%	

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-043100-5300 INSURANCE	7,500	0.00	0.00	0.00	4,605.72	2,894.28	61%	
100-043100-5540 EDUCATION/ TRAINING	500	0.00	0.00	0.00	373.34	126.66	75%	
100-043100-6001 OFFICE SUPPLIES & PRINTING	500	0.00	51.52	111.99	561.08	(61.08)	112%	
100-043100-6005 JANITORIAL SUPPLIES	0	0.00	0.00	0.00	72.18	(72.18)		
100-043100-6006 HAND TOOLS	500	0.00	0.00	0.00	208.90	291.10	42%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	0.00	510.00	678.92	7,105.22	4,894.78	59%	
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	0.00	0.00	505.96	2,494.04	17%	
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	0.00	0.00	5,445.53	13,787.81	(2,787.81)	125%	
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	123.81	345.42	1,613.97	(113.97)	108%	
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	0.00	1,020.00	13,632.00	(7,632.00)	227%	
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	7,500	0.00	0.00	0.00	7,227.39	272.61	96%	
100-043100-7130 REFUSE COLLECTION	100,222	0.00	0.00	0.00	52,767.28	47,454.72	53%	
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00		
100-043100-7200 TOWN HALL EXPENSES	36,000	0.00	1,115.00	2,832.98	32,824.49	3,175.51	91%	
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00		
PUBLIC WORKS Totals:	357,243	0.00	9,005.43	33,884.67	244,210.35	113,032.71	68%	
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	0.00	300.00	900.00	6,400.00	(6,400.00)		
100-093100-0300 TRSF TO CIP FR GENERAL FUND	50,000	0.00	0.00	0.00	0.00	50,000.00		
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	14,500	0.00	0.00	0.00	0.00	14,500.00		
100-093100-0520 TRANSFER TO SEWER FUND	204,775	0.00	0.00	0.00	0.00	204,775.00		
Totals:	269,275	0.00	300.00	900.00	6,400.00	262,875.00	2%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Expenses Totals:	1,843,707	50.00	79,802.93	304,852.32	1,403,114.53	440,542.15	76%
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

100 GENERAL FUND	Revenues Over/(Under) Expenses:	3,029.56	1,084,571.83	1,131,626.55
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

300 CAPITAL PROJECTS								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
300-041050-0100 TRANSFER FR GEN FUND TO CIP	50,000	0.00	0.00	0.00	0.00	(50,000.00)		
Revenues Totals:	50,000	0.00	0.00	0.00	0.00	(50,000.00)		

Budget vs Actual

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Period Ending 6/30/2026

300 CAPITAL PROJECTS								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses								
300-300100-0005 CAPITAL PROJECTS RESERVE		50,000	0.00	0.00	0.00	0.00	50,000.00	
Totals:		50,000	0.00	0.00	0.00	0.00	50,000.00	
Expenses	Totals:	50,000	0.00	0.00	0.00	0.00	50,000.00	

Budget vs Actual

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300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
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Budget vs Actual

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Period Ending 6/30/2026

310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
310-016010-0002 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	0.00	56,228.20	56,228.20		
Revenues Totals:	0	0.00	0.00	0.00	56,228.20	56,228.20		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

310 INTERGOV SERVICE AGREEMENT								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses								
310-016010-0001 INTERGOV SERVICE AGREEMENT		0	0.00	0.00	42,969.00	99,197.20	(99,197.20)	
INTERGOV SERVICE Totals: AGREEMENT		0	0.00	0.00	42,969.00	99,197.20	(99,197.20)	
Expenses Totals:		0	0.00	0.00	42,969.00	99,197.20	(99,197.20)	

Budget vs Actual

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Period Ending 6/30/2026

310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	0.00	(42,969.00)	(42,969.00)
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

320 ECONOMIC DEVELOPMENT AUTHORITY								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
320-041050-0060 USE OF FUND BALANCE	6,000	0.00	0.00	0.00	0.00	(6,000.00)		
Revenues Totals:	6,000	0.00	0.00	0.00	0.00	(6,000.00)		

Budget vs Actual

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Period Ending 6/30/2026

320 ECONOMIC DEVELOPMENT AUTHORITY								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
320-032100-0100 EDA LOANS AND GRANTS	2,500	0.00	0.00	0.00	0.00	2,500.00		
DONATIONS STATE FUNDS Totals:	2,500	0.00	0.00	0.00	0.00	2,500.00		
320-053400-3500 PRINTING	1,000	0.00	0.00	0.00	0.00	1,000.00		
320-053400-3600 ADVERTISING/MARKETING	2,500	0.00	0.00	2,052.79	2,052.79	447.21	82%	
ECONOMIC DEVELOPMENT AUTHORITY Totals:	3,500	0.00	0.00	2,052.79	2,052.79	1,447.21	59%	
Expenses Totals:	6,000	0.00	0.00	2,052.79	2,052.79	3,947.21	34%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	0.00	(2,052.79)	(2,052.79)
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Budget vs Actual

TOWN OF BOWLING GREEN
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400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	0.00	0.00	2,135.33	2,135.33		
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	0.00	0.00	7,450.00	7,450.00		
400-016050-0051 HARVEST FESTIVAL - CAR SHOW	0	0.00	0.00	0.00	2,325.00	2,325.00		
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	0.00	0.00	12,970.00	(6,030.00)	68%	
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
400-041050-0100 TRANSFER FROM GF TO EVENTS	14,500	0.00	0.00	0.00	0.00	(14,500.00)		
Revenues Totals:	34,500	0.00	0.00	0.00	24,880.33	(9,619.67)	72%	

Budget vs Actual

TOWN OF BOWLING GREEN

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400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	0.00	0.00	435.00	(435.00)	
400-071200-1210 HARVEST FESTIVAL	27,500	0.00	0.00	0.00	22,943.80	4,556.20	83%
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	0.00	800.00	2,200.00	1,800.00	55%
400-071200-1250 PARADE/HOLIDAY EVENTS	1,500	0.00	382.85	382.85	2,984.76	(1,484.76)	199%
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	0.00	1,500.00	
Totals:	34,500	0.00	382.85	1,182.85	28,563.56	5,936.44	83%
Expenses Totals:	34,500	0.00	382.85	1,182.85	28,563.56	5,936.44	83%

Budget vs Actual

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400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	(382.85)	(1,182.85)	(3,683.23)
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

500 WATER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
500-016099-0001 WATER SALES	612,000	0.00	53,654.19	155,814.58	684,434.05	72,434.05	112%
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	15.00	15.00	85.00	(915.00)	9%
500-016099-0004 WATER RECONNECT FEES	100	0.00	542.44	767.44	1,217.44	1,117.44	1217%
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	750.00	750.00	3,000.00	1,500.00	200%
500-016099-0006 PENALTY FEES	2,500	0.00	0.00	0.00	50.74	(2,449.26)	2%
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	6,000.00	6,000.00	12,000.00	(6,000.00)	67%
500-016099-0012 UTILITY INSPECTION FEES	0	0.00	35.00	35.00	140.00	140.00	
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	75.00	(25.00)	75%
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,063	0.00	3,307.61	9,227.56	32,594.86	531.86	102%
500-016099-0040 GRANT PROCEEDS	0	0.00	0.00	0.00	45,000.00	45,000.00	
500-020111-0100 STATE GRANTS	87,000	0.00	0.00	0.00	0.00	(87,000.00)	
500-041050-0500 USE OF FUND BALANCE	184,193	0.00	0.00	0.00	0.00	(184,193.36)	
Revenues Totals:	938,456	0.00	64,304.24	172,609.58	778,597.09	(159,859.27)	83%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 6/30/2026

500 WATER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
500-093100-0100 TRANSFER FROM WATER TO GENERAL	4,315	0.00	0.00	0.00	0.00	4,314.55	
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	0.00	71,013.00	
500-500100-1101 SALARIES	114,703	0.00	15,024.60	51,623.20	177,572.40	(62,869.53)	155%
500-500100-1200 SALARIES/WAGES PART TIME	0	0.00	764.66	2,727.14	7,150.04	(7,150.04)	
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	0.00	62.76	152.16	2,262.55	(1,262.55)	226%
500-500100-2100 FICA	4,729	0.00	488.97	1,614.63	4,334.21	394.87	92%
500-500100-2210 VRS	8,554	0.00	1,059.50	3,178.50	12,184.18	(3,629.72)	142%
500-500100-2220 457 PLAN	(1,727)	0.00	86.98	260.94	765.20	(2,492.03)	-44%
500-500100-2300 HEALTH PLAN	14,270	0.00	1,966.58	5,899.74	17,408.27	(3,138.27)	122%
500-500100-2400 GROUP LIFE	801	0.00	88.40	265.20	1,016.60	(215.73)	127%
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00	
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	0.00	0.00	29,519.00	48,108.00	38%
500-500100-3140 ENGINEERING/PROF. SERVICES	165,000	0.00	0.00	53,092.18	53,092.18	111,907.82	32%
500-500100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	0.00	0.00	1,172.50	(1,172.50)	
500-500100-3142 2026 DEBT ISSUANCE - ENGINEERING COSTS	0	0.00	(20,000.00)	170,039.53	170,039.53	(170,039.53)	
500-500100-3150 2026 DEBT ISSUANCE LEGAL - BOND	0	0.00	0.00	0.00	22,750.00	(22,750.00)	
500-500100-3151 2026 DEBT ISSUANCE LEGAL - FA	0	0.00	0.00	0.00	46,819.85	(46,819.85)	
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	0.00	1,350.00	
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	0.00	0.00	0.00	15,771.53	(7,271.53)	186%
500-500100-5110 ELECTRICITY	23,500	0.00	0.00	0.00	19,851.22	3,648.78	84%

Budget vs Actual

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500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
500-500100-5210 MAILING COSTS	10,693	0.00	0.00	0.00	5,951.52	4,741.84	56%	
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	0.00	4,200.00		
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	0.00	0.00	6,250.62	3,749.38	63%	
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	373.33	1,126.67	25%	
500-500100-5810 FEES AND DUES	3,127	0.00	0.00	424.00	824.00	2,303.00	26%	
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	0.00	4,733.00	13,767.00	26%	
500-500100-5840 MISCELLANEOUS	3,000	0.00	1,244.95	1,664.34	1,694.32	1,305.68	56%	
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00		
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	0.00	0.00	663.82	1,430.87	569.13	72%	
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	41.66	1,458.34	3%	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
500-500100-6007 REPAIR / MAINTENANCE	184,914	0.00	4,366.40	31,172.83	179,109.21	5,804.79	97%	
500-500100-6008 VEHICLE FUEL/OIL	10,000	0.00	0.00	0.00	3,892.01	6,107.99	39%	
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	1,654.64	345.36	83%	
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	0.00	1,300.00		
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	484.70	1,066.00	3,246.30	1,753.70	65%	
500-500100-6022 WATER TESTING	124,000	0.00	0.00	0.00	1,905.33	122,094.67	2%	
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	684.29	1,815.71	27%	
500-500100-6060 WELL HEAD PROTECTION GRANT	5,000	0.00	0.00	0.00	0.00	5,000.00		
500-500100-8500 2018 Loan Interest Expense	53,986	0.00	0.00	0.00	24,652.39	29,333.61	46%	
Totals:	938,456	0.00	5,638.50	323,844.21	818,152.75	120,303.61	87%	
Expenses Totals:	938,456	0.00	5,638.50	323,844.21	818,152.75	120,303.61	87%	

Budget vs Actual

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500 WATER	Revenues Over/(Under) Expenses:	58,665.74	(151,234.63)	(39,555.66)
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Budget vs Actual

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520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
520-016099-0002 SEWER SALES	676,125	0.00	54,493.34	157,345.82	624,821.33	(51,303.67)	92%	
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	0.00	750.00	(1,500.00)	33%	
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,062	0.00	2,519.13	6,696.77	23,365.32	(8,696.68)	73%	
520-016099-0060 PENALTY FEES	0	0.00	0.00	0.00	11.16	11.16		
520-041050-0002 USE OF FUND BALANCE SEWER	4,742	0.00	0.00	0.00	0.00	(4,741.84)		
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	0.00	(240,650.00)		
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	0.00	(71,013.00)		
Revenues Totals:	1,044,842	0.00	57,012.47	164,042.59	648,947.81	(395,894.03)	62%	

Budget vs Actual

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520 SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
520-093100-0100 TRANSFER FROM SEWER TO GENERAL FUND	8,201	0.00	0.00	0.00	0.00	8,201.42	
520-500100-1101 SALARIES	339,959	0.00	42,540.98	143,014.99	427,522.92	(87,563.92)	126%
520-500100-1200 SALARIES/WAGES PART TIME	0	0.00	764.49	2,726.63	7,149.53	(7,149.53)	
520-500100-1201 OVERTIME	1,000	0.00	134.10	852.50	3,204.75	(2,204.75)	320%
520-500100-2100 FICA	4,729	0.00	494.41	1,668.17	4,498.24	230.84	95%
520-500100-2210 VRS	8,554	0.00	1,059.50	3,178.50	12,184.18	(3,629.72)	142%
520-500100-2220 457 PLAN	(1,727)	0.00	86.98	260.94	765.20	(2,492.03)	-44%
520-500100-2300 HEALTH INSURANCE	14,270	0.00	1,966.58	5,899.74	17,408.27	(3,138.27)	122%
520-500100-2400 GROUP LIFE	801	0.00	88.40	265.20	1,016.60	(215.73)	127%
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00	
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	0.00	75,000.00	
520-500100-3150 2026 DEBT ISSUANCE LEGAL - BOND	0	0.00	0.00	0.00	22,750.00	(22,750.00)	
520-500100-3151 2026 DEBT ISSUANCE LEGAL - FA	0	0.00	0.00	0.00	46,819.85	(46,819.85)	
520-500100-3160 TESTING	30,000	0.00	1,019.13	3,441.69	22,119.06	7,880.94	74%
520-500100-3180 SLUDGE REMOVAL	145,500	0.00	0.00	0.00	178,865.00	(33,365.00)	123%
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	0.00	2,341.00	
520-500100-3321 COMPUTER LICENSES/SUPPORT	0	0.00	0.00	0.00	4,771.54	(4,771.54)	
520-500100-5110 ELECTRICITY	45,000	0.00	0.00	0.00	11,583.00	33,417.00	26%
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	2,040.27	459.73	82%
520-500100-5210 MAILING COSTS	5,242	0.00	0.00	266.74	266.74	4,975.10	5%
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-5300 INSURANCE	6,000	0.00	0.00	0.00	3,618.78	2,381.22	60%

Budget vs Actual

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520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	373.33	2,126.67	15%	
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	0.00	0.00	4,610.92	(110.92)	102%	
520-500100-5840 SEWER OPS MISCELLANEOUS	15,000	0.00	1,928.71	5,842.00	8,993.93	6,006.07	60%	
520-500100-5899 MISS UTILITY COST	500	0.00	0.00	0.00	0.00	500.00		
520-500100-6001 OFFICE SUPPLIES	800	0.00	0.00	0.00	375.81	424.19	47%	
520-500100-6004 EQUIPMENT / SUPPLIES	15,000	0.00	296.10	1,332.76	14,122.09	877.91	94%	
520-500100-6005 Janitorial Supplies	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	84.99	84.99	915.01	8%	
520-500100-6007 REPAIR / MAINTENANCE	150,000	0.00	439,407.31	482,310.51	570,303.61	(420,303.61)	380%	
520-500100-6008 VEHICLE FUEL/OIL	1,500	0.00	0.00	0.00	2,063.91	(563.91)	138%	
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	300	0.00	0.00	0.00	0.00	300.00		
520-500100-8500 Loan Interest Expense	161,270	0.00	0.00	17,938.00	204,032.41	(42,762.41)	127%	
520-500300-3334 MAINTENANCE-MAINS	0	0.00	0.00	0.00	962,062.50	(962,062.50)		
Totals:	1,044,842	0.00	489,786.69	669,083.36	2,533,607.43	(1,488,765.59)	242%	
Expenses Totals:	1,044,842	0.00	489,786.69	669,083.36	2,533,607.43	(1,488,765.59)	242%	

Budget vs Actual

TOWN OF BOWLING GREEN
7/13/2026 2:32:49 PM

Period Ending 6/30/2026

520 SEWER	Revenues Over/(Under) Expenses:	(432,774.22)	(505,040.77)	(1,884,659.62)
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MEMORANDUM

TO: Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: August 6, 2026

RE: Town Manager's Report – June & July

Administration & Personnel

- **Capital Projects & Grants Manager.** Hired and onboarded the Town's new Capital Projects & Grants Manager, Perry Hickman, strengthening the Town's capacity to manage its active capital program and grant portfolio.
- **Recruitment.** Recruitment continues for the Finance Director, Economic Development Coordinator (part-time), and Seasonal Maintenance Worker positions continue.
- **FY27 Positions.** Drafted job descriptions for new FY27 positions and posted the openings online to begin recruitment.
- **Payroll System Onboarding.** Held an onboarding call with finance staff and Dominion Payroll to transition the Town to a new payroll platform, confirmed next steps for implementation, and continued follow-up on outstanding integration items.
- **Annual Audit.** Completed a check-in with the auditor to confirm progress on the annual audit, upcoming items, and the path to completion.

Town Hall Temporary Relocation — 113 Courthouse Lane

- **Project Execution.** Advanced and coordinated the action items associated with the temporary relocation of Town operations to 113 Courthouse Lane, including move logistics and clearing of the Town Hall offices.
- **Records Management.** Organized and filed Town records in preparation for the move, beginning with the Town Manager's office and the Deputy Clerk's records.
- **Office Closure & Communications.** The Town Office was closed the week of June 29 to facilitate the move, with operations reopening at the new location on July 6. Public communications regarding the relocation were drafted and issued.

Planning, Zoning & Code Enforcement

- **Comprehensive Plan.** Drafted Chapter 5 (Economic Development) of the Comprehensive Plan for review.
- **Parking Ordinance.** Drafted a coordinated parking ordinance in consultation with the Town Attorney.



- **Zoning Reviews.** Conducted zoning reviews on various items, including Comprehensive Plan matters and permit applications in collaboration with the Deputy Zoning Administrator.
- **Code Enforcement.** Issued four code enforcement letters regarding high grass violations, with follow-up site inspections conducted July 27, 2026.

Capital Projects & Infrastructure

- **Sewer Rehabilitation Project.** Continued oversight of the sewer project, completed ahead of schedule and on budget. Coordinated and issued communications for the Main Street sewer work to keep affected residents and stakeholders informed of progress and impacts.
- **Water Quality Improvement & Well Replacement.** Met with Stantec and the state, including VDH, regarding the environmental review for the Water Quality Improvement and well replacement project and next steps toward environmental clearance.
- **Rate Study.** Held the utility rate study kickoff call with Moonshot Missions.
- **Roofing Contract.** Completed IGSA contract sign-off for the roofing project.
- **ESRI Contract.** Executed the Esri contract in coordination with SERCAP to support the Town's GIS capabilities.

Water & Environmental Services

- **Drinking Water Quality Report.** Worked with IES on submission of the drinking water quality compliance report to ensure compliance with VDH requirements.
- **Sludge Handling Project.** Participated in project discussions with IES regarding sludge handling and management.
- **Public Information.** Initiated creation of a dedicated water quality page on the Town website to improve transparency and resident access to water quality information.

Grants & Funding

- **599 Grant. Oversight** of 599-grant application in support of law enforcement funding; completed by Grants Manager.
- **DEQ Litter Grants.** Provided oversight of the FY26 DEQ Litter Grant closeout and the FY27 DEQ Litter Grant application.
- **DHCD CAMS Report.** Submitted the DHCD CAMS Report for June 2026 in support of the Main Street program.
- **RCDI Quarterly Report.** Completed the RCDI Quarterly Report for the Main Street program.
- **Finding Funding Workshop — UMW.** Attended the Finding Funding Workshop hosted by VAPDC, networking with regional partners and learning about funding opportunities available to the Town.



- **USDA Meeting.** Met with a USDA representative to discuss potential future funding opportunities and programs available to the Town for infrastructure and community projects.

Community & Economic Development

- **Main Street Program.** Mobilized Main Street preparation activities. Drafted the May and June BGVA meeting minutes and prepared the July BGVA meeting agenda for the July 20 meeting.
- **KaBOOM! Playground.** Coordinated the initial KaBOOM! visioning and design meeting and continued playground coordination, including finalizing a new concrete quote to keep the project moving forward.
- **Music on the Green.** Held the Music on the Green — Blue Funk and 4th Friday event on July 24.
- **Harvest Festival.** Convened a public safety coordination meeting for the Harvest Festival with State, County, Town, and event coordinator participation. Following an event coordinator change, Adam Woolridge has returned to lead the car show.

Respectfully submitted,

India Adams-Jacobs

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk/Zoning Administrator



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- June, 2026 / July, 2026
DATE: July 24th, 2026

Police Activity

During the months of **June and July 2026**, the Police Department remained committed to providing proactive law enforcement services, maintaining public safety, and strengthening community partnerships. Officers responded to a total of **177 calls for service** and conducted numerous proactive patrols and preventative activities throughout the community.

Activity during this reporting period included:

- **177** total calls for service
- **39** assists to other law enforcement and emergency service agencies
- **2** warrant services/arrests
- **1** larceny investigation
- **2** assault/domestic incident investigations
- **66** traffic summonses issued
- **59** traffic warnings issued
- **119** property, vacation, and business security checks

In addition to responding to calls for service, officers continued to emphasize proactive policing through regular property, vacation, and business checks to help deter criminal activity and provide reassurance to residents and business owners. Traffic enforcement efforts remained a priority as well.

Heads Up

- The department has also been actively preparing for **National Night Out**, which will be held on **Tuesday, August 4, 2026**. This annual community event will be held behind the BGPD office at the Town's playground.



Town Council Memorandum



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM: Public Works Department Monthly Report
DATE: June and July 2026
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Staff continued daily inspections of Public Works vehicles, including the oil, tires, and lights. Truck #4 was taken to Sheehy Ford for dealer replacement and programming of the Front Control Interface Module.
2. Staff continued daily playground inspections. Several severely warped 6-by-6 pavilion posts require replacement by G.H. Watts.
3. Staff continued weekly collection of trash from the receptacles on Main Street.
4. Staff checked the ballroom dehumidifier daily to maintain approximately 50% humidity.
5. Staff completed monthly fire-extinguisher inspections in all Town buildings.
6. Staff cleaned the storage area used for chairs and tables for Town events.
7. A/C filters were replaced in all Town buildings on July 6.
8. Staff mowed the grass at all Town sites weekly.
9. Staff watered the hanging baskets on Main Street weekly.
10. Replacement of the sidewalk and kitchen steps began on July 21 and is expected to be completed by July 27.
11. Staff reinstalled storm-damaged street signs at Lakewood and Broaddus and at White Street and Milford.

Utilities

1. Sewer line replacement on Ennis Street and Main Street was completed since the previous meeting.
2. All six pump stations received weekly maintenance to prevent grease buildup on the walls. Floats at all pump stations were cleaned, and the probes at Bowling Green Meadows were cleaned twice during the month.
3. Staff continued daily inspections of all pump stations.
4. Staff continued weekly inspections of the generators.

5. Staff marked 59 Miss Utility (811) tickets in June and 21 tickets in July.
6. Staff continued daily monitoring of alarmed water meters and completed repairs as needed when an issue was located on the public side of the meter. Water-leak door hangers were delivered to customers when an issue was identified on the private side of the meter.
7. Staff received a pallet of hydrated lime for the wastewater treatment plant on July 7 and stored it inside the building adjacent to the influent building.
8. On July 20, Stemmler cleaned the influent channel, which had accumulated a substantial amount of grit.
9. The sludge pump assembly was replaced on the night pump, and the wear plates were replaced on both the day and night pumps.
10. Staff continued working to complete the lead and copper checks on the private side of the meter.

UTILITY REPORT



JUNE 2026

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis:

Location	Date	Result
030 – Bowling Green Healthcare	6/11/2026	Absent
060 – VDOT Tower	6/11/2026	Absent

Water Treatment

The water treatment plant met the Town’s water demand with a total monthly well yield of 4.412 MG for an average daily production rate of 0.147 MGD.

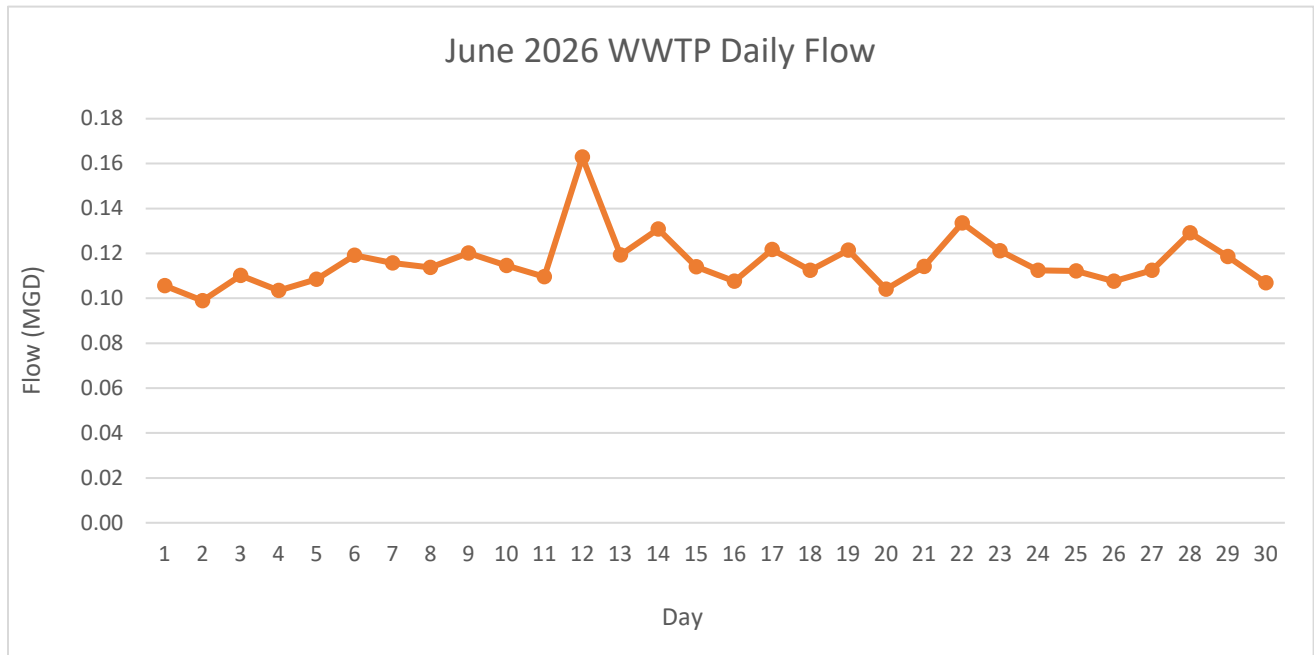
Operational Notes:

- Continuing to dose sodium hypochlorite effectively.
- All state required samples were collected and reported.
- The booster pump at the water tower is back online after a check valve was replaced.

WASTEWATER

Wastewater Treatment

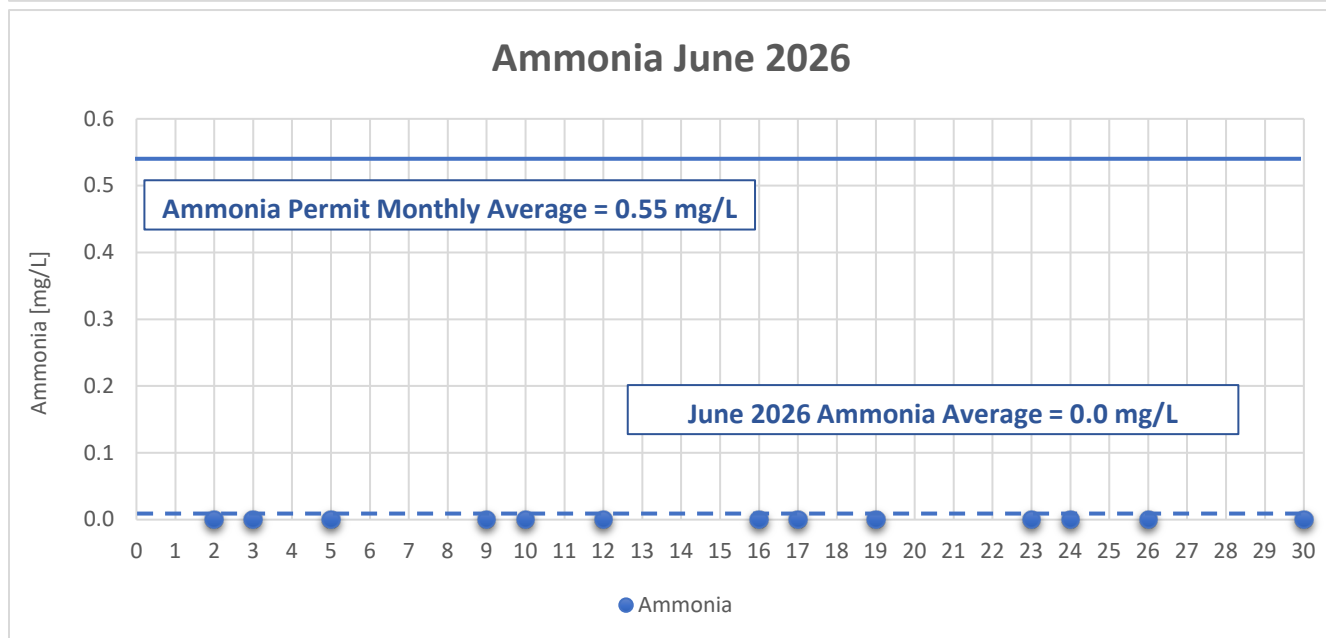
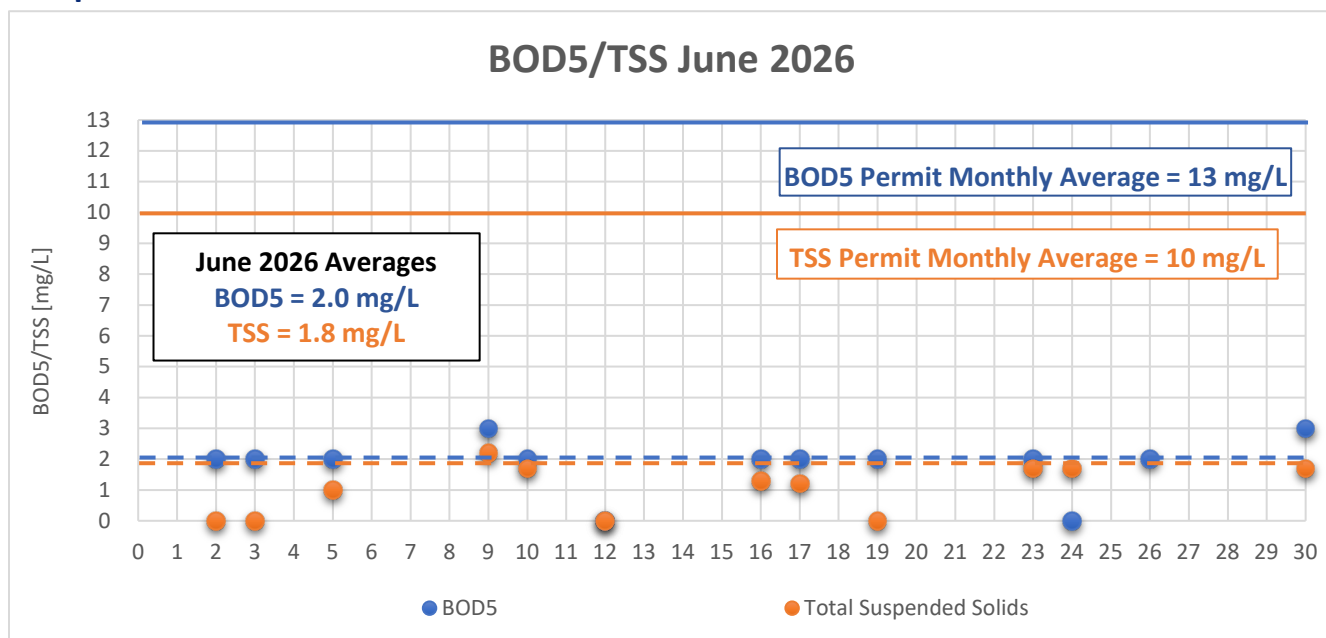
The wastewater treatment plant had an average daily flow of 0.116 MGD for a total monthly effluent discharge of 3.482 MG.



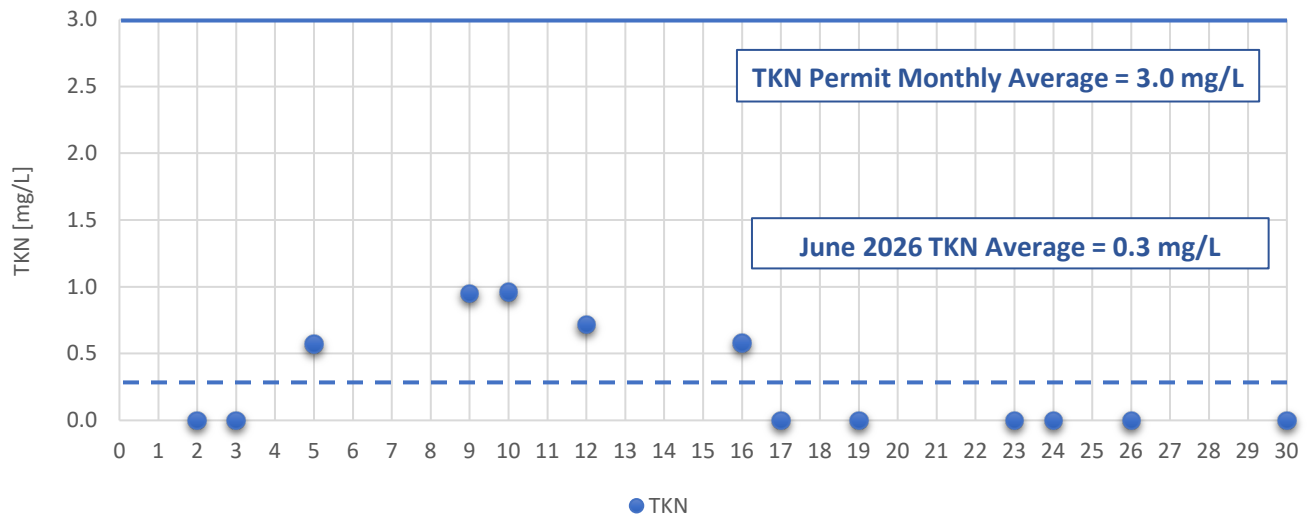
Operational Notes:

- UV sensor was repaired.
- Sludge bag finished filling and opened up. Sludge was 10.6% solids.

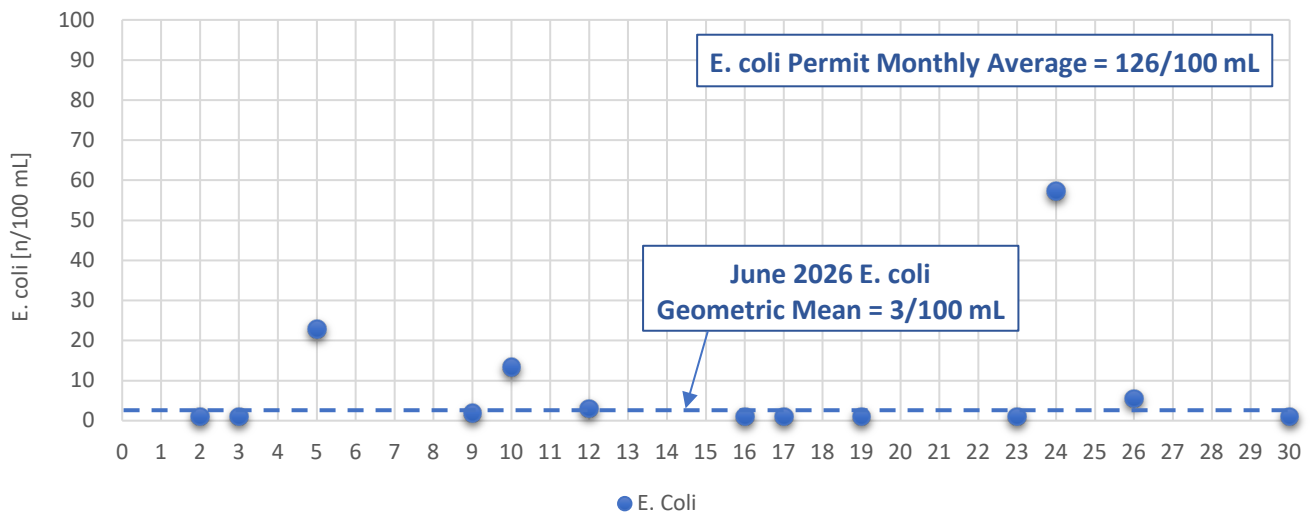
Sample Results:



TKN June 2026



E. coli June 2026



Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl ₂	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant

TOWN OF BOWLING GREEN, VIRGINIA

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Perry Hickman, Capital Projects and Grants Manager
COPY India Adams-Jacobs, Town Manager/Clerk
DATE: August 6, 2026
RE: Wastewater Treatment Facility Redundancy- Capital Improvement Project

Background

The purpose of this memorandum is to request approval of a capital improvement project at the wastewater treatment facility to create redundancy by adding a second drying bed.

As part of the Town's ongoing efforts to advance capital improvements to its public utility systems and to create redundancy by adding a second drying bed, the Town has secured a bid from Inboden Environmental Services Inc. (IES) for upgrades at the wastewater treatment facility. This redundancy measure had been previously introduced and discussed during a prior Town Council meeting.

Summary

Under this contract, IES will purchase and install a rotary sludge pump to serve as the feed pump for the dewatering bag, as well as procure a Blue River Technologies roll-off dewatering box. The total cost for this equipment is \$41K.

In addition, the project includes necessary modifications to the existing drying beds. These improvements will involve removing the top one foot of sand and replacing it with gravel, along with preserving the existing concrete track islands. This portion of the work will be performed by a separate contractor at a cost of \$7,500.

Fiscal Impact

The requested total of \$48,500 will come from the recent 2026 GO debt utilities funding.

Recommendation

Staff respectfully recommend approval of this capital improvement project funding request, which will add a second drying bed to the wastewater treatment facility and create redundancy in the system.

DRAFT MOTION

I move to approve this request for a capital improvement project for the drying bed replacement totaling \$48,500 to support the sludge management process.

BRT Dewatering Box

Product Information

Blue River Technologies can provide 20 or 30 yard roll offs fitted out with drainage pipes, netting and stop rail to facilitate the drainage of the **Geotextile Container Bags or liners**. Smooth sidewalls or bottom of a steel roll off will blind off the bag and slow the dewatering process. False bottoms made from expanded metal will rust out and then the bag can be cut or restricted from sliding out at the landfill. Perforated Steel false floors blind off nearly 50% of the bag or liner and slow the drainage process.

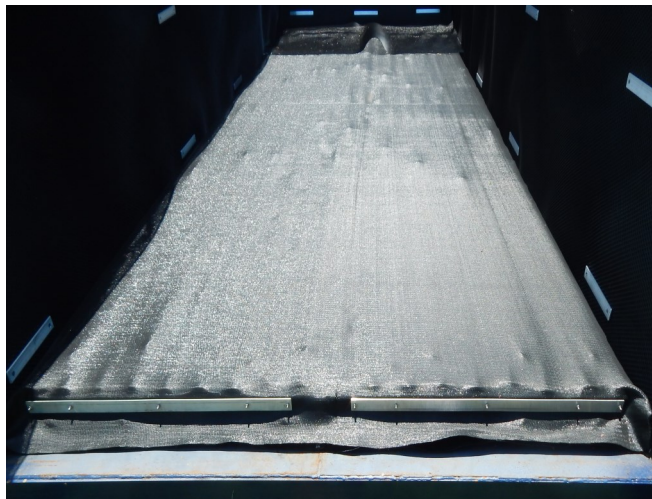
The Blue River Technologies Roll Off Boxes were developed specifically for use with Geotextile Container Bags or liners.



Legend:

- A. Drainage netting is fixed to the sides and end of the roll off with aluminum strips and stainless steel bolts
- B. Drain Pipe encased in geotextile fabric that has a tighter weave than the container bags
- C. Stop Rail at the back prevents drainage pipe and mattress from sliding out with the bag

- The bottom of the roll off container is lined with 18 pieces of 4" heavy duty perforated Polypropylene drainage pipe. These pipes are enclosed completely by a Geotextile fabric cover or bag that is open on the back end.
- The fabric has been selected to provide drainage and at the same time is a different weave pattern than our container bags or liners. This allows the bag or liner to slide out more easily than other types of Dewatering boxes.



- The drainage pipe and cover is prevented from sliding out of the dewatering box by a heavy duty fabricated end stop bolted to the bottom of the box with stainless steel fasteners.
- An Aluminum bar bolts the drainage cover open end to this bar.



- The 1/4" X 2" Aluminum Bars that attach the end of the pipe cover to the stop bar are set up from the bottom and ends of the box to allow the effluent to drain rapidly from the box as the container bag or liner is being filled.
- Optional Drain pipes with covers can be installed on each side and the door of the roll off if desired.



- Heavy Duty GSI Hypernet drainage netting is attached to both sides and the front end of the Drainage box to facilitate drainage of effluent down the side of the smooth steel roll off walls.
- This netting is held in place by 1/4" X 1 1/2" Aluminum bars with recessed Stainless Steel fasteners.



- Hypernet 200 is approximately 3/16" thick diamond pattern heavy polypropylene drainage fabric. This material will never rust and is tough and UV resistant to last many years. It can easily be replaced if needed by removing the aluminum strips and installing new pieces in a minimal amount of time and with little labor.



- At the front of the box, the hypernet is extended out 3' over the drainage cover to keep the bag or liner from working under or in front of the drainage pipes.





Specifications

Sides : **12 Gauge**
Bottom: **1/4"**
Understructure: **3" Structural Channel**
Spacing: **20" on Center, Gusseted 40" Ctr**
Long Sills: **6" X 2" X 3/16" Tube**
Top Rail: **4" X 3" X 1/8" Tube**
Uprights: **3" X 5" X 3" on Center**
Hook Plate: **3/4" Hook Plate w/ 1 1/4" Grab Hook**
Front Corner **Post: 6" X 6" X 3/16"**
Wheels: **8" X 10" Steel Wheels Front & Back**
Wheel Axles: **1 3/8" Standard w/ Grease Fittings**
Paint: **PPG Alkyd Enamel Primer & Paint**
Latch System: **Handle Type**

Drain Fittings on Doors and Sides Optional

"The Leader In Geotextile Sludge Dewatering Systems"

1302 Garner St, New Castle, IN 47362 | 765-388-2161 | mconwell@nlto.net

www.blueriverdewater.com

MEMORANDUM

TO: The Honorable Mayor and Members of Town Council
FROM: India Adams-Jacobs, Town Manager/Clerk
DATE: August 6, 2026
RE: Approval of Financial Consulting Services Agreement

Purpose

The purpose of this memorandum is to request Town Council approval of a professional services agreement with CyM LLC for general financial consulting services on behalf of the Town of Bowling Green.

Background

The Town requires ongoing professional financial support to ensure sound fiscal management, timely and accurate reporting, and readiness for its annual audits. To meet these needs, staff have negotiated an agreement with CyM LLC to provide general financial consulting services to the Town.

Scope of Services

Under the terms of the agreement, the Contractor will provide general financial consulting services, including but not limited to:

- Pre-audit services for Fiscal Years 2026 through 2028;
- Audit preparation and support;
- Financial analysis, reconciliation, and reporting;
- Assistance with internal controls, compliance, and financial processes; and
- Other related financial advisory services may be agreed upon in writing by the parties.

In addition, the Contractor may provide advisory services related to budgeting, grants financing, capital planning, financial forecasting, and strategic financial initiatives, as requested by the Town.

Fiscal Impact

The contractor's hourly rate is \$175 per hour.

Recommendation

Staff respectfully recommend that Town Council approve the financial consulting services agreement with CyM LLC and authorize the Town Manager to execute the agreement on behalf of the Town.

TOWN OF BOWLING GREEN FINANCIAL CONSULTING SERVICES AGREEMENT

This Contract is entered into this ____ day of ____ 2026, by and between the Town of Bowling Green, Virginia, ("Town"), and CyM, LLC d/b/a Tomeka C. Morgan ("Contractor") for services identified herein, on the following terms and conditions.

1. Provision of Services.

The Contractor hereby agrees to provide general financial consulting services, including but not limited to pre-audit services for Fiscal Years 2026-2028, audit preparation and support, financial analysis, reconciliation, reporting, assistance with internal controls, compliance, and financial processes, and other related financial advisory services as may be agreed upon in writing by the Parties. Contractor may also provide advisory services related to budgeting, grants financing, capital planning, financial forecasting, and strategic financial initiatives as requested by the Town.

Services may be performed remotely and on-site as requested by Town staff.

2. Term.

The Parties understand that time is of the essence for the performance of the Services. The term of this Agreement (the "Term") will begin on Monday, August 10, 2026, and shall continue for two (2) years, ending August 10, 2028, unless terminated earlier. This Agreement may be renewed for two (2) additional one-year terms upon mutual written agreement of the parties.

In the event of such renewals, the compensation rates set forth in this Agreement shall be subject to an escalation of ten percent (10%) for each renewal term, applicable in Year 3 and Year 4, unless otherwise agreed to in writing by the parties.

3. Fees and Costs.

The Town agrees to pay Contractor \$175.00 USD per hour (the "Compensation") for performance of the Services, including travel time (65 minutes each way) and to provide mileage reimbursement at the IRS standard mileage rate in effect as of the date of the work (currently \$0.7250 per mile). In the event the Town requests and Contractor agrees to serve in an "interim" Town Treasurer or Finance Director capacity, then the Town agrees to pay Contractor a rate of \$200.00 USD per hour for a time period not exceeding 120 days unless otherwise agreed to by the parties in writing.

The Contractor will invoice the Town every month for services and mileage. Payment of invoices shall be within 30 days of receipt. Invoices outstanding for over 30 days will incur a two percent (2%) per month late payment penalty and will be assessed on the following month's invoice.

Town of Bowling Green, Virginia - CyM, LLC
Financial Consulting Services Agreement
Page 1 of 6

4. Termination for Convenience

Either party may terminate this Contract, at any time by providing at least 30 days written notice if practicable under the circumstances and unless such notice is waived by the other part. Such termination may be authorized by the Town Manager on behalf of the Town and by Tomeka C. Morgan on behalf of Contractor.

Except in cases involving fraud, misconduct, or material breach by Contractor, the Town shall provide Contractor with not less than thirty (30) days' written notice prior to the effective date of termination.

In the event of termination, the Town shall pay the Contractor for all services properly performed and invoiced up to the effective date of termination, including approved work in progress reasonably necessary to transition services.

5. Termination for Default

Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

6. Examination of Records.

(a) The Contractor agrees that the Town, or any duly authorized representative, shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the Town or any duly authorized representative shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any pertinent books, documents, papers and records of such Contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation, or claims shall have been finally disposed of.

7. Assignability of Contract.

Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the Town Manager.

8. Modifications or Changes to this Contract.

(a) Any modification or change to this Agreement must be set forth in a written Addendum to this Agreement and signed by authorized representatives of both parties.

(b). The parties hereto may, from time to time, propose changes in the scope of services. Such changes must be mutually agreed upon by the parties in writing, signed by the authorized representatives of both parties.

9. Miscellaneous Provisions.

(a) Protection of Confidential Information. Contractor agrees that at all times during or subsequent to the performance of the Services, Contractor will keep confidential and not divulge, communicate, or use Town's Information, except for Contractor's own use during the Term of this Agreement to the extent necessary to perform the Services. Contractor further agrees not to cause the transmission, removal or transport of tangible embodiments of, or electronic files containing, Town's Information from Town's principal place of business, without prior written approval of Town.

(b) Liability. The Town shall not be liable for injury or death occurring to Contractor or any of its employees or other assistants in the course of performing this Agreement unless the harm or death is caused by the Town's gross negligence.

(c) Hold Harmless. Contractor hereby indemnifies and holds harmless the Town, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever ("Loss") which may in any way arise from the Services performed by Contractor hereunder, the work of employees of Contractor while performing the Services of Contractor hereunder, or any breach or alleged breach by Contractor of this Agreement, including the warranties set forth herein, when such actions arise from negligence or willful misconduct on the part of the contractor. The Town shall retain control over the defense of, and any resolution or settlement relating to, such Loss. Contractor will cooperate with the Town and provide reasonable assistance in defending any such claim.

(d) Taxes. The Town shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of Contractor or any other person consulted or employed by Contractor in performing Services under this Agreement. All such costs shall be Contractor's responsibility.

10. Disputes.

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment to the Contractor. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or the beginning of the work upon which the claim will be based. Contractual claims shall be addressed to the Purchasing Agent and shall clearly designate the correspondence as a contractual claim, the contract to which it is referring, and the basis for the claim. The Town Manager or his designee shall respond in writing to the Contractor with his final decision within 90 days of the claim's submission. The written decision of the Town Manager or his designee shall be final and conclusive unless the Contractor appeals within six months of the date of the decision by instituting legal action as specified in §2.2-4364 of the Code of Virginia.

This Agreement has been and shall be construed as having been made and delivered in the Commonwealth of Virginia and shall be governed by laws of the Commonwealth of Virginia, both as to interpretation and performance.

Any action of law, suit of equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in a court of competent jurisdiction in the Town of Bowling Green, Virginia.

11. Nondiscrimination.

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, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

12. Drug Free Workplace.

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the above clauses in every contract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. "Drug-free workplace" means a site for the performance of work done in connection with this contract and at which employees are subject to the prohibitions in (ii) above.

13. Social Security or Employer Identification Number.

Prior to any payment being made by the Town under the Contract, the Contractor shall provide the Town his or her social security number (if an individual) or the federal employer identification number (if a proprietorship, partnership or corporation).

14. Integration Clause and Prior Contract.

This Contract shall constitute the whole agreement between the parties from the date of August 10, 2026 forward. There are no promises, terms, conditions, or obligations relating to work performed after that date other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto after that date.

All work done by Contractor through the date of August 9, 2026 shall be billed under the terms of the prior contract, and its addendum ("Prior Contract", that was negotiated between the parties, save that work related to Fiscal Year 2026 that occurred on or before May 10, 2026 shall also be permitted and billed under the rate that was established in the Prior Contract.

15. Legal Status

All individuals performing work pursuant to this contract must be U.S. citizens or possess documents that allow them to be employed and work in the United States.

16. Faith-Based Provisions.

The Town does not discriminate against faith-based organizations. For the purpose of this section, "faith-based organization" means a religious organization that is or applies to be a Contractor to provide goods and services for programs funded by the

block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

17. Town Ownership of Contract Product.

Reports and documents, including those in electronic form, prepared by the Contractor are Instruments of Service. The Contractor shall be deemed the author and owner of the instruments until such time as payment is made therefore, at which time the Town shall become the owner of the Instruments of Service. The Owner, upon completion or termination of this Contract, shall have full and exclusive rights to use the Instruments of Service in any manner not inconsistent with state law. The Contractor shall not use the Instruments of Service on any other work or release information about the Instruments of Service without the express written consent of the Town.

Town of Bowling Green, Virginia

CyM, LLC d/b/a Tomeka C. Morgan

By : _____
India Adams-Jacobs, Town Manager

By: _____
Tomeka C. Morgan

Approved as to form:



Jeff Gore, Town Attorney

MEMORANDUM

TO: The Honorable Mayor and Members of the Town Council
FROM: Tomeka C. Morgan, Interim Town Treasurer
COPY: India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
DATE: July 15, 2026
RE: Budget Amendment – Supplemental Appropriations for Year-End Roll forward

Summary

The purpose of this memorandum is to request approval of a budget amendment in the amount of \$43,460.93 to provide the supplemental appropriations necessary to complete year-end roll-forwards of budgeted remaining funds for the Town of Bowling Green.

The proposed supplemental appropriations will allow staff to record these adjustments in the current year's budget (FY 2026–2027) by reappropriating unspent funds from the prior year's budget (FY 2025–2026). The funds to be re-appropriated are itemized in the attached budget amendment and are needed for projects that remain ongoing in FY 2027.

The amendment records these adjustments appropriately within the affected funds and departments, ensuring that account balances roll forward from the prior fiscal year into FY 2026–2027.

Fiscal Detail

Description	Account Number	Amount
Revenues		
Zoning/Permit Fees, received in FY 2024: Use of Fund Balance	—	\$7,500.00
Expenditures		
Town Manager Contingency	100-0121100-3100	\$31,555.38
Town Mayor Expenses	100-012110-3050	\$345.73
Town Manager Expenses	100-012100-3000	\$4,059.82
Total		\$43,460.93

Recommendation

Staff respectfully recommend approval of the attached budget amendment as presented.

Draft Motion

I move to approve the budget amendment in the amount of \$43,460.93, providing supplemental appropriations to re-appropriate unspent funds from the FY 2025–2026 budget into the FY 2026–2027 budget for year-end roll forwards, as presented.

TOWN of BOWLING GREEN

Resolution No. _____

Resolution to appoint the Deputy Town Treasurer

WHEREAS, the Town Manager, Ms. India Adams-Jacobs, is requesting the appointment of Ms. Vianne Baylor as the Deputy Town Treasurer for the Town of Bowling Green, Virginia; and

WHEREAS, Ms. Baylor has 15 years of finance and accounting experience, previous public sector finance experience in the Commonwealth of Virginia, and the private sector; and;

WHEREAS, Ms. Baylor has knowledge of aspects of the Treasurer's office. Including, but not limited to, collections, payroll, accounts payable, collections, general ledger maintenance, and the budget development process, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL:

that the Mayor and Town Council hereby recognize and appoint Ms. Vianne Baylor as the Deputy Town Treasurer for the Town of Bowling Green, to assist the Town Treasurer and to perform the duties of the Town Treasurer in the Treasurer's absence.

This resolution was approved on this _____ day of _____, 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager/Clerk to the Council

TOWN OF BOWLING GREEN, VIRGINIA

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager
COPY: Jeff Gore, Town Attorney
DATE: August 6, 2026
SUBJECT: **Resolution Appointing Deputy Town Treasurer**

Background

The Town Treasurer position became vacant effective May 1, 2026, and Ms. Tomeka Morgan was appointed Interim Town Treasurer. The Town Manager is requesting the designation and appointment of a Deputy Town Treasurer to provide continuity of operations and redundancy within the organization in the event the Interim Treasurer is not available.

Issue

Continuity of financial operations requires immediate designation of a Deputy Town Treasurer to fulfill statutory duties and maintain uninterrupted service to taxpayers and utility customers.

Recommendation

Town Staff recommends approval of the request.

DRAFT MOTION

I move to appoint Ms. Vianne Baylor as Deputy Town Treasurer, effective August 6, 2026.

MEMORANDUM

TO: The Honorable Mayor and Members of Town Council
FROM: India Adams-Jacobs, Town Manager
DATE: August 6, 2026
RE: Establishment of Proposed Motor Vehicles and Traffic Chapter of the Town Code

Purpose

The purpose of this memorandum is to present for Town Council's consideration the establishment of a new proposed chapter of the Town Code addressing motor vehicles and traffic, including a code intended to improve the regulation and enforcement of parking within the Town. After discussion with the Economic Development Authority, BGVA Main Street, and members of Council during the strategic planning retreat, the Town Manager has drafted the parking ordinance in collaboration with the Town Attorney to update regulations for parking standards and enforcement within the Town of Bowling Green.

Background

Staff has identified a need to strengthen the Town's ability to regulate and enforce parking within town limits. Establishing a dedicated Motor Vehicles and Traffic chapter of the Town Code would provide a clear legal framework for parking regulations and give staff and enforcement personnel the tools necessary to address parking concerns consistently and effectively.

Discussion

The proposed chapter would consolidate the Town's motor vehicle and traffic provisions into a single, organized chapter of the Town Code and would include a code specifically addressing parking. The intent of the proposed chapter is to:

- Establish clear, enforceable parking regulations within the Town;
- Improve the consistency and effectiveness of parking enforcement for the Bowling Green Police Department; and
- Provide a foundation within the Town Code for future motor vehicles and traffic provisions as needs arise.

Fiscal Impact

Not applicable

Recommendation

Staff respectfully recommend that Town Council consider establishing the proposed Motor Vehicles and Traffic chapter and direct staff to provide public notice for the September regular meeting and consideration for adoption in accordance with applicable legal requirements.

AN ORDINANCE TO REPEAL AND REPLACE ARTICLE 4.10 “MOTOR VEHICLES AND TRAFFIC” OF CHAPTER 4 OF THE BOWLING GREEN TOWN CODE

WHEREAS, the Town Council is authorized to enact and amend ordinances governing motor vehicles and traffic to promote the public health, safety, and welfare of the community; and

WHEREAS, the Town Council has reviewed Section 4.10 of Chapter 4 of the Town Code and has determined that revisions are necessary to update, clarify, and improve its provisions; and

WHEREAS, repealing and replacing Section 4.10 will provide clearer standards, enhance the administration and enforcement of the Town's motor vehicle and traffic regulations, and better serve the needs of the Town and its residents; and

WHEREAS, the Town Council finds that the repeal and replacement of Section 4.10 is in the best interests of the health, safety, and welfare of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Bowling Green that Section 4.10 of Chapter 4 of the Town Code is hereby repealed in its entirety and replaced as follows:

§1. CHAPTER 4: ARTICLE 4.10 MOTOR VEHICLES AND TRAFFIC

ARTICLE I

General Provisions: Traffic Regulations; Use of Streets

§ 4.10.010 Adoption of state law generally.

- A. Pursuant to the authority of § 46.2-1313 of the Code of Virginia, all of the provisions and requirements of the laws of the state contained in Title 46.2 and in Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia, except those provisions which are contained in this chapter and except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which by their very nature can have no application to or within the Town, are hereby adopted and incorporated in this chapter by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made a part of this chapter as fully as though set forth at length herein, and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2 or of Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Title 46.2 or under Article 2 of Chapter 7 of Title 18.2 of the code of Virginia.
- B. The term "Code of Virginia," as used in this section, shall mean the Code of Virginia as in effect on the date of the adoption of this chapter, as amended by the 1981 session of the General Assembly of Virginia and as hereafter amended by the General Assembly of Virginia.

§4.10.020. Adoption of state law to driving while under the influence of alcohol or drugs

Article 2 of chapter 7 of title 18.2 of the Code of Virginia, including any amendments to those statutes which may be adopted in the future, is hereby adopted and made a part of this chapter as fully as though set out at length herein. It shall be unlawful for any person within the county to violate, or fail, neglect or refuse to comply with any provision of the Code of Virginia adopted by this section.

Adoption of state law as it pertains to disposition of cases heard in Juvenile and Domestic Relations Court

Title 16.1, Chapter 11, Article 9 of the Code of Virginia, including any amendments to those statutes which may be adopted in the future, is hereby adopted and made a part of this chapter as fully as though set out at length herein. It shall be unlawful for any person within the county to violate, or fail, neglect or refuse to comply with, any provision of the Code of Virginia adopted by this section.

§4.10.030 Authority of Fire Department.

Members of the Fire Department may direct or assist the police in directing traffic at or in the immediate vicinity of a fire and, while so acting, shall have all the authority of police officers.

§4.10.040. Backing vehicles.

The operator of a vehicle in the Town shall not back such vehicle unless the movement can be made safely and without interfering with other traffic.

§ 4.10.050. Blocking intersections.

No operator of a vehicle shall enter an intersection or a marked crosswalk unless there is sufficient space beyond such intersection or crosswalk in the direction in which such vehicle is proceeding to accommodate the vehicle without obstructing the passage of other vehicles or pedestrians, notwithstanding any traffic control signal indication to proceed.

§4.10.060. Boarding or alighting from moving vehicles.

No person shall board or alight from any vehicle while such vehicle is in motion.

§ 4.10.070 Display of state license plate required.

It shall be unlawful for any person to operate or for the owner or person in control thereof to knowingly permit the operation of, upon a street or highway of the Town, any motor vehicle, trailer or semitrailer without having displayed thereon the license plate or plates assigned thereto by the State Department of Motor Vehicles for the current registration year, whenever such license plate or plates are required by § 46.2-613 of the Code of Virginia.

§ 4.10.080. Processions.

No operator of a vehicle shall drive between the vehicles, persons or animals comprising a funeral or other authorized procession, except when otherwise directed by a police officer. This provision shall not apply to the specified emergency vehicles as defined in § 46.2-920 of the Code of Virginia.

§ 4.10.090. Funeral processions.

- A. All motor vehicles participating in a funeral procession, when proceeding to any place of burial, shall display illuminated headlamps thereon and such other identification as the Chief of Police may prescribe.
- B. All motor vehicles so designated shall have the right-of-way over all other vehicles, except fire apparatus, ambulances and police vehicles, at any street or highway intersection within the Town and may proceed through a stop street or signalized intersection with proper caution and safety.

§ 4.20.010. Pedestrians.

- A. Pedestrians shall not use the roadways or streets, other than the sidewalks thereof, for travel, except when necessary to do so because of the absence of sidewalks reasonably suitable and passable for their use, in which case, if they walk upon the hard surface or the main traveled portion of the roadway, they shall keep to the extreme left side or edge thereof, or where the shoulders of the highway are of sufficient width to permit, they may walk on either shoulder thereof.
- B. Pedestrians shall not stand or stop in any roadway or street for the purpose of soliciting rides.

§ 4.20.020. Persons riding bicycles or riding or driving animals.

Every person riding a bicycle or an animal upon a roadway and every person driving any animal thereon shall be subject to the provisions of this chapter applicable to the driver of a vehicle, except those provisions which by their very nature can have no application.

§ 4.20.030. Placement of traffic control signs, signals, markings or devices.

When the Town Council designates an intersection as one at which the driver of a vehicle is required to stop or to yield the right-of-way before entering such intersection or designates a street upon which traffic is to proceed only in one direction or designates a place at which U-turns are prohibited or at which turning movements are otherwise prohibited or restricted or imposes any other regulation of traffic for which a traffic control sign, signal, marking or device which by state law is required to be in place to give notice to drivers of vehicles or pedestrians, the Council shall cause such traffic control sign, signal, marking or device to be installed and maintained as required by law.

§ 4.20.040. Compliance with traffic control signs and devices required.

All traffic control signs, signals, markings and devices which are in place anywhere within the Town pursuant to the authority of state law, this Code or other ordinance shall be complied with, and it shall be unlawful for the driver of any vehicle or for any pedestrian to violate or fail to comply with any requirement, prohibition or directive contained in any such traffic control sign, signal, marking or device except by directive of a police officer.

§ 4.20.050. Removal and disposal of unattended vehicles.

- A. Whenever any vehicle, trailer or semitrailer is found on the public streets or public grounds unattended by the owner or operator and constitutes a hazard to traffic, or is parked in such manner as to be in violation of law or whenever any motor vehicle, trailer or semitrailer is left unattended for more than 10 days upon public property, or it is immobilized on a public roadway by weather conditions or other emergency situation, any such vehicle, trailer or semitrailer may be removed for safekeeping by or under the direction of a police officer to a storage garage or area, provided that no such vehicle shall be so removed from privately owned premises.
- B. The owner of such vehicle, trailer or semitrailer, before obtaining possession thereof, shall pay to the Town all reasonable costs incidental to the removal and storage of such vehicle, trailer or semitrailer and locating of the owner. Should such owner fail or refuse to pay the cost or should the identity or whereabouts of such owner be unknown and unascertainable after a diligent search has been made and after notice to him/her at his last known address and to the lien holder of record with the office of the Department of Motor Vehicles of this state against the motor vehicle, trailer or semitrailer, the Chief of Police or designated officer shall treat the vehicle as abandoned as provided in §§ 46.2-1200 et seq. of the Code of Virginia. After holding the vehicle, trailer or semitrailer 60 days and after due notice of sale, the vehicle may be disposed of at a public sale, and from the proceeds of the sale of an abandoned motor vehicle the Town, or its authorized agent, shall reimburse itself for the expenses of the auction, the cost of towing, preserving, and storing the vehicle which resulted from placing the abandoned motor vehicle in custody, and all notice and publication costs incurred pursuant to § 46.2-1202 of the Code of Virginia. Any remainder from the proceeds of a sale shall be held for the

owner of the abandoned motor vehicle or any person having security interests in the vehicle, as their interests may appear, for 60 days, and then be deposited into the treasury of the Town.

State law reference: Code of Virginia, §§ 46.2-1213, 46.2-1201, 46.2-1203.

§ 4.20.060. Removal of vehicles involved in accidents.

- A. Whenever a motor vehicle, trailer or semitrailer involved in an accident is found upon the highways or streets in the Town and is so located as to impede the orderly flow of traffic, the police may:
 - (1) At no cost to the owner or operator, remove the motor vehicle, trailer, or semitrailer to some point in the vicinity where it will not impede the flow of traffic; or
 - (2) Have the vehicle removed to a storage area for safekeeping and shall report the removal to the Department of Motor Vehicles and to the owner of the vehicle as promptly as possible.
- B. If the vehicle is removed to a storage area under Subsection A(2), the owner shall pay to the parties entitled thereto all costs incidental to its removal and storage.

State law reference: Code of Virginia, § 46.2-1212.

§ 4.20.070. Removal or immobilization of motor vehicles with outstanding parking violations.

- A. Any vehicle parked on a public street or other public property, for which there are three or more unpaid or otherwise unsettled parking violations, may be removed to a place within the Town or in an adjacent locality designated by the chief law-enforcement officer for the temporary storage of the motor vehicle, vehicle, or trailer or the motor vehicle, vehicle, or trailer may be immobilized in a manner that will prevent its removal or lawful operation except by authorized law-enforcement personnel. For the purposes of this section, "unsettled" shall refer to a parking violation for which the fine has not been paid, for which there is no pending disposition of an administrative appeal, and for which the vehicle owner or operator has not requested a hearing in the general district court.
- B. It shall be the duty of the police personnel removing the motor vehicle, vehicle, or trailer to inform, as soon as practicable, the owner of the removed or immobilized motor vehicle, vehicle, or trailer of the nature and circumstances of the prior unsettled parking violation notices for which the vehicle was removed.
- C. The owner of the removed motor vehicle, vehicle, or trailer, or other person acting on his behalf, shall be permitted to repossess or to secure the release of the vehicle by payment of the outstanding parking violation notices for which the vehicle was removed or immobilized and by payment of all costs incidental to the removal, and storage of the vehicle, and the efforts to locate the owner of the vehicle. Should the owner fail or refuse to pay such fines and costs, or should the identity or whereabouts of the owner be unknown and unascertainable after a diligent search has been made, then after notice to the owner at his last known address and to the holder of any lien of record with the Department of Motor Vehicles, the vehicle may be disposed of in accordance with §4.20.050 (B).

State law reference: Code of Virginia, § 46.2-1216.

§ 4.20.080. Bicyclists to use handlebars.

No person shall ride a bicycle upon any street without having their hands upon the handlebars.

State law reference: Code of Virginia, § 46.2-906.

§ 4.20.090. Speed limit established.

Except as provided by state law with respect to drivers of specific emergency vehicles, no person shall drive

or propel a vehicle upon any street or public way of this Town at a speed in excess of the speed posted in authorized traffic control signs upon such street or public way or, in the absence of any such signs, at a speed in excess of 25 miles per hour.

State law reference: Authority of cities and towns with regard to increasing and decreasing speed limits, Code of Virginia, § 46.2-1300; special speed limits on bridges, etc., Code of Virginia, § 46.2-881; maximum speed limit in Town, Code of Virginia, §§ 46.2-874, 46.2-875.

§ 4.30.010. State inspection sticker required.

Except as otherwise expressly provided by state law, it shall be unlawful for any person to operate or cause or permit the operation of a motor vehicle, trailer or semitrailer upon the streets or highways of this Town unless there is properly displayed thereon a valid state inspection sticker showing that such vehicle, trailer or semitrailer has been inspected and approved under the provisions of § 46.2-1157 et seq. of the Code of Virginia. A violation of this section shall be deemed a traffic infraction as defined in 46.2-100 of the Code of Virginia.

State law reference: Code of Virginia, §§ 46.2-1157, 46.2-1158.02, 46.2-100, 46.2-113.

§ 4.30.020. Depositing materials on streets unlawful.

No person shall throw or deposit or cause to be deposited upon any alleyway, sidewalk, street or highway any glass bottle, glass, nail, tack, wire, can or any other substance likely to injure any person or animal or damage any vehicle upon such alleyway, sidewalk, street or highway, nor shall any person throw or deposit or cause to be deposited upon any alleyway, sidewalk, street or highway any soil, sand, mud, gravel or other substances so as to create a hazard to the traveling public. Any person who drops or permits to be dropped or thrown upon any alleyway, sidewalk, street or highway any destructive, hazardous or injurious material shall immediately remove the same or cause it to be removed. Any person removing a wrecked or damaged vehicle from an alleyway, sidewalk, street or highway shall remove any glass or other injurious substance dropped upon the alleyway, sidewalk, street or highway from such vehicle. Any person violating any of the provisions of this section shall, upon conviction, be punished by a fine not exceeding \$2,500 or confinement in jail not exceeding 12 months, or both.

State law reference: Code of Virginia, § 18.2-324.

§ 4.20.030. Unlawful riding.

No person shall ride on any vehicle upon any portion thereof not designated or intended for the use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of duty or to persons riding within truck bodies in space intended for merchandise.

State law reference: Code of Virginia §46.2-1300

§ 4.20.040. Washing or greasing vehicles on streets or sidewalks unlawful.

No person shall wash, polish or grease a vehicle upon a public street or sidewalk, nor shall the owner of a vehicle permit it to be washed, polished or greased upon a public street or sidewalk. The term "sidewalk" shall mean the portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

§ 4.20.050. Golf cart and golf utility vehicle use.

- A. The Town Council does hereby designate the following public highways or roadways within the Town of Bowling Green upon which golf carts and/or utility vehicles may be operated in accordance with the provisions of Subsection B hereof:

Alsop Lane
Anderson Avenue
Butler Street
Cary Street
Cedar Lane
Chase Street
Coghill Street
County Street
Courthouse Lane
Davis Court
Dickinson Drive
Dorsey Lane
Elliott Drive
Ennis Street
Gill Street
Hoomes Circle
Lacy Lane
Lafayette Avenue
Lakewood Avenue
Lee Street
Martin Street
Maury Avenue
Meadow Lane
Milford Street
North Main Street
Oak Ridge Street
Roper Drive
South Main Street
Sunset Drive
Travis Street
Trewalla Lane

Virginia Avenue

White Street

- B. Golf carts and utility vehicles operating upon these public highways or roadways designated in Subsection A hereinabove shall be in accordance with the following limitations:
- (1) A golf cart or utility vehicle may be operated only on designated public highways or roadways where the posted speed limit is 25 miles per hour or less. No golf cart or golf utility vehicle shall cross any highway or roadway at an intersection where the highway or roadway crossed has a posted speed limit of more than 25 miles per hour;
 - (2) No person shall operate any golf cart or utility vehicle on any public highway or roadway unless he/she has in his/her possession a valid driver's license;
 - (3) Every golf cart or utility vehicle, whenever operated on a public highway or roadway, shall display a slow-moving vehicle emblem in accordance with § 46.2-1081 of the Code of Virginia 1950, as amended;
 - (4) Golf carts and utility vehicles shall be operated upon the public highways or roadways only between sunrise and sunset, unless equipped with such lights as are required by Article 3, Chapter 10, of Title 46.2 (§ 46.2-1010 et seq.) of the Code of Virginia 1950, as amended.
- C. The limitation of Subsection B(1) shall not apply to golf carts and utility vehicles being operated as follows:
- (1) To cross a highway or roadway from one portion of the golf course to another portion thereof or to another adjacent golf course; or to travel between a person's home and golf course if:
 - (a) The trip would not be more than one-half mile in either direction; and
 - (b) The speed limit on the road is no more than 35 miles per hour.
 - (2) To the extent necessary for Town government employees, operating only upon highways or roadways located within the Town, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways or roadways with speed limits of 35 miles per hour or less; and
- D. Signs.
- (1) All portions of public highways or roadways designated in Subsection A above for the use thereupon of golf carts or utility vehicles shall be clearly designated by a sign or signs.
 - (2) The Town shall be responsible for the installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles.
 - (3) The organization, individuals or entities requesting the designation of a portion of any public highway or roadway for use thereupon by golf carts or utility vehicles shall, within 30 days of invoice by the Town, promptly reimburse the Town for all expenses incurred by the Town in the installation and continuing maintenance of the sign(s) described in this Subsection D. Failure to so reimburse the Town in a timely manner shall operate to terminate the designation of that portion of the public highway or roadway for use thereupon by golf carts or utility vehicles and the sign(s) so posted by the Town shall be promptly removed.

It shall be unlawful for any person to violate or fail to comply with any of the provisions of this article or of state law. Unless a lesser penalty is established in state law or a different penalty is imposed pursuant to this article, violations shall constitute traffic infractions punishable by a fine of not more than that provided for a Class 4 misdemeanor.

ARTICLE II Stopping, Standing and Parking

§ 4.30.010. Restricted and No-Parking Areas Generally; Powers of Town Manager.

- (1) The town manager or their designee is hereby authorized and directed to make, promulgate and enforce rules and regulations for parking, stopping or standing of vehicles within town limits and designating the time, place and manner in which such vehicles may be allowed to park, stop, or stand within the town. The town manager shall also be authorized to designate areas for public parking lots with hours of regulation, business parking zones with 1-4 hour limits, bus stops, taxi stands and loading zones. The town manager may also revoke, alter, or amend such rules and regulations at any time when, in his opinion, traffic conditions and the use of the roads require it. It shall be the duty of the town manager, upon the promulgation of such regulations, and before the same shall become effective, to give public notice by establishing and posting signs, or otherwise, as may be reasonably adequate, to make clear to the operators of vehicles in "no-parking" or "restricted parking" areas, the existence, nature and requirements of such regulations. From and after the effective date of regulations imposed in any area by virtue of the provisions of this chapter, it shall be unlawful for any person to stop, park, or stand any vehicle in any restricted or prohibited area otherwise than in accordance with these regulations.
- (2) In any prosecution charging a violation of any such ordinance, regulation or rule, proof that the vehicle described in the complaint, summons or warrant was parked in violation of such ordinance, regulation or rule, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, as required by Code of Virginia, Chapter 3 (Section 46.2-600 et seq.) shall constitute in evidence a prima facie presumption that the registered owner of the vehicle was the person who committed the violation.

State law reference: Code of Va., § 46.2-1220.

§ 4.30.020 When provisions of article applicable.

The provisions of this article and regulations adopted pursuant hereto prohibiting the stopping, standing or parking of a vehicle shall apply at all times or at those times herein specified or as indicated on official signs, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or authorized personnel.

§ 4.30.030. Provisions of article not exclusive.

The provisions of this article and regulations adopted pursuant hereto imposing a time limit on parking shall not relieve any person from the duty to observe other and more restrictive provisions prohibiting or limiting the stopping, standing or parking of vehicles in specified places or at specified times.

§ 4.30.030. Parking prohibited at all times.

- A. No person shall park a vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
- (1) On a sidewalk.
 - (2) In front of a public or private driveway.
 - (3) Within an intersection.
 - (4) Within 15 feet of a fire hydrant.
 - (5) On a crosswalk.
 - (6) Within 30 feet upon the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway.
 - (7) Within 30 feet of the nearest rail of a railroad grade crossing.
 - (8) Within 15 feet of the driveway entrance to any fire or rescue squad station when such buildings are plainly designated.
 - (9) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic.
 - (10) On the roadway side of any vehicle parked at the edge or curb of a street.
 - (11) Upon any bridge or other elevated structure upon a street or highway.
 - (12) At any place where official signs prohibit parking.
- B. For the purposes of this chapter, the term "sidewalk" shall mean the portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

State law reference: Similar provisions, Code of Virginia, §§ 46.2-100, 46.2-1239, 46.2-1300.

§ 4.30.040. Parking or standing in fire lanes.

- A. It shall be unlawful for any person to park or stand a vehicle in any designated and marked fire lane.
- (1) It shall be unlawful for any person to park, stop, stand in, or otherwise obstruct such designated and marked areas.
 - (2) In addition, any police officer or the Fire Marshal, or his authorized representatives, who finds any vehicle in violation of this section shall have the authority to remove such vehicle at the owner's expense.
- B. No provision of this section shall apply to fire, rescue or police vehicles while they are involved in emergency operations.
- C. Any law enforcement officer is authorized to enter any fire lane for the purpose of enforcing the provisions of this section.

State law reference: Code of Virginia 46.2-1300

§ 4.30.050. Application of parking regulations for disabled persons.

- A. The disabled person, vehicle owner, or volunteer for an institution or organization to which disabled

parking license plates, organizational removable windshield placards, permanent windshield placards, or temporary removable windshield placards are issued or any person to whom disabled parking license plates have been issued under Subsection B of § 46.2-739, Code of Virginia, shall be allowed to park the vehicle on which such license plates or placards are displayed for up to four hours in disregard of the provisions of § 4.40.020. It shall be unlawful for any such person to exceed the time limit specified in this subsection.

- B. This section shall not apply to any zone where stopping, standing, or parking is prohibited, or which creates parking zones for special types of vehicles, nor shall it apply to any ordinance which prohibits parking during heavy traffic periods, during specified rush hours, or where parking would clearly present a traffic hazard.

State law reference: Code of Virginia, § 46.2-1245.

§ 4.30.060. Parking in space reserved for persons with disabilities.

- A. No vehicles, other than those displaying disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, or temporary removable windshield placards issued under § 46.2-1241 of the Code of Virginia, or Disabled Veteran (DV) parking license plates issued under Subsection B of § 46.2-739 of the Code of Virginia, shall be parked in any parking spaces reserved for persons with disabilities.
- B. No person without a disability that limits or impairs their ability to walk shall park a vehicle with the license plates and/or placards set forth above in Subsection A of this section in a parking space reserved for persons with disabilities that limit or impair their ability to walk except when transporting a disabled person in the vehicle.
- C. A summons or parking ticket for an offense in violation of this section may be issued by law enforcement officers and other uniformed personnel employed by the Town to enforce parking regulations, without the necessity of a warrant being obtained by the owner of a private parking area.
- D. Parking a vehicle in a space reserved for persons with disabilities in violation of this section shall be punishable as provided by §4.50.040.
- E. No violation of this section shall be dismissed for a property owner's failure to strictly comply with the requirements for disabled parking signs set forth in § 36-99.11 of the Code of Virginia, provided the space is clearly distinguishable as a parking space reserved for persons with disabilities that limit or impair their ability to walk.
- F. The provisions of §§ 46.2-1247, 46.2-1248, 46.2-1249, 46.2-1250, 46.2-1251, 46.2-1252, and 46.2-1253 of the Code of Virginia 1950, as amended, relating to counterfeiting disability licenses or placards, use of counterfeit disability licenses or placards, alteration of disabled licenses or placards, unauthorized use of disabled licenses or placards, fraudulently obtaining a disabled license or placard, selling or exchanging a disabled license or placard and providing to another such licenses or placards without sale or exchange of consideration, are incorporated herein by reference.

State law reference: Code of Virginia, § 46.2-1242 et seq.

§ 4.30.070. Parking next to yellow curb.

It shall be unlawful for any person to park a vehicle next to a curb painted yellow.

State law reference: Code of Virginia, §§ 46.2-889, 46.2-1220.

§ 4.30.080. Parking — curb regulations.

- A. No vehicle shall be stopped except close to and parallel to the right edge of the curb or roadway,

except that a vehicle may be stopped close to and parallel to the left curb or edge of the roadway on one-way streets.

- B. In the absence of lines marked on a street to designate the limits of a parking space, it shall be unlawful for any person to park a vehicle further than 12 inches from the curb or, where there is no curb, from the edge of the street pavement. The specified distance shall be measured to the curb-side tire positioned furthest from the curb or edge of pavement, except that for motorcycles the distance shall be measured to the tire nearest to the curb or edge of pavement.

State law reference: Code of Virginia, §§ 46.2-889, 46.2-1220.

§ 4.30.090. Double parking.

It shall be unlawful for any person to park a vehicle abreast of another vehicle parked on a street.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.010. Parking prohibited at all times on certain streets; parks and cemeteries.

- A. When signs are erected giving notice thereof, no person shall park a motor vehicle, trailer or semitrailer at any time upon any of the streets or parts of streets so signed.
- B. No person shall park, stop or stand at any time in any portion of a public park or cemetery, or any property appurtenant thereto, which is not part of a public street or road. This prohibition shall not apply to the following:
- (1) Vehicles owned by the Town (or by a contractor) being used for the clearing of debris, snow and ice, or for property maintenance activities;
 - (2) Vehicles parked pursuant to specific authorization of a park or cemetery official, where such authorization is evidenced by a permit displayed on the vehicle or by a posted sign allowing the temporary parking of vehicles, or where such parking occurs in connection with a funeral taking place within the cemetery;
 - (3) Emergency vehicles, such as police, fire and rescue vehicles, and ambulances.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.020. Parking, etc., on streets or public parking lots on which time limit is designated by signs.

When any sign is erected on a public street or public parking lot giving notice thereof, no person shall stop, stand or park a vehicle for longer than the time designated by such signs. For the purposes of this section, "public parking lot" shall mean any parking lot operated by the Town.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.030. Parking to be in accordance with signs, signals, marked spaces, etc.

All vehicles, including motor vehicles, trailers or semitrailers, whether parked on a Town street or in any public parking lot, shall be parked in accordance with any Town signs, signals, street or parking lot markings and other devices for handling traffic or regulating parking. No part of any parked vehicle shall occupy any part of an adjoining parking space. "Public parking lot" shall be as defined in §4.40.020.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.040. Parking of trucks and similar vehicles between midnight and 6:00 a.m.

No bus or van designed to carry more than 12 passengers, and no truck, van, trailer, semitrailer or recreational vehicle with more than two wheels per axle shall be parked on any of the streets of the Town between the hours of 12:00 midnight and 6:00 a.m. the following day.

§ 4.40.050. Temporary parking prohibitions to expedite traffic, aid snow removal, special events, etc.

The Town Manager, or designee, may post "No Parking" signs on any of the Town streets when necessary to facilitate the movement of traffic or the removal of snow, ice, leaves, or other debris from such streets and at special events. It shall be unlawful for any person to park within the prohibited area after signs have been posted prior to their removal, or to fail to remove a vehicle from any street on which such "No Parking" signs have been erected within 12 hours after such signs have been posted.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.060. Loading and unloading time zones.

- A. Commercial vehicles may be parked within time zone spaces which are designated as loading and unloading zones; provided, that commercial vehicles may only occupy such spaces during the time necessary to complete actual operations of delivering or picking up merchandise.
- B. No person shall stop, stand or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery or pickup and loading of property in any place marked as a loading zone during hours when the provisions applicable to such zones are in effect. In no case shall the stop for loading and unloading of property exceed 30 minutes.
- C. The driver of a vehicle may stop temporarily at a loading zone for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any vehicle which is waiting to enter or about to enter such zone to load or unload property.

State law reference: Code of Virginia, §§ 46.2-1222.2, 46.2-1220.

§ 4.40.070. Driving or riding vehicles upon sidewalk; vehicles parking or standing upon sidewalk or intersection.

- A. No person shall, except on such pavement and at such places as are provided, drive or ride a motor vehicle, trailer or semitrailer upon a sidewalk, nor shall any person park, or allow any motor vehicle, trailer or semitrailer to park or stand on a sidewalk or upon a street crossing. No person shall commit a violation of this section when engaged in driving, riding, parking or standing of the following vehicles:
 - (1) Vehicles owned by the Town (or by a Town contractor) being used for the clearing of debris, snow and ice, or for maintenance or repair of any sidewalk;
 - (2) Vehicles displaying a permit issued by the Town Manager, to authorize certain construction-related activities, when being used for the purpose for which the permit has been issued. Such a permit may be issued to authorize the presence of vehicles that are essential to perform construction activities with respect to a building having frontage along Main Street, or which are essential to the installation or removal of heavy equipment or fixtures to or from such a building;
 - (3) Emergency vehicles, such as police, fire and rescue vehicles, and ambulances.
- B. The term "sidewalk" shall be as defined in §4.30.030.

State law reference: Code of Virginia, § 46.2-1220, 46.2-903.

§ 4.40.080. Idling engine of bus.

- A. Idling the engine for a bus for more than 15 minutes when the vehicle is parked, left unattended, or is stopped for any reason other than traffic, maintenance, or loading or unloading a disabled passenger, is prohibited. This section shall not apply to school buses or public transit buses.
- B. Each violation of this section shall be subject to a civil penalty of \$50.

State law reference: Code of Virginia. § 46.2-1224.1.

ARTICLE III Citations and Fines; Issuance of Summons

§ 4.50.010. Waiver and Voluntary Payment of Fine; contest of citation..

(a) Issuance of citation. Whenever any motor vehicle, trailer or semitrailer without a driver is found parked or stopped in violation of any of the restrictions imposed by Article II, the sworn officer having police powers finding such vehicle will record the vehicle registration number and may take any other information displayed on the vehicle which may identify its user. The officer will conspicuously affix to such vehicle a traffic citation provided by the chief of police and approved by the Town manager. The affixing of the citation constitutes prima facie evidence that the owner or operator received notice of the violation. The citation will notify such person that he must either pay a fine for the violation in accordance with the schedule contained in subsection (d) of this section, or appear before the county general district court in accordance with the time scheduled by the chief judge of such court. The citation will further notify such person that the fine may be paid in cash, by money order or check to the Town Treasurer, in person or by mail, at his office within five calendar days from the date of the violation. The citation will further notify such person that, if he pays such fine as provided in this section, no further action will be taken against him for the violation set forth in the citation.

(b) Notice before issuance of summons. In response to a citation, if such person does not either pay the applicable fine or contest the citation as provided in this section, then the citation is considered delinquent. No summons may be issued for the prosecution of a delinquent citation until the director of finance sends to the owner of the motor vehicle, trailer or semitrailer to which the traffic citation was affixed a notification by certified mail to his last known address or to the address shown for such person on the records of the State Department of Motor Vehicles. The notice to the violator must be contained in an envelope bearing the words "Law Enforcement Notice" at least one-half inch in height on the face thereof. The notice sent by the director of finance to the violator pursuant to this subsection will inform such violator that he must pay the fine, plus penalty, as described in subsection (e) of this section, to the director of finance.

(c) Issuance of summons. If the notice is mailed and the fine, plus penalty, is not paid within ten calendar days from the date of such notice, then the director of finance will cause a summons to be issued charging a violation of this article. The officer issuing the citation will be notified by the director of finance that a summons has been issued.

(d) Amount of fine when paid before notice. Every person charged with violating a provision of this article must pay to the director of finance a fine according to the following schedule; provided, however, that payment is received by the director before the notice described in subsection (b) of this section is mailed:

	<u>Fine</u>
<u>Parking on a sidewalk</u>	<u>\$50</u>
<u>Parking in front of public/private driveway</u>	<u>\$50</u>
<u>Parking within an intersection</u>	<u>\$50</u>
<u>Parking on a crosswalk</u>	<u>\$50</u>

<u>Parking any place where official signs prohibit parking</u>	<u>\$50</u>
<u>Parking against oncoming traffic</u>	<u>\$100</u>
<u>Parking within 15ft. of a fire hydrant</u>	<u>\$100</u>
<u>Parking within a designated fire lane</u>	<u>\$100</u>
<u>Parking against a yellow curb</u>	<u>\$100</u>
<u>Parking in a designated handicap parking space</u>	<u>\$250</u>

(e) Payment of fine after notice and before summons. After a notice is mailed, but before a summons is issued, every person charged with violating a provision of this article must pay to the director of finance the applicable fine listed in subsection (d) of this section plus a penalty according to the following schedule:

<u>Fine</u>	<u>Penalty</u>	<u>Total</u>
<u>\$50</u>	<u>\$15</u>	<u>\$65</u>
<u>\$100</u>	<u>\$30</u>	<u>\$130</u>
<u>\$250</u>	<u>\$45</u>	<u>\$295</u>

f. Contest of citation. Every person charged with a violation of any provision of this article may, before the citation is considered delinquent as defined in subsection (b) of this section, elect to contest the charge by filing a written protest with the director of finance. Such protest must identify the charge by citation number and date of issuance. The protest must be signed by the person charged and must request that the citation be certified to the general district court. The director of finance will certify to the general district court in writing, on an appropriate form, the fact that the citation is contested. In both contested and uncontested cases, the defendant, if found guilty, will pay court costs in addition to any fine imposed upon him.

g. Enforcement period. Every action to collect unpaid parking citation penalties imposed for violation of this article shall be commenced within three (3) years of the date upon which such penalty became delinquent.

§ 4.50.020. - Presumption as to responsibility for violation.

In any prosecution charging a violation of this article, proof that the vehicle described in the complaint, citation, summons or warrant was parked in violation of this article, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Code of Virginia title 46.2, ch. 6 (Code of Virginia § 46.2-600 et seq.), constitutes in evidence a prima facie presumption that such registered owner of the vehicle was the person who committed such violation.

State Code Reference— Code of Virginia § 46.2-1220, 46.2-941.

§ 4.50.030. Violations and penalties.

Unless another penalty is otherwise provided in any provisions of this Part 4, violations of this Part 4 shall constitute a traffic infraction punishable by a maximum fine of \$200.

State law reference: Similar provisions, Code of Virginia, § 46.2-113.

ARTICLE IV
General Violations and Penalties

§ 4.30.040. General penalty.

The failure to do any act is declared to be unlawful or an offense or a misdemeanor and no specific penalty is provided for the violation thereof, the violation of any such provision of this Code or of any ordinance or resolution shall be punished by a fine not exceeding \$2,500 or by confinement in jail for a term not exceeding 12 months, or both such fine and confinement.

State Code Reference: Code of Virginia Section 15.2-1429

§2. This ordinance shall take effect upon adoption.

Adopted by the Bowling Green Town Council this _____ day of August 2026.

By: _____
Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager and Clerk to Council