



**TOWN OF BOWLING GREEN
TOWN COUNCIL WORK SESSION**

A G E N D A

**Tuesday, December 05, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

BUSINESS:

- [1.](#) 6:00 PM BRIEFING AND UPDATE - Proposed VDOT Smartscale Project - VDOT Resident Engineer Kyle Bates
- [2.](#) Discussion Concerning Customer Relief for December Water Cutoff Date - Mayor Mark Gaines

ACTION ITEMS:

3. Any Motions from the Council pertaining to work session discussion/presentations (examples included)

ADJOURNMENT:



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

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: VDOT Smart Scale Improvement Project

Date: November 29, 2023

Kyle Bates, VDOT's Resident Engineer and I have had numerous communications since Council's November 9 work session in preparation for Council's December 5 worksession/public meeting on the proposed Smart Scale project. Some of our conversations centered on questions raised by Council such as the Town's obligation should VDOT's project estimate not hold, while others centered on provision of estimates of what the proposed improvements in Town cost. I am hopeful, that he will have the information needed to satisfy Council's concerns.

In advance of the meeting, we have done our best to reach out to Bowling Green's citizens through postings on the Town's website and Facebook page as well as by placing an ad in the Fredericksburg Free Lance Star. In addition, I have spoken to a couple of citizens concerning the project and as previously noted in a Manager's Weekly Briefing participated in a meeting with Mr. Bates, Sheriff Moser and Fire Emergency Management Chief Jason Loftus, concerning the proposed alternatives to turning movements at the US 301 and Courthouse Lane, and Chase Street intersection. It is anticipated a letter will be provided outlining any concerns/support they have for the project and its potential impact on emergency vehicles using the intersections noted.

As a brief summary the project includes:

- completion of a commuter parking lot -25 spaces, paved and lighted
- safety improvements for pedestrian/bicycle users throughout Town via construction of new sidewalks (Chase Street and Courthouse Lane) and designation of bike lanes
- signalization improvements at key intersections;
- changes to traffic patterns at the US 301 intersections of Chase Street and Courthouse Lane; and
- other related transportation improvements

Mr. Bates would like to update the Town Council on the project and share his findings in conjunction with issues previously raised and any updates on costs and alternatives he has discussed with VDOT personnel and be available in conjunction with prior Council concerns in regard to certain project components.

Upon completion of Mr. Bates work session/public meeting, he would also like the Council to affirm/reaffirm the Town's support for the project prior to beginning preliminary design work either at

the work session/public meeting but no later than your December 7 meeting due to the need to begin the design process. Proposed motions which may be used at either meeting follow below:

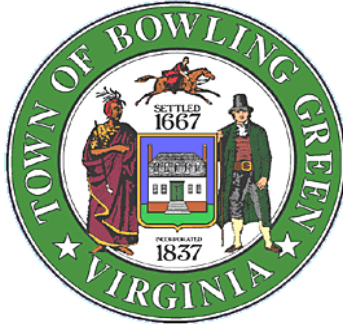
Move to Reaffirm Council's Support for VDOT's Smartscale Project

Hearing this evening's presentation from VDOT Resident Engineer Kyle Bates I move to adopt Option A or B as outlined at the Town Council's December 5, 2023 worksession and reaffirm the Bowling Green Town Council's support for VDOT's proposed Smartscale project which provides public safety improvements for various streets and intersections in the Town of Bowling Green as originally supported in previously approved Resolution R 2020-004 by the Bowling Green Town Council.

Motion to Withdraw Support for VDOT's Smartscale Project

Hearing this evening's presentation and the presentation of November 9, 2023 by VDOT Resident Engineer Kyle Bates I move to withdraw the Bowling Green Town Council's support for VDOT's proposed Smartscale project for public safety improvements for various streets and intersections in the Town of Bowling Green as originally supported in previously approved Resolution R 2020-004 by the Bowling Green Town Council

As always please let me know if you have any questions or need additional information. I will share Mr. Bates information as soon as I have it.



Public Notice

The Bowling Green Town Council will hold a special/meeting/work session beginning at 6 PM on Tuesday, December 5 to discuss the Town's participation in VDOT's planned and funded Smart Scale Project.

The Smart Scale project when completed will:

- provide sidewalks along Chase Street and Courthouse Lane
- replace traffic signals at the Chase/Milford and Main Street intersection
- provide improvements that will enhance pedestrian and cyclist safety in the downtown and adjacent areas
- improve safety at the Courthouse Lane and Chase Street intersections with US 301 by adjusting turning movements
- provide a paved, commuter parking lot along Chase Street

The special meeting/work session will include a presentation by VDOT officials concerning the need for the proposed safety improvements, the projects proposed budget, potential timeline and any potential impacts upon the Town followed by questions and discussion with VDOT officials and the Town Council.

No action by the Town Council on the project is anticipated at the work session. Action by the Council on continued support of the application is anticipated at Council's regularly scheduled meeting to be held on December 7.

The meeting will be held at Town Hall located at 117 Butler Street, Bowling Green, Virginia.

For additional information please contact John Anzivino, Interim Town Manager at 804-633-6212 or townmanager@townofbowlinggreen.com.



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

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: December Utility Cut Off Date

Date: November 29, 2023

As you have heard, and many of our staff have heard, the cutoff date for water service on most recent utility bills is December 25. This date, is unfortunate, but falls in line with the Town's current ordinance which is as follows:

Section 5-180. Penalty for nonpayment; discontinuance of service; reestablishment. (a) In the event that any person shall not pay the amount owed, as set forth on a statement rendered him as provided in Section 5-179, on or before the date specified for payment of such amount, a service charge of 5% of the unpaid amount shall be assessed. (b) If the amount owed, including service charge, remains unpaid for more than **10 days following the date specified for payment of the bill, the Town Clerk may cause** the water service to the premises served by the water connection for which the amount is delinquent to be disconnected. (c) A fee of \$25 shall be charged each user to reestablish water service which has been discontinued for nonpayment of the amount due for such service.

Please note that bills were sent to customers on November 15

Town Action	Total Days to Pay Bill
Billing Date: November 15, 2023	
Payment Due Date: December 15, 2023	30 days from date of bill being issued
Cut Off Date: December 25, 2023	10 days from due date due date/40 days from date of bill being issued

When the cutoff date became evident to Ms. Chenault after the bills were printed, she also learned that it would require a complete reprint of all bills by the printing company, and a software change to change the cutoff date, she noted this, and because the cutoff date was a holiday decided any cutoffs would not take place until at least December 26 when staff returned to work.

It is within the authority of Council to publicly reaffirm the decision made by the Clerk to delay the initial cutoffs until December 26 or direct her to further utilize her discretion and defer them to a later date and a motion to that effect would be in order should you wish to do so.

In closing, I would note to Council, while the 'may' language provided the Clerk in the Code offers an opportunity for additional future deferrals, provides little guidance to the Clerk on when deferrals of cutoffs may be made. Consequently, it may be wise for your new Manager, working with Mr. Gore, to investigate what 'best practices' are utilized in other communities for dealing with this issue.

If Council wishes to act on an extension of the cutoff deadline, I would offer the following motion for your consideration:

I move that the Town Council of the Town of Bowling Green provide additional guidance to the Town Clerk directing the Clerk to require no cutoff of water service in accordance with her discretionary authority provided in Section 5-180 of the Bowling Green Town Code until _____.