



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, May 07, 2020
7:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Motion to approve telephonic participation in meeting.

The public may access the meeting by the following:

Electronic Meeting ID: 903 096 4448

- a. By computer: <https://zoom.us/j/9030964448>
- b. By phone dial: 1-301-715- 8592, enter Meeting ID: 903 096 4448 when prompted

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [1.](#) Bowling Green Police Department March 2020 Town Council Report
- [2.](#) Bowling Green Police Department April 2020 Town Council Report
- [3.](#) Public Works and Utilities Monthly Report to Council March 2020
- [4.](#) Public Works and Utilities Monthly Report to Council April 2020
- [5.](#) Economic Dev. & Events Coordinator Council Monthly Report for MARCH 2020
- [6.](#) Economic Dev. & Events Coordinator Monthly Report to Council April 2020
- [7.](#) Town Clerk/Treasurer's Monthly Report to Council March/April 2020
- [8.](#) Town Manager's Monthly Report for March and April 2020

CONSENT AGENDA:

- [9.](#) Bills - March 2020
- [10.](#) April 2020 Bills
- [11.](#) Minutes - March 6, 2020 Town Council Meeting
- [12.](#) Water System Project Owner and Engineer Agreement

NEW BUSINESS:

- [13.](#) 134 Maury Ave – Request for reimbursement
- [14.](#) Water Project Interim Lender RFP

[15.](#) FY 2021 Proposed Budget, Tax Rates and Utility Rates

[16.](#) Reschedule July 2 Council Meeting

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

ADJOURNMENT



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

AGENDA ITEM: Bowling Green Police Department March 2020 Town Council Report

DATE: 3/27/2020

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

18 Calls for service

1 Reportable call for larceny

20 Virginia uniform summonses issued

23 Traffic Stops

63 Park walk and talk

110 Advice calls

54 Business checks

2 Assist another agency

Chief's Report:

The BGPD has had to take more of a defensive approach since the COVID-19 virus has become prominent. We are trying to limit exposure while answering more calls via phone and email. The BGPD had seen and increase in calls related to business closings and quarantine.

Received the resignation of our part-time records clerk. This job consisted of record entry and retention, library of Virginia records manager, records management software manager, and department training officer. This essential job functions will now revert back to myself.

ATTACHMENTS:

None

HEADS UP ITEMS:

Police policy manual needs to be passed by council.

Police Chief needs to meet with council in relation to contract renewal if council so wishes to retain.



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

AGENDA ITEM: Bowling Green Police Department April 2020 Town Council Report

DATE: 4/30/2020

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

5 Calls for service

1 Traffic Stop

13 Park Walk and Talk

78 Advice calls

141 Business checks

Chief's Report:

The BYPD has had to take more of a defensive approach since the COVID-19 virus has become prominent. We are trying to limit exposure while answering more calls via phone and email. The BYPD had seen an increase in calls related to business closings and quarantine.

ATTACHMENTS:

None

HEADS UP ITEMS:

Police policy manual needs to be passed by council.

Police Chief needs to meet with council in relation to contract renewal if council so wishes to retain.



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

AGENDA ITEM: Council Monthly Report for March 2020

DATE: March 27, 2020

PREPARED BY: Billy Deavers

Wastewater

- Landon Motley passed his Wastewater Operator Class 4 exam
- The Plant is running well with no exceptions to report
- Currently working on the grounds at the Plant
- Shortage of toilet paper is causing large amounts of rags/wipes to enter Plant. We are monitoring and manually cleaning to prevent any equipment issues, here and at lift stations

Water

- All hydrants and blow offs were flushed
- Installed 6 new meters

Public Works

- Re-mulched around bushes at Town Hall
- Trimmed back trees on Courthouse Lane and hauled off
- Made new wood shelving for storage room at Town Hall
- Cleaned gutters at the Public Works Building. Cedar Lane will be cleaned out next
- Hauled off several loads of dirt and rocks from Cedar Lane that was left there after water leaks. Also, dismantling the wooden bins that were there to hold the dirt. They will be hauled away as well

Heads Up

The Public Works Department has been diligently working to keep the Town vehicles and buildings clean and disinfected. We have also posted the provided signs on all entry points to our building that state that you may not enter if experiencing symptoms.

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
DISCHARGE MONITORING REPORT (DMR)**

**DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)**

PERMITTEE NAME/ADDRESS (INCLUDE
FACILITY NAME/LOCATION IF DIFFERENT)

Northern Regional Office
13901 Crown Court

Woodbridge, VA 22193

NAME: Bowling Green Wastewater Treatment Plant
ADDRESS: co Town of Bowling Green
Bowling Green, VA 22427

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

YEAR	MO	DAY	YEAR	MO	DAY	
2020	02	01	TO	2020	02	29

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

FROM

TO

NOTE: READ PERMIT AND GENERAL
INSTRUCTIONS BEFORE COMPLETING THIS
FORM.

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			UNITS	NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM		MINIMUM	AVERAGE	MAXIMUM					
FLOW	REPORTD	0.09	0.20	MGD	*****	*****	*****		0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				CONT	TIRE
pH	REPORTD	*****	*****		7.0	*****	7.5	SU	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				1/DAY	GRAB
TSS	REPORTD	1.3	1.02	KG/D	*****	2.9	6.4	MG/L	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				3D/W	8HC
DO	REPORTD	*****	*****		7.3	*****	*****	MG/L	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				1/DAY	GRAB
TKN (N-KJEL)	REPORTD	0.36	0.68	KG/D	*****	1.00	1.6	MG/L	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				3D/W	8HC
E.COLI	REPORTD	*****	*****		*****	1.5	*****	N/CML	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				3D/W	GRAB
CBOD5	REPORTD	0.07	0.29	KG/D	*****	<QL	1.0	MG/L	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				3D/W	8HC

GENERAL PERMIT REQUIREMENTS OR COMMENTS:
OUTFALL-SPECIFIC COMMENTS:
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE	
				TYPED OR PRINTED NAME	CERTIFICATE NUMBER
				William Deavers	1965000877
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE
					8042211834
				TYPED OR PRINTED NAME	SIGNATURE
					Date

Status	Address Number	Street Name	Work Type	Date Flagged	Description
New Request	219	Anderson Ave	Building Maintenance	3/26/2020 1:37:37 PM	Clean gutters
New Request	219	Anderson Ave	Building Maintenance	3/26/2020 1:36:49 PM	Seal up holes in breakroom and clean it
New Request	219	Anderson Ave	Other - PW	3/26/2020 1:35:42 PM	Clean and disinfect inside of truck's
Complete	219	Anderson Ave	Clean UV Lights	3/26/2020 1:34:14 PM	Take lights out and the U.V lights
New Request	206	N Main St	Landscaping	3/25/2020 2:00:00 PM	Water Planters 117 Butler St
Complete	117	Butler St	Other	3/25/2020 9:15:42 AM	Request for help with shelves in the records room on the stage. Need some man power. Thank you
Complete	219	Anderson Ave	Building Maintenance	3/25/2020 7:34:06 AM	Replace bulbs in shop
New Request	117	Butler St	Other - PW	3/24/2020 4:00:00 PM	117 Butler St. 4th Tuesday of each month set up Utilities & Grounds Meeting 4 tables 8 chairs
Complete	117	Butler St.	Landscaping	3/24/2020 3:46:40 PM	Prep mulch beds
Complete	219	Anderson Ave	Other - PW	3/24/2020 11:41:19 AM	Shovel grit out of influent channel
Complete	14372	Crystal Ct	Hydrant Maintenance	3/24/2020 10:33:16 AM	Flush Blowoff
Complete	14397	Crystal Ct	Hydrant Maintenance	3/24/2020 10:32:25 AM	Maintenance hydrant
Complete	16354	Tinder Dr	Hydrant Maintenance	3/24/2020 10:18:56 AM	Maintenance hydrant
Complete	16443	Tinder Dr	Hydrant Maintenance	3/24/2020 10:11:08 AM	Maintenance hydrant
Complete	13786	Farmer Dr	Hydrant Maintenance	3/24/2020 10:06:23 AM	Maintenance hydrant
Complete	13653	Farmer Dr	Hydrant Maintenance	3/24/2020 9:59:04 AM	Maintenance hydrant
Complete	13175	Rolling Hills Dr	Hydrant Maintenance	3/24/2020 9:51:39 AM	Maintenance hydrant
Complete	13717	Farmer Dr	Hydrant Maintenance	3/24/2020 9:43:29 AM	Maintenance hydrant
Complete	13773	Farmer Dr	Hydrant Maintenance	3/24/2020 9:35:03 AM	Maintenance hydrant
Complete	13892	Farmer Dr	Hydrant Maintenance	3/24/2020 9:33:46 AM	Maintenance hydrant
Complete	111	Oak Ridge St	Meter Read	3/24/2020 8:48:44 AM	111 Oak Ridge St Please get a meter read for this address for final bill. Thank you
Complete	111	Oak Ridge St	Garbage	3/24/2020 8:46:31 AM	111 Oak Ridge Please take a trash and recycle can to this address. New owners
Complete	205	Roper Dr	Pump Station	3/24/2020 8:20:02 AM	Alarm is on at liftstation
Complete	14552	Farmer Dr	Hydrant Maintenance	3/24/2020 8:14:29 AM	Maintenance hydrant
Complete	14498	Farmer Dr	Hydrant Maintenance	3/24/2020 8:13:44 AM	Maintenance hydrant
Complete	14412	Farmer Dr	Hydrant Maintenance	3/24/2020 8:13:07 AM	Maintenance hydrant
Complete	14342	Farmer Dr	Hydrant Maintenance	3/24/2020 8:04:45 AM	Maintenance hydrant
New Request	109	Courthouse Ln	Other - PW	3/23/2020 4:00:00 PM	109 Courthouse Lane set up for EDA meeting 1 table and 8 chairs are already at Jo's office.
Complete	112	,118 Davis Ct	Hydrant Maintenance	3/22/2020 12:42:02 PM	Maintenance two hydrants
Complete	121	North Main St.	Hydrant Maintenance	3/22/2020 12:40:55 PM	Maintenance hydrant
Complete	126	North Main St.	Hydrant Maintenance	3/22/2020 12:40:15 PM	Maintenance three hydrants
Complete	204	North Main St.	Hydrant Maintenance	3/22/2020 12:39:43 PM	Maintenance hydrant
Complete	225	North Main St.	Hydrant Maintenance	3/22/2020 12:36:26 PM	Maintenance hydrant
Complete	251	N. Main St.	Hydrant Maintenance	3/22/2020 12:36:03 PM	Maintenance hydrant
Complete	111	,115 Ennis	Hydrant Maintenance	3/22/2020 12:34:29 PM	Maintenance hydrant
Complete	119	Sunset	Hydrant Maintenance	3/22/2020 12:33:31 PM	Maintenance hydrant
Complete	156	W. Broaddus	Hydrant Maintenance	3/22/2020 12:33:01 PM	Maintenance hydrant
Complete	114	W. Broaddus	Hydrant Maintenance	3/22/2020 12:32:33 PM	Maintenance hydrant
Complete	100	W. Broaddus	Hydrant Maintenance	3/22/2020 12:31:59 PM	Maintenance hydrant
Complete	219	Anderson Ave	Other - PW	3/18/2020 2:30:42 PM	Fix rust spots on old #1 truck 119 E Broaddus Ave
Complete	119	E Broaddus Ave	Meter Re-Read	3/18/2020 10:05:59 AM	Complaint of high usage. Requested meter re-read Thank you
New Request	117	Butler St	Other - PW	3/17/2020 3:00:00 PM	117 Butler St 3rd Tuesday of each month set up for Budget/Personnel Meeting 4 tables 8 chairs

Complete	117	Butler St	Repairs	3/17/2020 10:29:47 AM	117 Butler St Toilet handle broken on toilet in female bathroom
Complete	219	Anderson Ave	Building Maintenance	3/17/2020 8:54:58 AM	at the Town Hall. Thank you
New Request	117	Butler St	Other - PW	3/16/2020 4:00:00 PM	Disinfect Public Works building
Complete	16382	Heritage Pines Circle	Install/Set Meter	3/16/2020 11:09:30 AM	117 Butler St. 3rd Monday of each month set up Planning Commission Meeting 4 tables and 8 chairs
Complete	0	Well 1	Other - Water	3/16/2020 10:49:25 AM	Replace meter
Void	219	Anderson Ave	Mowing	3/13/2020 2:59:57 PM	Replace chlorine pump tubing it's leaking
Void	219	Anderson Ave	Mowing	3/13/2020 2:59:18 PM	
Complete	16238	Milford St	Mowing	3/13/2020 1:07:49 PM	Mow town welcome sign
Complete	102	Chase St	Mowing	3/13/2020 11:42:27 AM	mowing.alan
Complete	170	Dickinson Dr	Mowing	3/13/2020 11:21:06 AM	mowing,weed eat. alan
Complete	18131	A P Hill Blvd	Mowing	3/13/2020 10:40:24 AM	mowing,weed eating alan
Complete	18131	A P Hill Blvd	Mowing	3/13/2020 10:40:11 AM	cut grass ,weed eat. alan
Complete	137	S Main St	Customer Complaint	3/12/2020 1:57:51 PM	Low water pressures
Complete	101	Ennis St	Other - Water	3/12/2020 11:46:52 AM	Put out of service sign on hydrant
Complete	219	Anderson Ave	Other - PW	3/12/2020 11:30:24 AM	Take GMC truck to shop and get rocker panels order
Complete	219	Anderson Ave	Other - PW	3/12/2020 11:28:53 AM	Carry trailer load of branches to dump from 109 Courthouse
Complete	211	S Main St	Mowing	3/12/2020 11:26:57 AM	Mow median and edge it
Complete	219	Anderson Ave	Landscaping	3/12/2020 10:40:09 AM	Apply weed and feed to lawn
New Request	117	Butler St	Other - PW	3/11/2020 5:00:48 PM	117 Butler St 2nd Monday of each month set up Comp Plan Review meeting 4 tables 8 chairs
New Request	206	N Main St	Landscaping	3/11/2020 2:00:00 PM	Water Planters
Complete	15478	CM 4E & 1E	Meter Read	3/11/2020 11:35:22 AM	Reread meters
					117 Butler St Please take down tables in front lobby Leave four with chairs as normal for the meetings for next week.
Complete	117	Butler St	Other	3/11/2020 11:08:00 AM	Thank you
Complete	139	Courthouse Lane	Install/Set Meter	3/11/2020 10:53:40 AM	Change out meter numbers not changing Replace meter numbers not changing
Complete	15456	School St	Install/Set Meter	3/11/2020 10:52:43 AM	16382 Heritage Pines Cir Customer complaint high usage Please re-read meter
Complete	16382	Heritage Pines Cir	Meter Re-Read	3/11/2020 10:13:22 AM	Thank you
Complete	109	Courthouse Lane	Trimming	3/11/2020 7:14:21 AM	Trim low hanging branches
Complete	219	Anderson Ave	Other - PW	3/10/2020 2:54:08 PM	Operate plant for the day
Complete	109	Courthouse Lane	Trimming	3/10/2020 2:49:44 PM	Trim low branches off trees
Complete	219	Anderson Ave	Clean Drying Beds	3/10/2020 2:48:15 PM	Shovel # 5 bed 109 Courthouse Lane set up for EDA meeting
New Request	109	Courthouse Ln	Other - PW	3/9/2020 4:55:00 PM	1 table and 8 chairs are already at Jo's office.
New Request	117	Butler St	Other - PW	3/9/2020 4:50:37 PM	117 Butler St set up Town Council Meeting 5 tables red chairs
New Request	117	Butler St	Other - PW	3/9/2020 4:42:37 PM	117 Butler St. 4th Tuesday of each month set up Utilities & Grounds Meeting 4 tables 8 chairs
New Request	117	Butler St	Other - PW	3/9/2020 4:28:11 PM	117 Butler St. 3rd Monday of each month set up Planning Commission Meeting 4 tables and 8 chairs
New Request	117	Butler St	Other - PW	3/9/2020 4:04:43 PM	117 Butler St 3rd Tuesday of each month set up for Budget/Personnel Meeting 4 tables 8 chairs
Complete	117	Butler St	Other - PW	3/9/2020 2:58:54 PM	117 Butler St set up for Community Heart & Soul 8 tables and 30 chairs
Complete	137	South Main St.	Install/Set Meter	3/9/2020 12:13:46 PM	Replace meter numbers not changing
Complete	135	South Main St.	Install/Set Meter	3/9/2020 12:12:47 PM	Replace old meter

Complete	117	Butler St.	Other - PW	3/9/2020 12:10:40 PM	Setup for staff meeting
Complete	117	Butler St.	Mowing	3/9/2020 12:09:29 PM	Mow and trim grass and apply weed and feed
Complete	117	Butler St	Other - PW	3/9/2020 10:27:55 AM	117 Butler St 03/10/2020 set up tables for Community Heart & Soul Meeting Judy will have the diagram. thanks
New Request	117	Butler St	Other - PW	3/9/2020 10:17:16 AM	117 Butler St. 1st Thursday of each month set the tables up for Town Council meeting. I have attached a calendar with the dates.
Complete	101	N Main St	Other - PW	3/6/2020 10:52:45 AM	101 N Main St remove no parking sign in front of 101 N Main St. please.
Complete		Milford St	Sidewalks	3/5/2020 3:35:01 PM	clean the black top on both sides of the road from the post office to Main St.
Complete	117	Butler St	Building Maintenance	3/5/2020 3:32:56 PM	117 Butler St come to Town Hall and pick up the cigarette butts down the entry ramp. 15463 CM Apt 1 F
Complete	15463	Caroline Manor Cir	Customer Complaint	3/4/2020 11:06:42 AM	Disconnect Water due to non-Payment 222 W Broaddus Ave
Complete	222	W Broaddus Ave	Service Disconnect	3/4/2020 11:02:48 AM	Disconnect Water due to non-payment Thank you 117 Butler St Set up for Town Council Meeting Thursday, March 05,2020
Complete	117	Butler St	Cleaning	3/4/2020 9:50:07 AM	Thank you
Complete	117	Butler St	Special Events Set-up	3/4/2020 8:59:31 AM	117 Butler St Set up for Town Council Meeting
Complete	219	Anderson Ave	Clean Drying Beds	3/3/2020 1:33:52 PM	Get up #1,#4 beds
Complete	120	Lacy Lane	Meter Read	3/3/2020 1:32:57 PM	Reread meter 117 Butler Street Bulbs need replacing in the Ballroom.
Complete	117	Butler St	Other	3/2/2020 5:06:54 PM	These need to be bulbs that are able to be dimmed 117 Butler St Recessed Light out in front lobby. Please have fixed before Thursday, Town Council Meeting
Complete	117	Butler St	Other	3/2/2020 4:55:33 PM	Thank you
Complete	109	Cedar Lane	Building Maintenance	3/2/2020 2:47:48 PM	Paint well house
Complete	109	Cedar Lane	Building Maintenance	3/2/2020 2:47:08 PM	Pressure wash well house
Complete	106	West Broaddus	Service Connect	3/2/2020 2:25:04 PM	Cut water on
Complete	117	Butler St.	Building Maintenance	3/2/2020 1:38:34 PM	Put screws in front door
New Request	109	Cedar Ln	Other - PW	3/2/2020 1:37:43 PM	Take nuts of bolts to take down stone and dirt pile holders
Complete	109	Cedar Ln	Other - PW	3/2/2020 1:36:07 PM	Loading dirt from water leaks and hauling to Landfill 117 Butler Street Set up for election Tuesday March 3,2020 at TH Need 10 tables and 50 Chairs
Complete	117	Butler St	Event Set-up	3/2/2020 11:17:57 AM	3-4 Large floor lights that was provided by the town last year.Needs to be done today please 153 Lee Street
Complete	153	Lee St	Service Disconnect	3/2/2020 10:14:20 AM	Disconnect Water Service, Tenant has moved
Complete	126	N Main St	Lighting	3/2/2020 8:06:08 AM	Replace bulb in street light



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

AGENDA ITEM: Council Monthly Report for April 2020

DATE: May 1, 2020

PREPARED BY: Billy Deavers

Wastewater

- Plant is running well, with no exceptions to report
- White Oak Electric replaced rusted and broken conduit at the Influent flow meter, and located underground wiring and replaced as well
- Cleared rock/dirt piles from grounds and working on landscaping
- Repaired two yard hydrant lines, and one at Bowling Green Meadows lift station
- With the short supply of acceptable toilet paper available to the public, we are monitoring our lift stations and our Influent, and removing rags and large obstructions as quick as possible to prevent damaging any equipment
- Two underground electrical wiring vaults were located and made accessible. Risers have been ordered. These have been underground for many years.

Water

- Began reading meters 4/29/20
- Normal Bac-T samples were collected and sent to Lab for analysis
- Water leak 4/4/20 at Courthouse and Butler, repaired by David Brooks
- Repaired a service line on E. Broaddus, work done by David Brooks

Public Works

- Normal grass cutting underway throughout Town.
- Mulched Town Hall and Town Welcome signs
- Fixed several plumbing issues at Town Hall
- Worked on Cedar Lane Warehouse, organizing and cleaning
- Worked on Cedar Lane driveway area, spreading rock and clearing

Heads Up Items

- The first week of April we separated our crew to try to minimize any risk of Covid-19 related infections, or spreading the illness. We have been adhering to social distancing guidelines to the best of our abilities, and keeping our work areas disinfected.
- Preparing to list the Case Front end loader/backhoe on Govdeals auction site

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
DISCHARGE MONITORING REPORT (DMR)

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

PERMITTEE NAME/ADDRESS (INCLUDE
FACILITY NAME/LOCATION IF DIFFERENT)

Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

NAME: Bowling Green Wastewater Treatment Plant
ADDRESS: co Town of Bowling Green
Bowling Green, VA 22427

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

FROM	YEAR	MO	DAY	TO	YEAR	MO	DAY
	2020	03	01		2020	03	31

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

NOTE: READ PERMIT AND GENERAL INSTRUCTIONS
BEFORE COMPLETING THIS FORM.

Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.08	0.13	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****		7.0	*****	7.4	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	0.58	1.1	KG/D	*****	2.0	3.6	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****		8.3	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	0.24	0.26	KG/D	*****	0.85	2.5	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E. COLI	REPORTD	*****	*****		*****	1.8	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				

GENERAL PERMIT REQUIREMENTS OR COMMENTS:
OUTFALL-SPECIFIC COMMENTS:
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE			
				NAME	IDENTIFICATION NUMBER		
				William Deavers	1965000877		
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TYPED OR PRINTED NAME		CERTIFICATE NUMBER	
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		TELEPHONE	(804)221-1834
				TYPED OR PRINTED NAME	SIGNATURE	Date	

Status	Address Number	Street Name	Work Type	Date Flagged	Description
Complete	117	Butler St	General Maintenance	4/30/2020 11:52:22 AM	Change a/c filters
Complete	117	Butler St	Special Events Set-up	4/30/2020 10:34:01 AM	Setup for Council meeting
In Progress	117	Butler St	Other - PW	4/30/2020 10:33:10 AM	Clean chairs on chair rack
Complete	301	Town Billboard	Mowing	4/29/2020 1:15:10 PM	Mow grass at Billboard
Complete	209	Maury Ave	Mowing	4/29/2020 11:52:37 AM	Mow old Maury Ave well
Complete	211	S Main St	Mowing	4/29/2020 11:23:05 AM	Mow median and Town sign
Complete	170	Dickinson Dr	Mowing	4/29/2020 10:56:23 AM	Mow Bowling Green Meadows Park
Complete	102	Chase St	Mowing	4/29/2020 10:54:27 AM	Mow Park and Ride
Complete	101	Butler St	Mowing	4/29/2020 10:47:29 AM	Mow Police Department and playground and well1
Complete	117	Butler St.	Mowing	4/29/2020 10:46:25 AM	Mow Town Hall
New Request	117	Butler St	Other - PW	4/28/2020 4:00:00 PM	117 Butler St. 4th Tuesday of each month set up Utilities & Grounds Meeting 4 tables 8 chairs
Complete	109	Cedar Ln	Mowing	4/28/2020 2:18:37 PM	Mow cedar lane shop
Complete	13353	Fredericksburg Tpke	Mowing	4/28/2020 1:24:30 PM	Mow VDOT tower
Complete	101	Lacy Ln	Mowing	4/28/2020 12:54:40 PM	Mow Lacy Lane liftstation
Complete	213	W Broaddus Ave	Mowing	4/28/2020 12:12:09 PM	Mow well 5,pickup trash
Complete	16358	Heritage Pines Cir	Mowing	4/28/2020 12:09:36 PM	Mow Heritage Pines liftstation
Complete	16238	Milford St	Mowing	4/28/2020 11:54:19 AM	Mow Town welcome sign
Complete	16429	Rogers Clark Blvd	Mowing	4/28/2020 11:40:12 AM	Mow Town Billboard sign
Complete	167	E Broaddus Ave	Mowing	4/28/2020 11:01:38 AM	Mow intersection of 301 and East Broaddus
Complete	17573	AP Hill Blvd	Mowing	4/28/2020 10:48:34 AM	Mow grass at 301 liftstation
Complete	301	Welcome sign	Mowing	4/28/2020 10:48:10 AM	Mow grass at welcome sign
New Request	109	Courthouse Ln	Other - PW	4/27/2020 4:00:00 PM	109 Courthouse Lane set up for EDA meeting 1 table and 8 chairs are already at Jo's office.
Complete	0	Bowling Green Meadows liftst	Other - Water Utility	4/27/2020 12:23:13 PM	Replace yard hydrant
Complete	219	Anderson Ave	Other - PW	4/27/2020 10:55:35 AM	Replace yard hydrant
Complete	219	Anderson Ave	Other - PW	4/27/2020 10:55:11 AM	Locate electrical manhole 117 Butler Street Handicap toilet still having issues with leaking the water is currently off.
New Request	117	Butler St	Building Maintenance	4/24/2020 4:51:32 PM	Thank you
Complete	18123	Coolidge Ln	Detect Water Leak	4/24/2020 1:57:56 PM	18123 Coolidge Lane - plumber has fixed leak. Please get reading and check that leak was fixed.
Complete	18123	Coolidge Ln	Detect Water Leak	4/24/2020 1:53:49 PM	18123 Coolidge Ln. - plumber has fixed leak. Please take reading and double check that leak has been fixed.
Complete	109	Cedar Lane	Building Maintenance	4/24/2020 11:29:09 AM	Clean inside of warehouse
Complete	219	Anderson Ave	Clean Drying Beds	4/24/2020 11:28:23 AM	Get up bed #5 134 Maury Ave
Complete	134	Maury Ave	Garbage	4/23/2020 3:21:12 PM	Replace broken Recycle Can please and pick up the broken one. Thank you
Void	109	Cedar Ln	Repairs	4/23/2020 11:58:16 AM	
Complete	109	Cedar Ln	Landscaping	4/23/2020 11:56:18 AM	Spreading stone in driveway
Complete	16332	Harding Drive	Water Sampling	4/23/2020 11:55:28 AM	Collect Bac T sample
Complete	117	Butler St.	Water Sampling	4/23/2020 9:55:17 AM	Collect Bac T sample
Complete	0	North Main and South Main	Other - PW	4/23/2020 9:54:16 AM	Put up Farmer's Market signs
Complete	0	West Broaddus	Landscaping	4/23/2020 9:51:23 AM	Mulch Town Welcome sign
Complete	219	Anderson Ave	Landscaping	4/23/2020 9:50:28 AM	Mulch Public Works sign
Complete	107	Butler St.	Landscaping	4/23/2020 9:48:44 AM	Mulch trees near playground
Complete	117	Butler St.	Landscaping	4/23/2020 9:48:01 AM	Mulch bush next to door to office
Void	206	N Main St	Landscaping	4/22/2020 2:00:00 PM	Water Planters
Complete	104	Lacy Ln	Mowing	4/22/2020 12:57:36 PM	Mow Lacy Lane liftstation
Complete	108	E Broaddus Ave	Mowing	4/22/2020 12:31:52 PM	Mow grass at traffic light

Void	107	Courthouse Ln	Landscaping	4/22/2020 11:19:52 AM	
Complete	209	Maury Ave	Mowing	4/22/2020 11:19:39 AM	Mow grass at old well
Complete	0	South Main	Mowing	4/22/2020 11:11:21 AM	Mow median at South Main
Complete	18112	Coolidge Ln	Mowing	4/22/2020 10:45:02 AM	Mow Maury Heights liftstation
Complete	160	Dickinson Dr	Mowing	4/22/2020 9:21:17 AM	Mow Bowling Green Meadows Park
Complete	107	Butler St	Mowing	4/22/2020 8:17:15 AM	Mow Police Department and playground and well1
New Request	117	Butler St	Other - PW	4/21/2020 3:00:00 PM	117 Butler St 3rd Tuesday of each month set up for Budget/Personnel Meeting 4 tables 8 chairs
Complete	0	Travis St.	Other - PW	4/21/2020 2:49:48 PM	Move tree branches out of road
Complete	117	Butler St	Mowing	4/21/2020 1:47:20 PM	Mow Town Hall on 4/22/20
Complete	109	Cedar Ln	Landscaping	4/21/2020 1:24:54 PM	Seed and straw grounds at Cedar Lane next to fence
New Request	117	Butler St	Other - PW	4/20/2020 4:00:00 PM	117 Butler St. 3rd Monday of each month set up Planning Commission Meeting 4 tables and 8 chairs
Complete	109	Courthouse Ln	Building Maintenance	4/20/2020 2:29:45 PM	Clean gutters
Complete	135	Martin St	Garbage	4/17/2020 11:26:12 AM	1345 Martin St take new trash can please
Complete	209	Maury Ave	Mowing	4/16/2020 4:14:01 PM	Mow old well on Maury Avenue 134 Maury Ave Replace broken trash can and pick up damaged can
Complete	134	Maury Ave	Garbage	4/16/2020 2:03:33 PM	Thank you
Complete	0	South Main Medians	Mowing	4/16/2020 11:14:11 AM	Mow South Main Medians
Complete	160	Dickinson Dr	Mowing	4/16/2020 10:56:01 AM	Mow Bowling Green Meadows Park
Complete	205	Roper Dr	Mowing	4/16/2020 10:52:36 AM	Mow liftstation
Complete	102	Chase St.	Mowing	4/16/2020 8:40:08 AM	Mow Park and Ride
Complete	107	Butler St	Mowing	4/16/2020 8:39:33 AM	Mow Police Department and playground and well1
Complete	117	Butler St	Mowing	4/16/2020 8:39:03 AM	Mow Town Hall
Complete	117	Butler St	Building Maintenance	4/15/2020 10:13:47 AM	Replace faucets in women's restroom
Complete	134	Maury Ave	Sewer Blockage Private Lateral - C	4/14/2020 5:20:39 PM	Sewer backing up in house
Complete	104	Virginia Ave	Service Disconnect	4/14/2020 4:57:39 PM	104 Virginia Ave turn water off please Rebecca Christopher moved out 148 S Main Street Please turn water off and take a final meter read for tenant. Thank you
Complete	148	S Main St	Service Disconnect	4/14/2020 4:34:36 PM	HOLD order til Monday 4/20/2020 T Wright 04/20/20 leave water on please get me a final read. Thank you
Complete	16358	Heritage Pines Cir	Mowing	4/14/2020 2:16:34 PM	Mow Heritage Pines liftstation
Complete	16429	Rogers Clark Blvd	Mowing	4/14/2020 1:50:09 PM	Mow 207 Billboard 139 Gill Street
Complete	139	Gill St	Meter Read	4/14/2020 12:58:19 PM	Final read for pool fill please
Complete	15463	Caroline Manor Cir Apt 1F	Service Connect	4/14/2020 11:27:54 AM	15463 Caroline Manor Apt 1F turn water on new
Complete	213	W Broadus Ave	Mowing	4/14/2020 11:26:17 AM	Mow well 5
Complete	16435	Paige Rd	Mowing	4/14/2020 11:21:57 AM	Mow Town welcome sign
Complete	13339	Fredericksburg Tpke	Mowing	4/14/2020 10:50:10 AM	Mow VDOT tower
Complete	268	N Main St	Mowing	4/14/2020 10:45:54 AM	Mow grass at traffic light
Complete	101	Lacy Ln	Mowing	4/14/2020 9:53:58 AM	Mow Lacy Lane liftstation
Complete	167	E Broadus Ave	Mowing	4/14/2020 9:20:08 AM	Mow East Broadus and 301 intersection and spray median
Complete	17569	AP Hill Blvd	Mowing	4/14/2020 9:17:35 AM	Mow 301 Billboard sign
Complete	301	Welcome sign	Mowing	4/14/2020 9:08:46 AM	Mow grass at welcome sign
Complete	17573	AP Hill Blvd	Mowing	4/14/2020 9:07:56 AM	Mow 301 liftstation
Complete	14250	Fredericksburg Trnpg	Other - PW	4/14/2020 8:23:02 AM	Emergency utility mark
Complete	117	Butler St.	Building Maintenance	4/14/2020 7:30:53 AM	Men's toilet is not flushing properly
New Request	117	Butler St	Other - PW	4/13/2020 4:00:00 PM	117 Butler St 2nd Monday of each month set up Comp Plan Review meeting 4 tables 8 chairs
Complete	0	Lee St. /Anderson St.	Other - PW	4/13/2020 1:45:12 PM	Wind has blown sign off the pole

Complete	117	Butler St	Building Maintenance	4/13/2020 11:39:27 AM	117 Butler St women's handicapper toilet water running
Complete	109	Cedar Ln	Repairs	4/13/2020 11:12:14 AM	Servicing Zero turn and weed eaters
Complete	108	Cary St	Garbage	4/13/2020 9:50:07 AM	108 Cary St. take a trash can please. 109 East Broaddus Ave Please take a new recycle trash can to location and retrieve broken can Thank you
Complete	109	E Broaddus Ave	Garbage	4/9/2020 12:26:06 PM	111 East Broaddus Ave Please take new trash can to location and retrieve broken can Thank you
Complete	111	E Broaddus Ave	Garbage	4/9/2020 12:24:29 PM	
Complete	117	Butler St	Mowing	4/9/2020 10:35:09 AM	Mow Town Hall
Complete	109	Courthouse Ln	Mowing	4/9/2020 10:33:50 AM	Mow grass
Complete	109	Courthouse Lane	Mowing	4/9/2020 10:32:25 AM	Mow grass
Complete	15370	Hilldale Ave	Customer Complaint	4/8/2020 3:45:54 PM	15370 Hilldale Ave check for water leak please. also give us a meter read please
Void	206	N Main St	Landscaping	4/8/2020 2:00:00 PM	Water Planters
Complete	160	Dickinson Dr	Mowing	4/8/2020 1:32:07 PM	Mow Bowling Green Meadows Park
Complete	102	Chase St	Mowing	4/8/2020 11:43:27 AM	Mow Park and Ride
Complete	107	Butler St	Mowing	4/8/2020 11:33:49 AM	Cut grass at Police Department and playground and well1
Void	107	Butler St	Trimming	4/8/2020 11:29:48 AM	
Complete	148	East Broaddus	Water Leak	4/8/2020 11:29:18 AM	Service line to meter needs repairing A tree was reported down on the old well site on Maury Ave next to 209 Maury Ave. It is blocking the road. Please take a look and let us know if you can remove or if we need to call VDOT.
Complete	209	Maury Ave	Other - PW	4/8/2020 9:34:40 AM	117 S Main St Owner requests to shut off water
Complete	117	S Main St	Service Disconnect	4/7/2020 2:16:28 PM	Thank you
New Request	117	Butler St	Other - PW	4/7/2020 2:00:00 PM	117 Butler St set up for Community Heart & Soul 8 tables and 30 chairs 18123 Coolidge Ln Please verify that water has been shut off.
Complete	18123	Coolidge Ln	Service Disconnect	4/7/2020 1:15:49 PM	This is a request from the property owner. Thank you
Complete	118	Anderson Ave	Garbage	4/7/2020 1:13:29 PM	118 Anderson Ave Replace broken trash can Thank you
Complete	139	Lee St	Meter Read	4/7/2020 9:55:33 AM	139 Lee St Meter read tenant leaving
Complete	145	Lee St	Meter Read	4/7/2020 9:54:34 AM	145 Lee St Meter read tenant leaving
Complete	139	Gill St	Meter Read	4/7/2020 9:39:06 AM	139 Gill St read meter please going to fill the pool
Complete	13353	Fredericksburg Tpke	Other - Water Utility	4/7/2020 9:38:12 AM	Recharging water tower and adjusting it
Complete	0	Cedar Lane warehouse	Other - PW	4/7/2020 8:09:49 AM	Load trailer with mulch
Complete	117	Butler St.	Landscaping	4/7/2020 8:09:11 AM	Put new mulch down 145 Lee St
Complete	145	Lee St	Meter Read	4/6/2020 3:42:28 PM	Meter read please
Complete	0	Cedar Lane warehouse	Other - PW	4/6/2020 2:40:54 PM	Drain water out of sprayer into to 55 gallon drums
Complete	0	Cedar Lane	Other - PW	4/6/2020 2:38:38 PM	Go to Fredericksburg to get a load of mulch
Complete	111	Chase St.	Trimming	4/6/2020 2:36:50 PM	Trim grass in cracks in sidewalks
Complete	125	Courthouse Lane	Water Leak	4/4/2020 9:07:44 AM	Water Main leak on Courthouse at intersection with Butler
Complete	117	Butler St.	Trimming	4/3/2020 8:51:02 AM	Trimming trees in parking lot
New Request	117	Butler St	Other - PW	4/2/2020 4:00:00 PM	117 Butler St set up Town Council Meeting 5 tables red chairs
Complete	109	Courthouse Ln	Mowing	4/2/2020 2:19:42 PM	Mow grass

Complete	116	Chase St	Meter Read	4/2/2020 11:43:56 AM	116 Chase St read meter please new owner 239 N Main St Apt 1 Meter read please
Complete	239	N Main St	Meter Read	4/2/2020 10:43:03 AM	Renter leaving effective 04/01/2020
Complete	117	Butler St.	Garbage	4/2/2020 10:08:13 AM	Take recycle cans out of building
Complete	265	N Main St	Mowing	4/2/2020 8:56:56 AM	Mow all grass at Main St. and Broaddus intersection and pickup trash
Complete	117	Butler St	Mowing	4/2/2020 8:46:58 AM	Mow Town Hall
Complete	110	Milford St	Landscaping	4/2/2020 8:45:57 AM	Mow,trim,edge and get up loose gravel and dirt



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

AGENDA ITEM: Economic Dev. & Events Coordinator Council Monthly Report for MARCH 2020

DATE: 03/27/20

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Coordinate with EDA board members and Planning Commission Chairman to set date for Future Use Map discussion with landowners at the March meeting.
- Create invitation to Rt. 301 Commercial Corridor landowners to discuss Future Use Map. (*See attached)
- Reference Caroline County GIS to identify landowners and create mail merge to send invitations.
- Researching topic-specific items (i.e. Opportunity Zones, graphic art, maps, sample work from other jurisdictions) in order to draft inserts for Commercial Corridor marketing package.
- Correspondence with Town Manager, EDA board members and Planning Commission Chairman to determine strategy for the Future Use Map meeting as the Coronavirus pandemic develops. *Decision made to postpone meeting to 4/20 at 6:00 p.m.
- Create cancellation notice with new date and mail to landowners. (*See attached)
- Send correspondence to EDA board members cancelling the March meeting and advising on the postponed date (4/20, 6pm).

Bowling on the Green Virginia Wine Festival:

- Send blanket email to contacts in database with Save-the-Date image.
- Skype meeting with Director of Marketing for Virginia Wine to discuss free marketing channels.
- Coordinate with graphic artist for social media image series and main poster graphic. (*See attached)
- Coordinate with graphic artist for revision to the 2019 design reflecting 2020 date and features.
- Update Virginia.org with 2020 event.
- Coordinate with Williamsburg Lawn Bowling Club for lawn activities on event day.
- Meet with sales rep from B101.5 to discuss radio advertising and promotions to increase attendance and ticket sales.
- Recruit wineries for participation.
- Send correspondence to property owners with progress report.
- Inventory wine glasses in storage and contact Arton Products with RFQ and manufacturing timeline.
- Weekly conference calls with property owners and Mayor to discuss developments with the Coronavirus and its impact on the event.

Spring Clean Sweep:

- Coordinate with graphic artist to design marketing poster and social media assets. (*See attached)
- Coordinate with business office to process payment for graphic artist.
- Coordinate with Logistics department at Rappahannock Goodwill for pick-up services.
- Create Facebook Event

Community Relations:

- Facebook Business Spotlight
- Promote Caroline Family YMCA's "A Race Through History" event on Facebook.
- Design event calendar to include in YMCA race packet.
- Coordinate with Virginia Main Street, BGVA Community Alliance and Comm. Heart & Soul to reschedule 3/3/20 meeting.
- Attend BGVA Community Alliance meeting on 3/10/20 and record minutes.
- Attend Community Heart & Soul meeting on 3/10/20.
- Set up A/V for Community Heart & Soul meeting.
- BGVA Comm. Alliance: Enter request for remittance of CDA grant fund balance through CAMS
- Volunteer at Bowling Green Elementary reading to students.

COVID-19

- Prepare social media statement and coordinate with Mayor for release.
- Cancel/reschedule Future Use Map meeting
- Coordinate with Farmers Market manager regarding postponement of opening day and send notice to email contacts.
- Update Farmers Market Facebook page with notice of postponement.
- Phone conference with Town Attorney to discuss state mandates.
- Contact all restaurants in Bowling Green to explain state mandates limiting patrons to no more than 10.
- Research organizations and links to include on website related to economic impact and options for small businesses.

Misc:

- Meeting with Town Manager and Public Works & Utilities to discuss press release.
- Monday staff meetings.
- Attend Town Council meeting on 3/5/20.

ATTACHMENTS:

- EDA invitation to Rt. 301 Commercial Corridor landowners.
- Cancellation notice.
- Bowling on the Green Virginia Wine Festival media assets.
- Clean Sweep marketing graphic.

HEADS UP ITEMS:

- Stay safe and healthy, Bowling Green!



Please join the
Economic Development Authority of the Town of Bowling Green
for a collaborative discussion related to the Town of Bowling Green's

Future Use Map
that is to be included in the
Comprehensive Plan

Monday, March 23, 2020

At the Bowling Green Town Hall

117 Butler Street, Bowling Green, Virginia

6:30 p.m.

Please be advised that the Bowling Green Planning Commission is in the process of updating the Town's Comprehensive Plan which includes the Future Use Map. As a property owner and an important member of our community, with an active interest in Bowling Green's redevelopment and growth, the Economic Development Authority would like to invite you to join them in a collaborative meeting and get your feedback specific to the Future Use Map.

Your feedback will be considered by the Planning Commission prior to proposing the Future Use Map to the Bowling Green Town Council at their May meeting, followed by a public hearing in June and a vote by Council to adopt the Future Use Map in July.

Please RSVP to:

EDAcordinator@townofbowlinggreen.com ♦ P.O. Box 468, Bowling Green, VA 22427 ♦ (804) 633-6212



March 17, 2020

COVID-19 UPDATE

Please be advised that in light of recent regulations put forth by the federal and state government concerning the Coronavirus (COVID-19), limiting gatherings of 10 or more people, the Economic Development Authority of the Town of Bowling Green is **cancelling** the Future Use Map meeting that was previously scheduled for Monday, March 23, 2020 at 6:30 p.m.

As the circumstances surrounding this pandemic continue to change daily, please contact the Economic Development Coordinator, Jo-Elsa Jordan, directly at (804) 516-5045 or by email at EDACoordinator@townofbowlinggreen.com, for updates about possible future cancellations.

Please join the
Bowling Green Planning Commission
and the
Economic Development Authority of the Town of Bowling Green
for a collaborative discussion related to the Town of Bowling Green's
Future Use Map
that is to be included in the
Comprehensive Plan
Rescheduled for Monday, April 20, 2020
At the Bowling Green Town Hall
117 Butler Street, Bowling Green, Virginia
6:00 p.m.

Please be advised that the Bowling Green Planning Commission is in the process of updating the Town's Comprehensive Plan which includes the Future Use Map. As a property owner and an important member of our community, with an active interest in Bowling Green's redevelopment and growth, the Planning Commission and the EDA would like to invite you to join them in a collaborative meeting and get your feedback specific to the Future Use Map.

Your feedback will be considered by the Planning Commission prior to proposing the Future Use Map to the Bowling Green Town Council at their May meeting, followed by a public hearing in June and a vote by Council to adopt the Future Use Map in July.

The Town of Bowling Green's

Spring clean sweep!

Saturday, May 30th
8AM - 1PM

Community Yard Sale
and Farmers' Market

To register, call (804)633-6212
by Wednesday, May 27

Rain or Shine / No Early Birds

Yard sale spaces available for all
Caroline County residents in
the Town Hall parking lot

Goodwill will collect
some unsold items
(No TVs, mattresses,
or box springs)

CELEBRATE BOWLING GREEN'S THOROUGHBRED HERITAGE



5TH ANNUAL

BOWLING *on the* GREEN

2020 VIRGINIA WINE FESTIVAL

Saturday, June 6 ★ 1:00 p.m. – 7:00 p.m.

BELMONT STAKES VIEWING PARTY • WINE TASTINGS • CRAFT BEER • FOOD • LIVE MUSIC • CHILDREN'S ACTIVITIES



200 S. MAIN STREET ★ BOWLING GREEN, VA

TICKETS: \$20 IN ADVANCE, \$25 AT THE GATE
IN SUPPORT OF CAROLINE COUNTY PUBLIC SCHOOL EDUCATION FOUNDATION

★ MUST BE 21 TO DRINK - I.D. REQUIRED ★ RACE DAY ATTIRE ★
★ FREE PARKING/SHUTTLE AT CCPS SCHOOL BOARD OFFICE ★



WWW.BOWLINGONTHEGREEN.COM



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

AGENDA ITEM: Economic Dev. & Events Coordinator Council Monthly Report for APRIL 2020

DATE: 04/30/20

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Coordinate with EDA board members and Planning Commission Chairman to set alternate date for Future Use Map discussion with landowners for April 20, 2020.
- Create invitation to Rt. 301 Commercial Corridor landowners to discuss Future Use Map.
- Continue researching topic-specific items (i.e. Opportunity Zones, graphic art, maps, sample work from other jurisdictions) in order to draft inserts for Commercial Corridor marketing package.
- Coordinate with Town Manager and Planning Commission to cancel 4/20 meeting.
- Mail cancellation notice to landowners.
- Send development packages for Commercial Corridor to prospects.

Bowling on the Green Virginia Wine Festival:

- Weekly conference calls with venue owners to discuss the impact of COVID-19.
- Make decision with venue owners and Mayor to cancel 2020 event as a result of the pandemic and the state Executive Order.
- Send blanket email to participating wineries, food vendor(s), entertainment and rental vendors to inform them of cancellation.
- Coordinate with graphic artist for revision to the 2020 design reflecting 2021 date (Saturday, June 5, 2020).
- Delete event on Facebook.

Spring Clean Sweep:

- Cancel event as a result of the pandemic and the state Executive Order.
- Coordinate with Tracy Wright to contact registered participants and inform them of the cancellation.
- Delete Facebook Event

Harvest Festival:

- Book talent for event day
- Review and approve 2020 vendor applications and coordinate with Town Clerk for processing vendor payments.

Community Relations:

- Coordinate with Deborah Howard, owner of new Main Street business, The Painted Horse, to help drive traffic to the website through Facebook promotion.

- Contact Caroline County Department of Social Services at the request of a philanthropic Bowling Green resident to understand the impact of Coronavirus on the underserved population and to identify needs.
- BGVA Community Alliance; Coordinate with web designer for Town information to be shared, along with website links; Send copies of invoices to treasurer.

Farmers Market

- Work with Farmers Market manager to announce opening day (Saturday, April 25th).
- Update information on the Town website and Facebook pages to include relevant guidelines for social distancing.
- Coordinate with Local Services to confirm delivery of bathroom unit.
- Coordinate with Karen Tignor for locating the unit on Jean Davis' Courthouse Lane property.
- Work with vendors to post a phone directory for pre-orders and curbside pick-up.

COVID-19

- Update Town website with information about small business emergency loans, the Small Business Assistance Fund and the Paycheck Protection Program.
- Participate in White House briefing for state and local governments via conference call.
- Participate in VML conference calls to understand how the state is being impacted and projections for reopening businesses.
- Contact Bowling Green businesses and offer to help with providing resources for emergency loans and PPP.

Misc:

- Monday staff meetings.

HEADS UP ITEMS:

- Stay safe and healthy, Bowling Green!



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

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council March/April 2020

DATE: May 1, 2020

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Provided SERCAP with water billing and usage info for purpose of rate study.
- Issued project completion letter to USDA to close sewer project.
- Processed final payments on Sewer Line Replacement Project.
- Prepared correspondence to Virginia Dept. of Health verifying compliance of Consumer Confidence Report publishing requirements.
- Provided guidance and documentation to Tetra Tech to complete wellhead protection grant application. Prepared submission and mailed to VDH.
- Updated Town Website. (contacts, news, meeting schedules, forms, documents)
- Prepared GL adjustments in perpetration for FY20 year end.
- Updated fixed asset listings for audit record.
- Researched and responded to follow up audits questions.
- Completed and submitted annual liability insurance assessment for FY21 rate quote.
- Researched techniques to best implement remote public meetings with public participation
- Assisted Town Manager with Budget Preparation.

Meetings/Training attended:

- March Town Council Meeting
- Teleconference with USDA Rural Development Representative.
- Water System Project Meeting with Bond Counsel.
- Solid Waste Bid opening
- iWorq demo on license and permit application management

- 12 iWorq training sessions to include Work Order Management, Utility Management, Code and Permit Enforcement.

Heads Up:

FY18 Draft Audit Report received, staff is currently double checking for errors and providing Management's Responses. FY19 Draft Audit Report is expected soon.

Attachments:

- March Town Hall Rental Report
- March 2020 Revenue and Expense Summary
- April 2020 Revenue and Expense Summary

TOWN HALL RENTALS

March 2020

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
9	Activities Program	Yoga/Tabada	220.00
1	Planning Commission	Meeting	N/C
1	Community Heart & Soul	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Budget & Personnel	Meeting	N/C
1	Utilities & Grounds	Meeting	N/C
15		Totals	\$220.00
.			

REVENUE SUMMARY

7/01/2019 - 3/27/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	366.82	136,987.31	4,512.69	3.18
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.00	3,295.41	1,204.59	26.76
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	159.96	44,916.65	10,583.35	19.06
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	320.76	4,306.68	9,693.32	69.23
15010	INTEREST EARNED	1,000.00	1,000.00	.00	3,645.09	2,645.09-	264.50-
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	63.17-	58,159.60	28,540.40	32.91
120101	SALES TAX	32,000.00	32,000.00	9,417.75	31,894.21	105.79	.33
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	5,305.66	23,944.10	6,055.90	20.18
120301	BUSINESS LICENSE	85,000.00	85,000.00	55,443.96	77,593.12	7,406.88	8.71
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	284.99	19,145.86	8,504.14	30.75
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	.00	150,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	144.58	2,920.43	1,579.57	35.10
121101	MEALS TAX	230,000.00	230,000.00	18,696.41	182,553.17	47,446.83	20.62
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	240.00	2,245.00	755.00	25.16
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	4,354.55	31,557.05	11,542.95	26.78
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	100.00	16,573.48	9,426.52	36.25
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30-	100.00-
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	6,369.00	19,107.00	3,893.00	16.92
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	2,764.87	25,328.90	14,671.10	36.67
240407	***GRANTS***	1,034.00	1,034.00	.00	11,895.00	10,861.00-	50.38-
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	10,000.00	.00	.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	.00	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	10.33	5,411.65	5,411.65-	100.00-
--FUND TOTAL--		1,111,128.00	1,111,628.00	103,916.47	737,873.04	373,754.96	33.62
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	84,738.26	1,664,335.54	1,664,335.54-	100.00-
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	2,984.00-	2,984.00	100.00-
--FUND TOTAL--		.00	.00	84,738.26	1,661,351.54	1,661,351.54-	100.00-
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
18990	DONATIONS	.00	21,045.36	.00	50,000.00-	71,045.36	337.58
--FUND TOTAL--		.00	21,045.36	.00	50,000.00-	71,045.36	337.58
FUND #-400 ***EVENTS AND ACTIVITIES FUND***							
19050	HARVEST FESTIVAL	39,000.00	39,000.00	995.00	32,013.97	6,986.03	17.91
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
--FUND TOTAL--		44,500.00	44,500.00	995.00	32,013.97	12,486.03	28.05

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 3/27/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.00	25,229.81	190,770.19	88.31
	--FUND TOTAL--	<u>216,000.00</u>	<u>216,000.00</u>	<u>.00</u>	<u>25,229.81</u>	<u>190,770.19</u>	<u>88.31</u>
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	1,721.31-	274,793.83	138,868.17	33.57
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,492.00	1,492.00-	100.00-
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>1,721.31-</u>	<u>276,285.83</u>	<u>137,376.17</u>	<u>33.20</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	150.27-	336,105.59	86,144.41	20.40
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,965.80-	1,965.80	100.00-
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>150.27-</u>	<u>334,139.79</u>	<u>88,110.21</u>	<u>20.86</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,229,085.36</u>	<u>187,778.15</u>	<u>3,016,893.98</u>	<u>787,808.62-</u>	<u>35.34-</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 3/27/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	17,169.28	178,475.88	.00	96,693.12	35.13
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	20,834.77	192,574.67	.00	19,299.33	9.10
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	8,611.57	96,086.00	.00	35,995.00	27.25
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	.00	12,000.00	.00	1,000.00	7.69
43100	***PUBLIC WORKS***	289,055.00	289,055.00	19,850.14	212,747.80	.00	76,307.20	26.39
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	3,457.80-	.00	3,457.80	100.00-
	--FUND TOTAL--	1,111,179.00	1,111,679.00	66,465.76	688,426.55	.00	423,252.45	38.07
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	72,882.06	1,407,398.60	.00	1,407,398.60-	100.00-
	--FUND TOTAL--	.00	.00	72,882.06	1,407,398.60	.00	1,407,398.60-	100.00-
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
	--FUND TOTAL--	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	440.00	35,501.07	.00	8,948.93	20.13
	--FUND TOTAL--	44,450.00	44,450.00	440.00	35,501.07	.00	8,948.93	20.13
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	17,938.00	161,442.00	.00	54,558.00	25.25
	--FUND TOTAL--	216,000.00	216,000.00	17,938.00	161,442.00	.00	54,558.00	25.25
FUND #-500 ***WATER EXPENDITURES***								
12110	ERROR - PAYROLL	.00	.00	.00	4.84	.00	4.84-	100.00-
500100	***WATER OPERATIONS***	397,388.00	397,388.00	31,170.96	245,194.30	.00	152,193.70	38.29
	--FUND TOTAL--	397,388.00	397,388.00	31,170.96	245,199.14	.00	152,188.86	38.29
FUND #-520 ***SEWER OPERATIONS***								
12110	ERROR - PAYROLL	.00	.00	.00	19.34	.00	19.34-	100.00-
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	26,732.56	334,853.71	.00	87,396.29	20.69
	--FUND TOTAL--	422,250.00	422,250.00	26,732.56	334,873.05	.00	87,376.95	20.69
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	215,629.34	2,878,551.78	.00	665,739.42-	30.08-

3/27/2020

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TOWN OF BOWLING GREEN
 EXPENDITURE SUMMARY
 7/01/2019 - 3/27/2020

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TIME 15:23

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
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	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	1,162.15	138,503.45	2,996.55	2.11
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.00	3,295.41	1,204.59	26.76
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	227.42	45,258.85	10,241.15	18.45
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	554.91	4,968.95	9,031.05	64.50
15010	INTEREST EARNED	1,000.00	1,000.00	.00	4,301.26	3,301.26	330.12
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	.00	58,159.60	28,540.40	32.91
120101	SALES TAX	32,000.00	32,000.00	.00	31,894.21	105.79	.33
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	199.51	24,143.61	5,856.39	19.52
120301	BUSINESS LICENSE	85,000.00	85,000.00	91.02	77,804.40	7,195.60	8.46
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	250.19	19,536.05	8,113.95	29.34
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	.00	150,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	270.44	3,190.87	1,309.13	29.09
121101	MEALS TAX	230,000.00	230,000.00	15,585.79	198,138.96	31,861.04	13.85
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	70.00	2,390.00	610.00	20.33
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	2,380.19	33,937.24	9,162.76	21.25
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	50.00	16,523.48	9,476.52	36.44
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30	100.00
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	.00	19,107.00	3,893.00	16.92
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	2,841.22	28,170.12	11,829.88	29.57
240407	***GRANTS***	1,034.00	1,034.00	3,919.00	15,814.00	14,780.00	429.40
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	10,000.00	.00	.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	.00	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	.00	5,411.65	5,411.65	100.00
--FUND TOTAL--		1,111,128.00	1,111,628.00	27,501.84	766,942.44	344,685.56	31.00
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	52,918.47	1,717,254.01	1,717,254.01	100.00
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	2,984.00	2,984.00	100.00
--FUND TOTAL--		.00	.00	52,918.47	1,714,270.01	1,714,270.01	100.00
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
18990	DONATIONS	.00	21,045.36	.00	50,000.00	71,045.36	337.58
--FUND TOTAL--		.00	21,045.36	.00	50,000.00	71,045.36	337.58
FUND #-400 ***EVENTS AND ACTIVITIES FUND***							
19050	HARVEST FESTIVAL	39,000.00	39,000.00	.00	32,013.97	6,986.03	17.91
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
--FUND TOTAL--		44,500.00	44,500.00	.00	32,013.97	12,486.03	28.05

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 5/04/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
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FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	.00	25,229.81	190,770.19	88.31
	--FUND TOTAL--	<u>216,000.00</u>	<u>216,000.00</u>	<u>.00</u>	<u>25,229.81</u>	<u>190,770.19</u>	<u>88.31</u>
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	243.00	275,091.83	138,570.17	33.49
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,492.00	1,492.00-	100.00-
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>243.00</u>	<u>276,583.83</u>	<u>137,078.17</u>	<u>33.13</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	67.82	336,173.41	86,076.59	20.38
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	1,965.80-	1,965.80	100.00-
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>67.82</u>	<u>334,207.61</u>	<u>88,042.39</u>	<u>20.85</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,229,085.36</u>	<u>80,731.13</u>	<u>3,099,247.67</u>	<u>870,162.31-</u>	<u>39.03-</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 5/04/2020

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	15,618.59	194,094.47	.00	81,074.53	29.46
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	16,514.30	209,088.97	.00	2,785.03	1.31
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	7,634.80	103,720.80	.00	28,360.20	21.47
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	.00	12,000.00	.00	1,000.00	7.69
43100	***PUBLIC WORKS***	289,055.00	289,055.00	20,385.85	233,133.65	.00	55,921.35	19.34
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
420500	ERROR DUE TO PREV YEAR ADJUSTMENT	.00	.00	.00	3,457.80	.00	3,457.80	100.00
	--FUND TOTAL--	1,111,179.00	1,111,679.00	60,153.54	748,580.09	.00	363,098.91	32.66
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	189,096.68	1,596,495.28	.00	1,596,495.28	100.00
	--FUND TOTAL--	.00	.00	189,096.68	1,596,495.28	.00	1,596,495.28	100.00
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
	--FUND TOTAL--	.00	21,045.36	.00	5,711.37	.00	15,333.99	72.86
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	.00	35,501.07	.00	8,948.93	20.13
	--FUND TOTAL--	44,450.00	44,450.00	.00	35,501.07	.00	8,948.93	20.13
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	17,938.00	179,380.00	.00	36,620.00	16.95
	--FUND TOTAL--	216,000.00	216,000.00	17,938.00	179,380.00	.00	36,620.00	16.95
FUND #-500 ***WATER EXPENDITURES***								
12110	ERROR - PAYROLL	.00	.00	.00	4.84	.00	4.84	100.00
500100	***WATER OPERATIONS***	397,388.00	397,388.00	27,709.09	272,903.39	.00	124,484.61	31.32
	--FUND TOTAL--	397,388.00	397,388.00	27,709.09	272,908.23	.00	124,479.77	31.32
FUND #-520 ***SEWER OPERATIONS***								
12110	ERROR - PAYROLL	.00	.00	.00	19.34	.00	19.34	100.00
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	27,948.87	362,802.58	.00	59,447.42	14.07
	--FUND TOTAL--	422,250.00	422,250.00	27,948.87	362,821.92	.00	59,428.08	14.07
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	322,846.18	3,201,397.96	.00	988,585.60	44.67

5/04/2020

GL060AA

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 5/04/2020

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TIME 11:39

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
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	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00



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

AGENDA ITEM: Town Manager's Monthly Report for March and April 2020

DATE: April 27, 2020

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Town Council: March 5, 2020 regular meeting.

Town Council Committees: April both Budget & Policy and Facilities

Commission and Authority Meetings: April Planning Commission

Other Meetings: Webb Engineering, Bond Counsel and USDA on the Town's water system interim financing and engineering contract, Webb Engineering and iWorQ on the logistics of mapping value and fire hydrant location information into their GIS mapping system, weekly iWorQ training sessions and Randal Robillard regarding his sewer hookup.

ATTACHMENTS:

Waste Management's Force Majeure Notice

HEADS UP ITEMS:

Water cut-off and late fees for utility bill payments have been suspended for April, May and June.



March 24, 2020

Mr Reese Peck
Town of Bowling Green
219 Anderson Avenue
Bowling Green, Virginia 22427

**RE: Town of Bowling Green
Notice of Force Majeure Event Preventing Full Contract Performance –
Coronavirus/COVID-19 and Resulting Declarations of Emergency**

Dear Reese:

Waste Management – and especially its hard-working front-line employees – are working around the clock to ensure that we can continue to serve our customers and communities safely and with the least disruption reasonably possible in the face of the many challenges created by the COVID-19 virus, the resulting Declarations of Emergency, and the many health and safety orders and guidelines to which all responsible citizens are attempting to comply. As Waste Management works earnestly to continue to provide collection and processing services to our communities, the health and safety of our employees, customers and communities are our highest priority.

Likewise, Waste Management is striving to comply with the federal and state health and safety directives that have been issued in this time of emergency. One example of the operational changes implemented by Waste Management as a result of this unprecedented emergency occurred on March 18, 2020, when Waste Management temporarily closed residential call centers to promote social distancing among our call center employees to help prevent the spread of COVID-19. We are actively coordinating remote operations to serve our customers during this situation with the goal of resuming residential call handling from work-at-home employees as soon as possible. Although many of our municipal contracts require Waste Management to provide residential customer support call centers, the decision to temporarily suspend operation of these centers and shift to a work-at-home capability was the direct result of the COVID-19 pandemic and the states of emergency that exists.

The COVID-19 situation is very fluid, and Waste Management expects, unfortunately, that other disruptions to our contract performance may occur in the coming days as a direct result of the COVID-19 pandemic and governmental declarations. As a result, we are providing this notice to advise you that the COVID-19 pandemic is a force majeure event under our contract. While we have not yet experienced any significant disruptions in essential collection or processing services, we anticipate that such disruptions may be inevitable, such as:

- Inter-city, intrastate, interstate, or cross-border travel restrictions;
- Quarantines at, or shutdowns of, Waste Management facilities;
- Shelter-in-place orders that restrict travel and business operations;
- Shutdown of Waste Management and/or third-party recycling and disposal facilities that restrict our ability to operate normally;
- Worker shortages because of quarantines or sickness; and

March 24, 2020

- Fuel and other critical equipment and supply shortages.

At this time, no one can reliably predict the length of this emergency event, when potential service disruptions may occur, or how long they may last. Waste Management will continue to provide prompt notice of our operational capabilities and changes as they occur. We appreciate your understanding and cooperation in these challenging times. If you have any questions, please contact your Waste Management public sector representative.

Sincerely,

WASTE MANAGEMENT OF VIRGINIA, INC.



Robert E. Clendenin
Public Sector Representative



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: March 2020 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in March 2020

ATTACHMENTS:

Check Reports:

- 03/06/2020
- 03/10/2020
- 03/13/2020
- 03/19/2020
- 03/20/2020

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25144	1063	ALACRITI PAYMENTS, LLC	000	3/06/2020	91.59	.00
25145	536	CAS SEVERN	000	3/06/2020	56.50	.00
25146	1020	CONSOLIDATED PIPE & SUP	000	3/06/2020	271.10	.00
25147	679	DAVID L BROOKS HAULING &	000	3/06/2020	103.16	.00
25148	648	ERRARD ANDREA G	000	3/06/2020	1,667.00	.00
25149	850	HAUN DAWN	000	3/06/2020	610.00	.00
25150	257	ON SITE PC	000	3/06/2020	699.00	.00
25151	491	SOUTHERN CORROSION, INC	000	3/06/2020	18,833.53	.00
25152	918	STAPLES ADVANTAGE	000	3/06/2020	367.11	.00
25153	291	USA BLUE BOOK	000	3/06/2020	865.00	.00
25154	256	VERIZON WIRELESS	000	3/06/2020	432.79	.00
25155	44	VUPS	000	3/06/2020	29.40	.00
25156	12	WASTE MANAGEMENT	000	3/06/2020	7,377.68	.00
		CLASS TOTAL			31,403.86	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,403.86	
		EPY TOTAL			.00	
		FINAL TOTAL			31,403.86	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

These checks should be # 25157-#25169 - Others printed incorrectly

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
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0000000	001063	ALACRITTI PAYMENTS, LLC	NMXGN31865CYP9	3/06/2020		4100-012410-3130-	91.59	25144		CREDIT CARD AND BANK FEES
DISC. TOTAL							.00	EPY PMT TOTAL		91.59

0000000	000536	CAS SEVERN		3/06/2020		4100-012410-3320-	56.50	25145		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		56.50

0000000	001020	CONSOLIDATED PIPE & SUP	6200142000000	3/06/2020		4500-500100-6050-	271.10	25146		METER/FIRE HYDRANTS
DISC. TOTAL							.00	EPY PMT TOTAL		271.10

0000000	000679	DAVID L BROOKS HAULING & 22729		3/06/2020		4520-500100-6007-	103.16	25147		REPAIR/ MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		103.16

0000000	000648	ERRARD ANDREA G	2020-03	3/06/2020		4100-012110-3150-	1,667.00	25148		PROFESSIONAL SERVICES - LEGAL/00796 TOWN ATTORNEY
DISC. TOTAL							.00	EPY PMT TOTAL		1,667.00

0000000	000850	HAUN DAMN		3/06/2020		4100-012110-7100-	610.00	25149		BGMS PROJECT **GRANT EXPENSE 00796 BG VA COMMON ALLIA
DISC. TOTAL							.00	EPY PMT TOTAL		610.00

0000000	000257	ON SITE PC	1838	3/06/2020		4100-012410-3320-	699.00	25150		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		699.00

0000000	000491	SOUTHERN CORROSION, INC	12758	3/06/2020		4500-500100-6007-	18,833.53	25151		REPAIR/MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		18,833.53

0000000	000918	STAPLES ADVANTAGE	730353324711	3/06/2020		4100-012410-6001-	55.89	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		55.89

0000000	000918		730425613301	3/06/2020		4100-012410-6001-	61.97	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		61.97

0000000	000918		730470883301	3/06/2020		4100-043100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		41.46

0000000	000918		730470883301	3/06/2020		4500-500100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		41.46

0000000	000918		730484712301	3/06/2020		4100-012410-6001-	77.79	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		77.79

0000000	000291	USA BLUE BOOK	148281	3/06/2020		4520-500100-6004-	91.10	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		91.10

0000000	000291		148281	3/06/2020		4520-500100-6004-	25.30	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		25.30

0000000	000291		148281	3/06/2020		4520-500100-6004-	51.40	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		51.40

0000000	000291		148281	3/06/2020		4520-500100-6004-	165.90	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		165.90

0000000	000291		148281	3/06/2020		4520-500100-6004-	61.30	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		61.30

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	000044	VUPS	02200445	3/06/2020		4500-500100-5899-	29.40	25155		MISS UTILITY COSTS
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	29.40	TRANSMISSIONS
0000000	000012	WASTE MANAGEMENT	270367602819	3/06/2020		4100-043100-7200-	1,317.91	25156		TOWN HALL EXPENSES
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	31,403.86	CODE CORRECTION
0000000	000012		270367602819	3/06/2020		4100-043100-7130-	1,317.91	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	31,403.86	CODE CORRECTION
0000000	000012		270548002814	3/06/2020		4100-043100-7200-	1,317.91	25156		TOWN HALL EXPENSES
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	29,400.00	CODE CORRECTION
0000000	000012		270548002814	3/06/2020		4100-043100-7130-	1,317.91	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	29,400.00	CODE CORRECTION
0000000	000012		270697502812	3/06/2020		4520-500100-3320-	87.10	25156		PROFESSIONAL SERVICES
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	7,377.68	WMTPT
0000000	000012		270722702817	3/06/2020		4100-043100-7130-	1,327.48	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	7,377.68	DUMPSITER
0000000	000012		341977524246	3/06/2020		4100-043100-7130-	5,963.10	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	7,377.68	RESIDENTS
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	31,403.86	CODE CORRECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							.00	ACH PMT TOTAL	31,403.86	CODE CORRECTION

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 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25144	1063	ALACRITI PAYMENTS, LLC	000	3/06/2020	91.59	.00
25145	536	CAS SEVERN	000	3/06/2020	56.50	.00
25146	1020	CONSOLIDATED PIPE & SUP	000	3/06/2020	271.10	.00
25147	679	DAVID L BROOKS HAULING &	000	3/06/2020	103.16	.00
25148	648	ERRARD ANDREA G	000	3/06/2020	1,667.00	.00
25149	850	HAUN DAWN	000	3/06/2020	610.00	.00
25150	257	ON SITE PC	000	3/06/2020	699.00	.00
25151	491	SOUTHERN CORROSION, INC	000	3/06/2020	18,833.53	.00
25152	918	STAPLES ADVANTAGE	000	3/06/2020	367.11	.00
25153	291	USA BLUE BOOK	000	3/06/2020	865.00	.00
25154	256	VERIZON WIRELESS	000	3/06/2020	432.79	.00
25155	44	VUPS	000	3/06/2020	29.40	.00
25156	12	WASTE MANAGEMENT	000	3/06/2020	7,377.68	.00
		CLASS TOTAL			31,403.86	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,403.86	
		EPY TOTAL			.00	
		FINAL TOTAL			31,403.86	.00

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DATE _____ TOWN MANAGER _____

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P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
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0000000	001063	ALACRITTI PAYMENTS, LLC	NMXGN31865CYP9	3/06/2020		4100-012410-3130-	91.59	25144		CREDIT CARD AND BANK FEES
DISC. TOTAL							.00	EPY PMT TOTAL		91.59

0000000	000536	CAS SEVERN		3/06/2020		4100-012410-3320-	56.50	25145		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		56.50

0000000	001020	CONSOLIDATED PIPE & SUP	6200142000000	3/06/2020		4500-500100-6050-	271.10	25146		METER/FIRE HYDRANTS
DISC. TOTAL							.00	EPY PMT TOTAL		271.10

0000000	000679	DAVID L BROOKS HAULING & 22729		3/06/2020		4520-500100-6007-	103.16	25147		REPAIR/ MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		103.16

0000000	000648	ERRARD ANDREA G		3/06/2020		4100-012110-3150-	1,667.00	25148		PROFESSIONAL SERVICES - LEGAL/00796 TOWN ATTORNEY
DISC. TOTAL							.00	EPY PMT TOTAL		1,667.00

0000000	000850	HAUN DAMN		3/06/2020		4100-012110-7100-	610.00	25149		BGMS PROJECT **GRANT EXPENSE 00796 BG VA COMMON ALLIA
DISC. TOTAL							.00	EPY PMT TOTAL		610.00

0000000	000257	ON SITE PC		3/06/2020		4100-012410-3320-	699.00	25150		COMPUTER LICENSES/SUPPORT
DISC. TOTAL							.00	EPY PMT TOTAL		699.00

0000000	000491	SOUTHERN CORROSION, INC	12758	3/06/2020		4500-500100-6007-	18,833.53	25151		REPAIR/MAINTENANCE
DISC. TOTAL							.00	EPY PMT TOTAL		18,833.53

0000000	000918	STAPLES ADVANTAGE	730353324711	3/06/2020		4100-012410-6001-	55.89	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		55.89

0000000	000918		730425613301	3/06/2020		4100-012410-6001-	61.97	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		61.97

0000000	000918		730470883301	3/06/2020		4100-043100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		41.46

0000000	000918		730470883301	3/06/2020		4500-500100-6005-	41.46	25152		JANITORIAL SUPPLIES
DISC. TOTAL							.00	EPY PMT TOTAL		41.46

0000000	000918		730484712301	3/06/2020		4100-012410-6001-	77.79	25152		OFFICE SUPPLIES & PRINTING
DISC. TOTAL							.00	EPY PMT TOTAL		77.79

0000000	000291	USA BLUE BOOK	148281	3/06/2020		4520-500100-6004-	91.10	25153		LAB SUPPLIES/CHEMICALS
DISC. TOTAL							.00	EPY PMT TOTAL		91.10

0000000	000256	VERIZON WIRELESS	9848754314	3/06/2020		4100-031100-5230-	62.56	25154		TELECOMMUNICATIONS
DISC. TOTAL							.00	EPY PMT TOTAL		62.56

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	000044	VUPS	02200445	3/06/2020		4500-500100-5899-	29.40	25155		MISS UTILITY COSTS
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							29.40	ACH PMT TOTAL	.00	TOTAL
0000000	000012	WASTE MANAGEMENT	270367602819	3/06/2020		4100-043100-7200-	1,317.91	25156		TOWN HALL EXPENSES
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012		270367602819	3/06/2020		4100-043100-7130-	1,317.91	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012		270548002814	3/06/2020		4100-043100-7200-	1,317.91	25156		TOWN HALL EXPENSES
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012		270548002814	3/06/2020		4100-043100-7130-	1,317.91	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							31,403.86	ACH PMT TOTAL	.00	TOTAL
0000000	000012		270697502812	3/06/2020		4520-500100-3320-	87.10	25156		PROFESSIONAL SERVICES
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							7,377.68	ACH PMT TOTAL	.00	TOTAL
0000000	000012		270722702817	3/06/2020		4100-043100-7130-	1,327.48	25156		REFUSE COLLECTION
DISC. TOTAL							.00	EPY PMT TOTAL	.00	TOTAL
DISC. TOTAL							5,963.10	ACH PMT TOTAL	.00	TOTAL
DISC. TOTAL							7,377.68	ACH PMT TOTAL	.00	TOTAL

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,403.86- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

AP100B 3/10/2020 TOWN OF BOWLING GREEN
TIME-14:45:31

A/P CHECK REGISTER
Check Date - 3/10/2020

ActPd - 2020/03

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25173	813	FOLEY HEATHER	000	3/10/2020	3,875.00	.00
25174	1040	KELVIC CONSTRUCTION CO	000	3/10/2020	72,882.06	.00
		CLASS TOTAL			76,757.06	.00
		ACH TOTAL			.00	
		CHECK TOTAL			76,757.06	
		EPY TOTAL			.00	
		FINAL TOTAL			76,757.06	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 76,757.06- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P	ACCRD	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	REFINANCING AND USDA PROJECTS	BATCH INV. DESCRIPTION
0000000	000813	POLEY HEATHER	2020-01	3/10/2020			4100-012410-3150-	2,000.00	25173		PROFESSIONAL SERVICES - CPA	00797 CPA
0000000	000813		2020-02	3/10/2020			4100-012410-3150-	1,875.00	25173		PROFESSIONAL SERVICES - CPA	00797 CPA
		DISC. TOTAL						.00			TOTAL	3,875.00
0000000	001040	KELVIC CONSTRUCTION CO	15	3/10/2020			4300-300100-8700-	72,882.06	25174		REFINANCING AND USDA PROJECTS	00797 SEMER PROJECT
		DISC. TOTAL						.00			TOTAL	72,882.06
		CHECK TOTAL									TOTAL	76,757.06
		CHECK TOTAL									TOTAL	76,757.06
		CHECK TOTAL									TOTAL	76,757.06

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 THE TOTAL 76,757.06- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

VEND. NO.	VENDOR NAME	INVOICE NO.	G/L ACCT. NO.	ACCOUNTS PAYABLE PERIOD	INVOICE DATE	DUE DATE	GROSS AMOUNT	DESC /CLS	PO. NO.	SEQ. NO.
000041	VISA	EC 1 AMAZON	4100-012110-6001-	2020/03	3/13/2020	3/13/2020	207.78	RUGS FOR 109 CO	109	600
		EC 1 AMAZON	OFFICE/MEETING SUPPLIES & PRINTIACH DEBIT				.00			
		INVOICE TOTAL					207.78			
000041	VISA	EC 2 VISTAPR	4100-012110-6001-		3/13/2020	3/13/2020	51.59	JO'S CARDS		610
		EC 2 VISTAPR	OFFICE/MEETING SUPPLIES & PRINTIACH DEBIT				.00			
		INVOICE TOTAL					51.59			
000041	VISA	PC 1 LOWE'S	4100-043100-7200-		3/13/2020	3/13/2020	224.39	PAINT FOR PC		350
		PC 1 LOWE'S	TOWN HALL EXPENSES				.00			
		INVOICE TOTAL					224.39			
000041	VISA	PC 2 PINOS	4100-031100-6001-		3/13/2020	3/13/2020	27.69	LUNCH BEFORE JO		360
		PC 2 PINOS	OFFICE SUPPLIES & PRINTING				.00			
		INVOICE TOTAL					27.69			
000041	VISA	PC 3 WALGREENS	4100-031100-6001-		3/13/2020	3/13/2020	25.26	BATTERIES CAMER		370
		PC 3 WALGREENS	OFFICE SUPPLIES & PRINTING				.00			
		INVOICE TOTAL					25.26			
000041	VISA	PC 4 LOWE'S	4100-043100-6007-		3/13/2020	3/13/2020	216.93	PAINT & SUPPLIE		380
		PC 4 LOWE'S	REPAIR/ MAINT TOWN BUILDINGS				.00			
		INVOICE TOTAL					216.93			
000041	VISA	PW 1 ATTYOURPACE	4500-500100-5540-		3/13/2020	3/13/2020	180.00	WATER LIC CREDI		390
		PW 1 ATTYOURPACE	EDUCATION/TRAINING/LICENSES				.00			
		INVOICE TOTAL					180.00			
000041	VISA	PW 11 RIO 1	4500-500100-3311-		3/13/2020	3/13/2020	20.00	SHAWN'S TRUCK		530
		PW 11 RIO 1	VEHICLE MAINTENANCE				.00			
		INVOICE TOTAL					20.00			
000041	VISA	PW 12 FERGUSON	4520-500100-6007-		3/13/2020	3/13/2020	150.00	MANHOLE LID REP		540
		PW 12 FERGUSON	REPAIR/ MAINTENANCE				.00			
		INVOICE TOTAL					150.00			
000041	VISA	PW 13 ABC	4520-500100-5540-		3/13/2020	3/13/2020	121.00	ALICIA WW EXAM		550
		PW 13 ABC	EDUCATION/TRAINING/LICENSE/PERMITACH DEBIT				.00			
		INVOICE TOTAL					121.00			
000041	VISA	PW 14 SHONEY'S	4500-500100-5540-		3/13/2020	3/13/2020	15.44	BILLY LUNCH CLA		560
		PW 14 SHONEY'S	EDUCATION/TRAINING/LICENSES				.00			
		INVOICE TOTAL					15.44			
000041	VISA	PW 15 WALMART	4520-500100-5230-		3/13/2020	3/13/2020	21.04	SHAWN'S PHONE C		570
		PW 15 WALMART	TELECOMMUNICATIONS				.00			
		INVOICE TOTAL					21.04			
000041	VISA	PW 15 WALMART	4500-500100-5230-		3/13/2020	3/13/2020	21.05	SHAWN'S PHONE C		580
		PW 15 WALMART	TELECOMMUNICATIONS				.00			
		INVOICE TOTAL					21.05			
		PW 15 WALMART	TELECOMMUNICATIONS				.00			
		INVOICE TOTAL					63.13			

* = DUB
 INVOICE NO. -----
 G/L ACCT. -----
 INVOICE DATE -----
 DUE DATE -----
 GROSS AMOUNT -----
 DESC /CLS -----
 PO. NO. -----
 SEQ. NO. -----

000041 VISA	PW 2 FOOD LION4	4520-500100-6030-	3/13/2020	3/13/2020	20.62	MOLASSES, COFFEE	000	400
000041 VISA	1099-N	PLANT & LAB SUPPLIES/CHEMICALS	ACH DEBIT					
000041 VISA	PW 2 FOOD LION4	4500-500100-6009-	3/13/2020	3/13/2020	6.47	MOLASSES, COFFEE	000	410
000041 VISA	1099-N	EQUIPMENT/SUPPLIES	ACH DEBIT					
000041 VISA	PW 2 FOOD LION4	4100-043100-6009-	3/13/2020	3/13/2020	6.48	MOLASSES, COFFEE	000	420
000041 VISA	1099-N	EQUIPMENT/ SUPPLIES	ACH DEBIT					
000041 VISA	PW 2 FOOD LION4				33.57		000	33.57
000041 VISA	PW 3 FOOD LION6	4520-500100-5840-	3/13/2020	3/13/2020	22.44	DONUTTS FOR CREW	000	430
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 3 FOOD LION6				22.44		000	22.44
000041 VISA	PW 4 ROMAS	4500-500100-5840-	3/13/2020	3/13/2020	43.86	PIZZA FOR CREW	000	440
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 4 ROMAS				43.86		000	43.86
000041 VISA	PW 5 RIO CAR	4520-500100-3311-	3/13/2020	3/13/2020	20.00	2020-02 TRUCK W	000	450
000041 VISA	1099-N	VEHICLE MAINTENANCE	ACH DEBIT					
000041 VISA	PW 6 FOOD LION1				20.00		000	20.00
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 6 FOOD LION1				4.08	DRINKS FOR PIZZ	000	460
000041 VISA	PW 7 CCM HOME H	4500-500100-5840-	3/13/2020	3/13/2020	1.95	SEARS ELEC.	000	470
000041 VISA	1099-N	MISCELLANEOUS	ACH DEBIT					
000041 VISA	PW 7 CCM HOME H				1.95		000	1.95
000041 VISA	PW 8 STATE OF V	4520-500100-5540-	3/13/2020	3/13/2020	50.00	ALICTA WW CLASS	000	480
000041 VISA	1099-N	EDUCATION/TRAINING/LICENSE/PERMIACH	DEBIT					
000041 VISA	PW 8 STATE OF V				50.00		000	50.00
000041 VISA	PW 9 DEPT OF P	4520-500100-5540-	3/13/2020	3/13/2020	50.00	BILLY WW CLASS	000	490
000041 VISA	1099-N	EDUCATION/TRAINING/LICENSE/PERMIACH	DEBIT					
000041 VISA	PW 9 DEPT OF P				50.00		000	50.00
000041 VISA	PW10 WALMART	4520-500100-5230-	3/13/2020	3/13/2020	17.53	BILLY'S PHONE C	000	500
000041 VISA	1099-N	TELECOMMUNICATIONS	ACH DEBIT					
000041 VISA	PW10 WALMART	4500-500100-5230-	3/13/2020	3/13/2020	17.53	BILLY'S PHONE C	000	510
000041 VISA	1099-N	TELECOMMUNICATIONS	ACH DEBIT					
000041 VISA	PW10 WALMART	4100-043100-5230-	3/13/2020	3/13/2020	17.54	BILLY'S PHONE C	000	520
000041 VISA	1099-N	TELECOMMUNICATIONS	ACH DEBIT					
000041 VISA	PW10 WALMART				52.60		000	52.60
000041 VISA	TC 1 OFFICE MAX	4100-012410-6001-	3/13/2020	3/13/2020	54.72	EXTRA 1099'S	000	240
000041 VISA	TC 1 OFFICE MAX	OFFICE SUPPLIES & PRINTING	ACH DEBIT					
000041 VISA	TC 2 DOLLAR GE2				54.72		000	54.72
000041 VISA	TC 2 DOLLAR GE2	4100-012110-6021-	3/13/2020	3/13/2020	14.74	BOOKS FOR LITTL	000	250
000041 VISA	TC 2 DOLLAR GE2	PUBLIC RELATIONS	ACH DEBIT					
000041 VISA	TC 2 DOLLAR GE2				14.74		000	14.74

INVOICE TOTAL 14.74

* = DUP
 INVOICE NO. G/L ACCT. NO. INVOICE DATE DUE DATE GROSS AMOUNT /CLS DESC PO. SEQ. NO.

000041 VISA TC 3 USPS 4 4100-012410-5210- POSTAGE 3/13/2020 3/13/2020 7.75 7.75 000 POSTAGE 260

000041 VISA TC 4 ADOBE 3 4100-012410-6001- OFFICE SUPPLIES & PRINTING 3/13/2020 3/13/2020 50.97 50.97 000 ADOBE 270

000041 VISA TC 5 LOWE'S 3 4100-043100-6007- REPAIR/ MAINT TOWN BUILDINGS 3/13/2020 3/13/2020 418.14 418.14 000 PAINT & SUPP JO 280

000041 VISA TC 6 WENDY'S 3 4500-500100-5540- EDUCATION/TRAINING/LICENSES 3/13/2020 3/13/2020 34.48 34.48 000 LUNCH TRAINING 290

000041 VISA TM 1 OOMA 10 4100-012110-5250- TELECOMMUNICATIONS 3/13/2020 3/13/2020 45.49 45.49 000 TC 300

000041 VISA TM 1 OOMA 10 4100-012410-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 67.75 67.75 000 TM 310

000041 VISA TM 1 OOMA 10 4100-031100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 44.97 44.97 000 PC 320

000041 VISA TM 1 OOMA 10 4100-043100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 22.26 22.26 000 PW 330

000041 VISA TM 1 OOMA 10 4520-500100-5230- TELECOMMUNICATIONS 3/13/2020 3/13/2020 22.26 22.26 000 WWTTP 340

1558 COMPANY TOTAL 202.73 .00 202.73

HASH TOTALS-> FUND 164020 DEPT 10495080 LOC 0 ACCT 211278 2255.80 .00 2255.80

BATCH#- 798 CREATED BY JUDY ON 3/12/2020 RUN BY JUDY ON 3/12/2020

API00B 3/12/2020 TOWN OF BOWLING GREEN
 TIME-16:27:46

A/P CHECK REGISTER
 Check Date - 3/13/2020

ActPd - 2020/03

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25175	944	ATLANTIC BROADBAND /	000	3/13/2020	194.40	.00
25176	14	CINTAS OF RICHMOND	000	3/13/2020	486.98	.00
25177	10	DOMINION VIRGINIA POWER	000	3/13/2020	6,911.79	.00
25178	850	HAUN DAWN	000	3/13/2020	25.00	.00
25179	659	SOSMETAL PRODUCTS INC	000	3/13/2020	248.69	.00
25180	148	THE FREE LANCE STAR	000	3/13/2020	276.20	.00
25181	1002	VACORP	000	3/13/2020	329.40	.00
25182	19	VERIZON	000	3/13/2020	220.99	.00
		CLASS TOTAL			8,693.45	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,693.45	
		EPY TOTAL			.00	
		FINAL TOTAL			8,693.45	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,693.45- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR'L	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000944	ATLANTIC BROADBAND /	2020-03	3/13/2020		4100-012410-5230-	120.20	25175			TELECOMMUNICATIONS	00799 TH
						4520-500100-5230-	74.20	25175			TELECOMMUNICATIONS	00799 WMTF
		DISC. TOTAL					.00				TOTAL	194.40
000000	000014	CINTAS OF RICHMOND	1900958671	3/13/2020		4500-500100-6011-	41.48	25176			UNIFORMS/SAFETY EQUIP	00799 UNIFORMS
000000	000014		1900958671	3/13/2020		4500-500100-6011-	41.47	25176			UNIFORMS/SAFETY EQUIP	00799 UNIFORMS
000000	000014		1900978275	3/13/2020		4500-500100-6011-	39.85	25176			UNIFORMS/SAFETY EQUIPMENT	00799 UNIFORMS
000000	000014		1900978275	3/13/2020		4500-500100-6050-	324.33	25176			METER/FIRE HYDRANTS	00799 MASTER METERS
		DISC. TOTAL					.00				TOTAL	486.98
000000	000010	DOMINION VIRGINIA POWER	2020-02	3/13/2020		4100-043100-7200-	1,021.01	25177			TOWN HALL EXPENSES	00799 TH
000000	000010		2020-02	3/13/2020		4100-043100-5110-	52.63	25177			ELECTRICITY-STREETLIGHTS	00799 MAIN ST LITERS
000000	000010		2020-02	3/13/2020		4100-043100-5110-	1,653.83	25177			ELECTRICITY-STREETLIGHTS	00799 BUT/CHASE LIGHTS
000000	000010		2020-02	3/13/2020		4100-031100-5110-	183.81	25177			ELECTRICITY	00799 RC
000000	000010		2020-02	3/13/2020		4500-500100-5110-	234.54	25177			ELECTRICITY	00799 BUTLER GRAND TANK
000000	000010		2020-02	3/13/2020		4500-500100-5110-	522.03	25177			ELECTRICITY	00799 BUT/CHASE WTR TOWE
000000	000010		2020-02	3/13/2020		4500-500100-5110-	744.84	25177			ELECTRICITY	00799 WELL #5
000000	000010		2020-02	3/13/2020		4520-500100-5110-	2,256.58	25177			ELECTRICITY	00799 WPTP
000000	000010		2020-02	3/13/2020		4520-500100-5110-	17.29	25177			ELECTRICITY	00799 ROGER CLK PMP STAT
000000	000010		2020-02	3/13/2020		4520-500100-5110-	117.33	25177			ELECTRICITY	00799 SCHOGL RD PMP STAT
000000	000010		2020-02	3/13/2020		4520-500100-5110-	87.85	25177			ELECTRICITY	00799 CHASE ST PMP STAT
000000	000010		2020-02	3/13/2020		4520-500100-5110-	20.05	25177			ELECTRICITY	00799 LACK LN PMP STAT
		DISC. TOTAL					.00				TOTAL	6,911.79
000000	000850	HAUN DAWN	0219	3/13/2020		4400-071200-1220-	25.00	25178			WINE FESTIVAL	00799 WINE FEST TICKETS
		DISC. TOTAL					.00				TOTAL	25.00
000000	000659	SOSMETAL PRODUCTS INC	1402129	3/13/2020		4520-500100-6030-	248.69	25179			PLANT & LAB SUPPLIES/CHEMICALS	00799 HYZMES & MAND
		DISC. TOTAL					.00				TOTAL	248.69
000000	000148	THE FREE LANCE STAR	20200313	3/13/2020		4100-012110-3600-	276.20	25180			ADVERTISING	00799 02/18 02/25 PHEARI
		DISC. TOTAL					.00				TOTAL	276.20
000000	001002	VACORP	2020-01	3/13/2020		4100-012110-2500-	21.11	25181			DISABILITY INSURANCE - VML	00799 HYBRID
000000	001002		2020-01	3/13/2020		4100-012410-2500-	41.02	25181			HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-01	3/13/2020		4100-043100-2500-	26.04	25181			HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-01	3/13/2020		4500-500100-2500-	13.91	25181			HYBRID DISABILITY INS	00799 HYBRID
000000	001002		2020-01	3/13/2020		4520-500100-2500-	61.74	25181			HYBRID DISABILITY INS	00799 HYBRID
000000	001002		2020-02	3/13/2020		4100-012110-2500-	22.17	25181			DISABILITY INSURANCE - VML	00799 HYBRID
000000	001002		2020-02	3/13/2020		4100-012410-2500-	41.72	25181			HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-02	3/13/2020		4100-043100-2500-	26.04	25181			HYBRID DISABILITY INSURANCE	00799 HYBRID
000000	001002		2020-02	3/13/2020		4500-500100-2500-	13.91	25181			HYBRID DISABILITY INS	00799 HYBRID
		DISC. TOTAL					.00				TOTAL	329.40
000000	000019	VERIZON	2020-03	3/13/2020		4500-500100-5230-	15.65	25182			TELECOMMUNICATIONS	00799 ****
000000	000019		2020-03	3/13/2020		4500-500100-5230-	205.34	25182			TELECOMMUNICATIONS	00799 ****
		DISC. TOTAL					.00				TOTAL	220.99
		DISC. TOTAL					.00				TOTAL	8,693.45

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,693.45 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25196	9999999	ABEL ALEXA	000	3/19/2020	153.56	.00
25197	9999999	AVERY MICHAEL A SR	000	3/19/2020	4.11	.00
25198	9999999	BLACKBURN ALEXANDRA	000	3/19/2020	64.63	.00
25199	9999999	CHINA INN RESTAURANT	000	3/19/2020	50.00	.00
25200	9999999	DISTASIO KENNETH	000	3/19/2020	163.14	.00
25201	9999999	HAMILTON MELINDA	000	3/19/2020	72.61	.00
25202	9999999	LANCTO KATHLEEN	000	3/19/2020	22.82	.00
25203	9999999	MERKEL NICOLE	000	3/19/2020	100.00	.00
25204	9999999	SUMMERS DOROTHY BOLECEK W	000	3/19/2020	100.00	.00
		CLASS TOTAL			730.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			730.87	
		EPY TOTAL			.00	
		FINAL TOTAL			730.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 730.87 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	REFUNDS G/L	BATCH INV. DESCRIPTION
0000000	9999999	ABELL ALEXA	UT0020031700001	3/19/2020	N	100-000200-3500-	153.56	25196		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			153.56
0000000	9999999	AVERY MICHAEL A SR	UT0020030190001	3/19/2020	N	100-000200-3500-	4.11	25197		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			4.11
0000000	9999999	BLACKBURN ALEXANDRA	UT0020030150001	3/19/2020	N	100-000200-3500-	64.63	25198		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			64.63
0000000	9999999	CHINA INN RESTAURANT	UT0020005330001	3/19/2020	N	100-000200-3500-	50.00	25199		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			50.00
0000000	9999999	DISTASIO KENNETH	UT0020009710001	3/19/2020	N	100-000200-3500-	163.14	25200		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			163.14
0000000	9999999	HAMILTON MELINDA & KEVIN	UT0020030750001	3/19/2020	N	100-000200-3500-	72.61	25201		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			72.61
0000000	9999999	LANCTO KATHLEEN	UT0020030940001	3/19/2020	N	100-000200-3500-	22.82	25202		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			22.82
0000000	9999999	MERKEL NICOLE	UT0020030030001	3/19/2020	N	100-000200-3500-	100.00	25203		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			100.00
0000000	9999999	SUMMERS DOROTHY BOLECKE W	UT0020003440001	3/19/2020	N	100-000200-3500-	100.00	25204		REFUNDS PAYABLE	00021 UTILITY REFUND
		DISC. TOTAL					.00	EPY PMT TOTAL			100.00
		TOTAL					730.87	EPY PMT TOTAL			730.87

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 THE TOTAL 730.87 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25183	1039	BIG DOG AUTOMOTIVE, LLC	000	3/20/2020	150.16	.00
25184	159	C W WARTHEN COMPANY	000	3/20/2020	462.83	.00
25185	14	CINTAS OF RICHMOND	000	3/20/2020	162.65	.00
25186	1020	CONSOLIDATED PIPE & SUP	000	3/20/2020	324.33	.00
25187	1038	DIAMOND SPRINGS	000	3/20/2020	36.60	.00
25188	1052	ENCO UTILITY SERVICES FLO	000	3/20/2020	547.03	.00
25189	55	GALLI'S LLC	000	3/20/2020	245.82	.00
25190	919	PRO SHRED SECURITY	000	3/20/2020	45.00	.00
25191	11	RAPPAHANNOCK ELEC COOP	000	3/20/2020	593.60	.00
25192	659	SOSMETAL PRODUCTS INC	000	3/20/2020	67.25	.00
25193	1053	TACS	000	3/20/2020	40.00	.00
25194	12	WASTE MANAGEMENT	000	3/20/2020	916.22	.00
25195	451	XEROX CORPORATION	000	3/20/2020	287.81	.00
		CLASS TOTAL			3,879.30	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,879.30	
		EPY TOTAL			.00	
		FINAL TOTAL			3,879.30	.00

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 THE TOTAL 3,879.30- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: April 2020 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in April 2020

ATTACHMENTS:

Check Reports:

- 04/10/2020
- 04/17/2020
- 04/24/2020
- 04/30/2020

REQUESTED ACTION:

Approve invoices.

API00B 4/13/2020 TOWN OF BOWLING GREEN
 TIME- 9:14:38

A/P CHECK REGISTER
 Check Date - 4/10/2010

ActPd - 2020/04

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25233	1063	ALACRITI PAYMENTS, LLC	000	4/10/2010	30.42	.00
25234	14	CINTAS OF RICHMOND	000	4/10/2010	135.90	.00
25235	1020	CONSOLIDATED PIPE & SUP	000	4/10/2010	306.00	.00
25236	10	DOMINION VIRGINIA POWER	000	4/10/2010	6,121.80	.00
25237	1021	MUNICIPAL CODE CORP	000	4/10/2010	2,020.00	.00
25238	659	SOSMETAL PRODUCTS INC	000	4/10/2010	128.01	.00
25239	918	STAPLES ADVANTAGE	000	4/10/2010	452.95	.00
25240	19	VERIZON	000	4/10/2010	220.99	.00
25241	256	VERIZON WIRELESS	000	4/10/2010	432.79	.00
25242	44	VIDS	000	4/10/2010	40.95	.00
25243	12	WASTE MANAGEMENT	000	4/10/2010	7,484.93	.00
25244	1049	WEX BANK	000	4/10/2010	1,905.95	.00
25245	451	XEROX CORPORATION	000	4/10/2010	297.14	.00
		CLASS TOTAL			19,577.83	.00

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25246	880	REID ENGINEERING CO INC	102	4/10/2010	2,700.00	.00
		CLASS TOTAL			2,700.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			22,277.83	
		EPY TOTAL			.00	
		FINAL TOTAL			22,277.83	.00

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 THE TOTAL 22,277.83- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	BATCH INV. DESCRIPTION
000000	000044	VUPS	03200455	4/10/2020	ACH PMT TOTAL	4500-500100-5899-	40.95	25242	.00	EPY PMT TOTAL	MISS UTILITY COSTS
DISC. TOTAL							40.95	.00		EPY PMT TOTAL	00802 TRANSMISSIONS
000000	000012	WASTE MANAGEMENT	270874902819	4/10/2020	ACH PMT TOTAL	4520-500100-3320-	87.10	25243	.00	EPY PMT TOTAL	PROFESSIONAL SERVICES
000000	000012		270899602816	4/10/2020	ACH PMT TOTAL	4100-043100-7130-	1,343.13	25243	.00	EPY PMT TOTAL	REFUSE COLLECTION
000000	000012		270955302814	4/10/2020	ACH PMT TOTAL	4520-500100-3180-	91.60	25243	.00	EPY PMT TOTAL	SLUDGE REMOVAL
000000	000012		3426352424245	4/10/2020	ACH PMT TOTAL	4100-043100-7130-	5,963.10	25243	.00	EPY PMT TOTAL	REFUSE COLLECTION
DISC. TOTAL							7,484.93	.00		EPY PMT TOTAL	00802 RESIDUENTS
000000	001049	WEK BANK	64325405	4/10/2020	ACH PMT TOTAL	4100-031100-6008-	261.58	25244	.00	EPY PMT TOTAL	VEHICLE FUEL/OIL
000000	001049		64325405	4/10/2020	ACH PMT TOTAL	4100-043100-6008-	257.11	25244	.00	EPY PMT TOTAL	VEHICLE FUEL/OIL
000000	001049		64325405	4/10/2020	ACH PMT TOTAL	4500-600100-6008-	257.11	25244	.00	EPY PMT TOTAL	VEHICLE FUEL/OIL
000000	001049		64797167	4/10/2020	ACH PMT TOTAL	4520-500100-6008-	108.72	25244	.00	EPY PMT TOTAL	VEHICLE FUEL & OIL
000000	001049		64797167	4/10/2020	ACH PMT TOTAL	4100-031100-6008-	254.78	25244	.00	EPY PMT TOTAL	VEHICLE FUEL/OIL
000000	001049		64797167	4/10/2020	ACH PMT TOTAL	4100-043100-6008-	254.77	25244	.00	EPY PMT TOTAL	VEHICLE FUEL/OIL
000000	001049		64797167	4/10/2020	ACH PMT TOTAL	4500-500100-6008-	254.77	25244	.00	EPY PMT TOTAL	VEHICLE FUEL & OIL
DISC. TOTAL							1,905.95	.00		EPY PMT TOTAL	00802 WATER
000000	000451	XEROX CORPORATION	099861636	4/10/2020	ACH PMT TOTAL	4100-012410-3310-	297.14	25245	.00	EPY PMT TOTAL	OFFICE EQUIPMENT
DISC. TOTAL							297.14	.00		EPY PMT TOTAL	00802 2020-03
000000	000880	REID ENGINEERING CO INC	04203731	04 4/10/2020	ACH PMT TOTAL	4300-300100-8700-	2,700.00	25246	.00	EPY PMT TOTAL	REFINANCING AND USDA PROJECTS
DISC. TOTAL							2,700.00	.00		EPY PMT TOTAL	00802 ADD RPR SHR
CHECK TOTAL							22,277.83	.00		EPY PMT TOTAL	TOTAL
CHECK TOTAL							22,277.83	.00		EPY PMT TOTAL	TOTAL
CHECK TOTAL							22,277.83	.00		EPY PMT TOTAL	TOTAL

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 THE TOTAL 22,277.83 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API100B 4/16/2020 TOWN OF BOWLING GREEN
 TIME-14:33:35

A/P CHECK REGISTER
 Check Date - 4/17/2020

ActPd - 2020/04

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
252447	944	ATLANTIC BROADBAND /	000	4/17/2020	194.40	.00
252448	1058	DIAMOND SPRINGS	000	4/17/2020	86.70	.00
252449	125	E M GRAY & SON	000	4/17/2020	754.53	.00
25250	1052	ENCO UTILILITY SERVICES FLO	000	4/17/2020	7.00	.00
25251	55	GALLI'S LLC	000	4/17/2020	88.91	.00
25252	237	GRAINGER	000	4/17/2020	63.16	.00
25253	919	PRO SHRED SECURITY INC	000	4/17/2020	45.00	.00
25254	659	SOSMETAL PRODUCTS INC	000	4/17/2020	363.38	.00
		CLASS TOTAL			1,603.08	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,603.08	
		EPY TOTAL			.00	
		FINAL TOTAL			1,603.08	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,603.08- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AC	BATCH INV. DESCRIPTION
0000000	000944	ATLANTIC BROADBAND /	2020-04	4/17/2020		4100-012410-5230-	120.20	25247		00803 2020-04
		DISC. TOTAL				4520-500100-5230-	74.20	25247		00803 2020-04
							.00			194.40
0000000	001058	DIAMOND SPRINGS	2020-04	4/17/2020		4100-043100-5840-	15.78	25248		00803 WATER
		DISC. TOTAL				4100-043100-7200-	39.35	25248		00803 WATER
						4500-500100-5840-	15.78	25248		00803 WATER
						4520-500100-5840-	15.79	25248		00803 WATER
							.00			86.70
0000000	000125	E M GRAY & SON	20200410	4/17/2020		4100-043100-7200-	754.53	25249		00803 PROPANE
		DISC. TOTAL					.00			754.53
0000000	001052	ENCO UTILITY SERVICES FLD 8285		4/17/2020		4500-500100-5210-	7.00	25250		00803 POSTAGE
		DISC. TOTAL					.00			7.00
0000000	000055	GALLI'S LLC		4/17/2020		4100-031100-6011-	88.91	25251		00803 PANTS
		DISC. TOTAL					.00			88.91
0000000	000237	GRAINGER		4/17/2020		4520-500100-6007-	63.16	25252		00803 SHOWER TESTER/SPPA
		DISC. TOTAL					.00			63.16
0000000	000919	PRO SHRED SECURITY		4/17/2020		4100-012110-3140-	45.00	25253		00803 SHREDDING
		DISC. TOTAL					.00			45.00
0000000	000659	SOSMETAL PRODUCTS INC		4/17/2020		4520-500100-6030-	363.38	25254		00803 HYZYMES
		DISC. TOTAL					.00			363.38

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,603.08 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

FUND #	DEPARTMENT	GROSS AMOUNT	CASH DISCOUNT	NET AMOUNT
100	012110	646.75	.00	646.75
100	012410	407.75	.00	407.75
100	031100	118.90	.00	118.90
100	043100	159.33	.00	159.33
		1,332.73	.00	1,332.73
500	500100	137.26	.00	137.26
		137.26	.00	137.26
520	500100	489.39	.00	489.39
		489.39	.00	489.39

BATCH#- 804 CREATED BY JUDY ON 4/17/2020 RUN BY TRACY ON 4/21/2020
 ***** Cash Discounts may not be the same at the time of printing checks because of dates. *****

VEND. NO.	VENDOR NAME	INVOICE NO.	G/L ACCOUNT NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	CASH DISCOUNT	CLS NET AMT	PO NO.
000041	VISA	ED 1 AMAZON	4100-012410-6001-	4/24/2020	4/24/2020	31.58	.00	31.58	0000000
		ED 1 AMAZON				31.58	.00	31.58	0000000
		INVOICE TOTAL							
000041	VISA	PC 1 REEVES	4100-031100-6010-	4/24/2020	4/24/2020	27.95	.00	27.95	0000000
		PC 1 REEVES				27.95	.00	27.95	0000000
		INVOICE TOTAL							
000041	VISA	PC 2 PRINCESS C	4100-031100-6010-	4/24/2020	4/24/2020	19.50	.00	19.50	0000000
		PC 2 PRINCESS C				19.50	.00	19.50	0000000
		INVOICE TOTAL							
000041	VISA	PC 3 SHEETZ	4100-031100-6008-	4/24/2020	4/24/2020	26.48	.00	26.48	0000000
		PC 3 SHEETZ				26.48	.00	26.48	0000000
		INVOICE TOTAL							
000041	VISA	PW 8 RIO CAR W1	4100-043100-3311-	4/24/2020	4/24/2020	20.00	.00	20.00	0000000
		PW 8 RIO CAR W1				20.00	.00	20.00	0000000
		INVOICE TOTAL							
000041	VISA	TC 10	4100-012410-6001-	4/24/2020	4/24/2020	179.88	.00	179.88	0000000
		TC 10				179.88	.00	179.88	0000000
		INVOICE TOTAL							
000041	VISA	TC 11 FOODLION	4100-012110-3000-	4/24/2020	4/24/2020	44.65	.00	44.65	0000000
		TC 11 FOODLION				44.65	.00	44.65	0000000
		INVOICE TOTAL							
000041	VISA	TC 12 USPS 1	4100-012410-5210-	4/24/2020	4/24/2020	7.75	.00	7.75	0000000
		TC 12 USPS 1				7.75	.00	7.75	0000000
		INVOICE TOTAL							
000041	VISA	TC 13 AMAZON	4100-012110-6001-	4/24/2020	4/24/2020	200.02	.00	200.02	0000000
		TC 13 AMAZON				200.02	.00	200.02	0000000
		INVOICE TOTAL							
000041	VISA	TC 15 UPSP	4100-012410-5210-	4/24/2020	4/24/2020	7.75	.00	7.75	0000000
		TC 15 UPSP				7.75	.00	7.75	0000000
		INVOICE TOTAL							
000041	VISA	TC 16 AMAZON 1	4100-012110-6001-	4/24/2020	4/24/2020	51.60	.00	51.60	0000000
		TC 16 AMAZON 1				51.60	.00	51.60	0000000
		INVOICE TOTAL							
000041	VISA	TC 18 HOME DEPO	4100-043100-6007-	4/24/2020	4/24/2020	100.49	.00	100.49	0000000
		TC 18 HOME DEPO				100.49	.00	100.49	0000000
		INVOICE TOTAL							
000041	VISA	TC 19 APP USER	4100-012110-7100-	4/24/2020	4/24/2020	275.00	.00	275.00	0000000
		TC 19 APP USER				275.00	.00	275.00	0000000
		INVOICE TOTAL							

VEND. NO.	VENDOR NAME	INVOICE NO.	G/L ACCOUNT NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	CASH DISCOUNT	CLS NET AMT	PO NO.
000041	VISA	TC 3 VISTAPRINT	4100-012410-6001-	4/24/2020	4/24/2020	38.95	.00	38.95	ACH DEBIT
		TC 3 VISTAPRINT							
		INVOICE TOTAL				38.95	.00	38.95	00000000
000041	VISA	TC 4 ADOBE 4	4100-012410-6001-	4/24/2020	4/24/2020	50.97	.00	50.97	ACH DEBIT
		TC 4 ADOBE 4							
		INVOICE TOTAL				50.97	.00	50.97	00000000
000041	VISA	TC 5 OFFICE MAX	4100-043100-7200-	4/24/2020	4/24/2020	16.58	.00	16.58	ACH DEBIT
		TC 5 OFFICE MAX							
		INVOICE TOTAL				16.58	.00	16.58	00000000
000041	VISA	TC 6 WHITEPAGES	4100-012110-3152-	4/24/2020	4/24/2020	29.99	.00	29.99	ACH DEBIT
		TC 6 WHITEPAGES							
		INVOICE TOTAL				29.99	.00	29.99	00000000
000041	VISA	TC 7 DOLLAR GE2	4100-012410-6001-	4/24/2020	4/24/2020	4.21	.00	4.21	ACH DEBIT
		TC 7 DOLLAR GE2							
		INVOICE TOTAL				4.21	.00	4.21	00000000
000041	VISA	TC 9 FAMILY DOL	4100-012410-6001-	4/24/2020	4/24/2020	11.16	.00	11.16	ACH DEBIT
		TC 9 FAMILY DOL							
		INVOICE TOTAL				11.16	.00	11.16	00000000
000041	VISA	TM 1 OOMA 11	4100-012110-5250-	4/24/2020	4/24/2020	45.49	.00	45.49	ACH DEBIT
		TM 1 OOMA 11							
		000041 VISA	4100-012410-5230-	4/24/2020	4/24/2020	67.75	.00	67.75	ACH DEBIT
		000041 VISA	4100-031100-5230-	4/24/2020	4/24/2020	44.97	.00	44.97	ACH DEBIT
		000041 VISA	4100-043100-5230-	4/24/2020	4/24/2020	22.26	.00	22.26	ACH DEBIT
		INVOICE TOTAL				180.47	.00	180.47	00000000
000041	VISA	2C 8 USPS 1	4100-012410-5210-	4/24/2020	4/24/2020	7.75	.00	7.75	ACH DEBIT
		2C 8 USPS 1							
		INVOICE TOTAL				7.75	.00	7.75	00000000

VENDOR TOTAL 1332.73
 FINAL TOTAL 1332.73

BATCH#- 804 CREATED BY JUDY ON 4/17/2020 RUN BY TRACY ON 4/21/2020

908/ 804*** ACCOUNTING PERIOD 2020-04

VEND. NO.	VENDOR NAME	INVOICE NO.	G/L ACCOUNT NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	CASH DISCOUNT	CLS NET AMT	PO NO.
000041	VISA	PW 5 RIO CAR W1	4500-500100-3311-	4/24/2020	4/24/2020	20.00	.00	20.00	ACH DEBIT
	INVOICE TOTAL	PW 5 RIO CAR W1				20.00	.00	20.00	0000000
000041	VISA	PW 7 LUXURY POO	4500-500100-6021-	4/24/2020	4/24/2020	89.98	.00	89.98	ACH DEBIT
	INVOICE TOTAL	PW 7 LUXURY POO				89.98	.00	89.98	0000000
000041	VISA	TC 1 MAMMA MIA	4500-500100-5540-	4/24/2020	4/24/2020	11.78	.00	11.78	ACH DEBIT
	INVOICE TOTAL	TC 1 MAMMA MIA				11.78	.00	11.78	0000000
000041	VISA	TC 14 USPS	4500-500100-5210-	4/24/2020	4/24/2020	7.75	.00	7.75	ACH DEBIT
	INVOICE TOTAL	TC 14 USPS				7.75	.00	7.75	0000000
000041	VISA	TC 2 USPS 1	4500-500100-5210-	4/24/2020	4/24/2020	7.75	.00	7.75	ACH DEBIT
	INVOICE TOTAL	TC 2 USPS 1				7.75	.00	7.75	0000000
	VENDOR TOTAL					137.26	.00	137.26	
	FINAL TOTAL					1469.99	.00	1469.99	

BATCH#- 804 CREATED BY JUDY ON 4/17/2020 RUN BY TRACY ON 4/21/2020

908/ 804*** ACCOUNTING PERIOD 2020-04

VEND. NO.	VENDOR NAME	INVOICE NO.	G/L ACCOUNT NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	CASH DISCOUNT	CLS NET AMT	PO NO.
000041	VISA	PW 1 WENDY'S	4520-500100-5540-	4/24/2020	4/24/2020	8.89	.00	8.89	0000000
	INVOICE TOTAL	PW 1 WENDY'S				8.89	.00	8.89	0000000
000041	VISA	PW 2 ABC 2	4520-500100-5540-	4/24/2020	4/24/2020	121.00	.00	121.00	0000000
	INVOICE TOTAL	PW 2 ABC 2				121.00	.00	121.00	0000000
000041	VISA	PW 3 ABC	4520-500100-5540-	4/24/2020	4/24/2020	121.00	.00	121.00	0000000
	INVOICE TOTAL	PW 3 ABC				121.00	.00	121.00	0000000
000041	VISA	PW 4 AUTOZONE	4520-500100-3311-	4/24/2020	4/24/2020	27.37	.00	27.37	0000000
	INVOICE TOTAL	PW 4 AUTOZONE				27.37	.00	27.37	0000000
000041	VISA	PW 6 THE UPS ST	4520-500100-6004-	4/24/2020	4/24/2020	82.15	.00	82.15	0000000
	INVOICE TOTAL	PW 6 THE UPS ST				82.15	.00	82.15	0000000
000041	VISA	PW 9 FOODLION	4520-500100-5840-	4/24/2020	4/24/2020	6.72	.00	6.72	0000000
	INVOICE TOTAL	PW 9 FOODLION				6.72	.00	6.72	0000000
000041	VISA	TC 17 DEPT OF P	4520-500100-5540-	4/24/2020	4/24/2020	100.00	.00	100.00	0000000
	INVOICE TOTAL	TC 17 DEPT OF P				100.00	.00	100.00	0000000
000041	VISA	TM 1 OOMA 11	4520-500100-5230-	4/24/2020	4/24/2020	22.26	.00	22.26	0000000
	INVOICE TOTAL	TM 1 OOMA 11				22.26	.00	22.26	0000000
	VENDOR TOTAL					489.39	.00	489.39	
	FINAL TOTAL					1959.38	.00	1959.38	

BATCH#- 804 CREATED BY JUDY ON 4/17/2020 RUN BY TRACY ON 4/21/2020

4/21/2020 TOWN OF BOWLING GREEN

-A/P FUND BREAKDOWN-

AP054

CO#	FUND#	TOTAL FOR EXPENDITURE	GROSS AMOUNT	CASH DISCOUNT	NET AMOUNT
001	4100	TOTAL FOR EXPENDITURE	1,332.73	.00	1,332.73
	100	** TOTAL FOR FUND **	1,332.73	.00	1,332.73
001	4500	TOTAL FOR EXPENDITURE	137.26	.00	137.26
	500	** TOTAL FOR FUND **	137.26	.00	137.26
001	4520	TOTAL FOR EXPENDITURE	489.39	.00	489.39
	520	** TOTAL FOR FUND **	489.39	.00	489.39
		** TOTAL FOR COMPANY **	1,959.38	.00	1,959.38

BATCH#- 804 CREATED BY JUDY ON 4/17/2020 RUN BY TRACY ON 4/21/2020
 ***** Cash Discounts may not be the same at the time of printing checks because of dates. *****

AP051 4/21/2020 TOWN OF BOWLING GREEN MANTAL AP CHECK REGISTER FOR-001/4100 BATCH#- 804 PAGE 1

ACCOUNTING PERIOD - 2020/04

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE
00000000	000041	VISA	TC 3 VISTAPRINT	000	4/24/2020	4100-012410-6001-	38.95	195	4/24/2020
00000000	000041	VISA	TC 4 ADOBE 4	000	4/24/2020	4100-012410-6001-	50.97	195	4/24/2020
00000000	000041	VISA	TC 5 OFFICE MAX	000	4/24/2020	4100-043100-7200-	16.58	195	4/24/2020
00000000	000041	VISA	TC 6 WHITTEPAGES	000	4/24/2020	4100-012110-3152-	29.99	195	4/24/2020
00000000	000041	VISA	TC 8 USPS 1	000	4/24/2020	4100-012410-5210-	7.75	195	4/24/2020
00000000	000041	VISA	TC 9 FAMILY DOL	000	4/24/2020	4100-012410-6001-	11.16	195	4/24/2020
00000000	000041	VISA	TC 11 FOODLION	000	4/24/2020	4100-012110-3000-	44.65	195	4/24/2020
00000000	000041	VISA	TC 12 USPS 1	000	4/24/2020	4100-012410-5210-	7.75	195	4/24/2020
00000000	000041	VISA	TC 13 AMAZON	000	4/24/2020	4100-012110-6001-	200.02	195	4/24/2020
00000000	000041	VISA	TC 15 UPSP	000	4/24/2020	4100-012410-5210-	51.60	195	4/24/2020
00000000	000041	VISA	TC 16 AMAZON 1	000	4/24/2020	4100-012110-6001-	100.49	195	4/24/2020
00000000	000041	VISA	TC 18 HOME DEPO	000	4/24/2020	4100-043100-6007-	275.00	195	4/24/2020
00000000	000041	VISA	TC 19 APP USER	000	4/24/2020	4100-012110-7100-	45.49	195	4/24/2020
00000000	000041	VISA	TM 1 OOMA 11	000	4/24/2020	4100-012110-5250-	7.75	195	4/24/2020
00000000	000041	VISA	TM 1 OOMA 11	000	4/24/2020	4100-012410-5230-	67.95	195	4/24/2020
00000000	000041	VISA	TM 1 OOMA 11	000	4/24/2020	4100-031100-5230-	44.97	195	4/24/2020
00000000	000041	VISA	TM 1 OOMA 11	000	4/24/2020	4100-031100-5230-	22.26	195	4/24/2020
00000000	000041	VISA	TM 1 OOMA 11	000	4/24/2020	4100-031100-6010-	27.95	195	4/24/2020
00000000	000041	VISA	PC 1 REEVES	000	4/24/2020	4100-043100-3311-	20.00	195	4/24/2020
00000000	000041	VISA	PW 8 RIO CAR W1	000	4/24/2020	4100-012410-6001-	31.58	195	4/24/2020
00000000	000041	VISA	ED 1 AMAZON	000	4/24/2020	4100-012410-6010-	19.50	195	4/24/2020
00000000	000041	VISA	PC 2 PRINCESS C	000	4/24/2020	4100-031100-6008-	26.48	195	4/24/2020
00000000	000041	VISA	PC 3 SHEETZ	000	4/24/2020	4100-012410-6001-	4.21	195	4/24/2020
00000000	000041	VISA	TC 7 DOLLAR GE2	000	4/24/2020	4100-012410-6001-	179.88	195	4/24/2020
00000000	000041	VISA	TC 10	000	4/24/2020	4500-500100-5540-	11.78	195	4/24/2020
00000000	000041	VISA	TC 1 MAMMA MIA	000	4/24/2020	4500-500100-5210-	7.75	195	4/24/2020
00000000	000041	VISA	TC 2 USPS 1	000	4/24/2020	4500-500100-5210-	20.00	195	4/24/2020
00000000	000041	VISA	TC 14 USPS	000	4/24/2020	4500-500100-3311-	7.00	195	4/24/2020
00000000	000041	VISA	PW 5 RIO CAR W1	000	4/24/2020	4500-500100-3311-	89.98	195	4/24/2020
00000000	000041	VISA	PW 7 LUXURY POO	000	4/24/2020	4500-500100-6021-		195	4/24/2020

1,469.99-

AP051 4/21/2020 TOWN OF BOWLING GREEN MANTAL AP CHECK REGISTER FOR-001/4520 BATCH#- 804 PAGE 2

ACCOUNTING PERIOD - 2020/04

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE
00000000	000041	VISA	TC 17 DEPT OF P	000	4/24/2020	4520-500100-5540-	100.00	195	4/24/2020
00000000	000041	VISA	TM 1 OMA 11	000	4/24/2020	4520-500100-5230-	22.26	195	4/24/2020
00000000	000041	VISA	PW 2 ABC 2	000	4/24/2020	4520-500100-5540-	121.00	195	4/24/2020
00000000	000041	VISA	PW 3 ABC	000	4/24/2020	4520-500100-5540-	121.00	195	4/24/2020
00000000	000041	VISA	PW 6 THE UPS ST	000	4/24/2020	4520-500100-6004-	82.15	195	4/24/2020
00000000	000041	VISA	PW 9 FOODLION	000	4/24/2020	4520-500100-5840-	6.72	195	4/24/2020
00000000	000041	VISA	PW 1 WENDY'S	000	4/24/2020	4520-500100-5540-	8.89	195	4/24/2020
00000000	000041	VISA	PW 4 AUTOZONE	000	4/24/2020	4520-500100-3311-	27.37	195	4/24/2020

489.39-

BATCH#- 804 CREATED BY JUDY ON 4/17/2020 RUN BY TRACY ON 4/21/2020

A/P Batch# - 00804 Print Detail? Y

Company	Acct Per	G/L Number	G/L Description	Debit Amount	Credit Amount	Difference
001	2020/04	0-100-000100-0100-	CASH IN FUND-GENERAL FUND			
001	2020/04	0-100-000200-0002-	ACCOUNTS PAYABLE LIABILITY	1,332.73		1,332.73-
001	2020/04	4-100-012110-3000-	TOWN MANAGER EXPENSES	44.65		44.65
001	2020/04	4-100-012110-3152-	WEB BASED SERVICES	29.99		29.99
001	2020/04	4-100-012110-5250-	TELECOMMUNICATIONS	45.49		45.49
001	2020/04	4-100-012110-6001-	OFFICE/MEETING SUPPLIES & PRINTING	251.62		251.62
001	2020/04	4-100-012110-7100-	BGMS PROJECT **GRANT EXPENSE ONLY**	275.00		275.00
001	2020/04	4-100-012410-5310-	POSTAGE	23.25		23.25
001	2020/04	4-100-012410-5330-	TELECOMMUNICATIONS	67.75		67.75
001	2020/04	4-100-012410-6001-	OFFICE SUPPLIES & PRINTING	316.75		316.75
001	2020/04	4-100-031100-5230-	TELECOMMUNICATIONS	44.97		44.97
001	2020/04	4-100-031100-6008-	VEHICLE FUEL/OIL	26.48		26.48
001	2020/04	4-100-031100-6010-	EQUIPMENT/SUPPLIES	47.45		47.45
001	2020/04	4-100-043100-3311-	VEHICLE MAINT	20.00		20.00
001	2020/04	4-100-043100-5230-	TELECOMMUNICATIONS	22.26		22.26
001	2020/04	4-100-043100-6007-	REPAIR/ MAINT TOWN BUILDINGS	100.49		100.49
001	2020/04	4-100-043100-7200-	TOWN HALL EXPENSES	16.58		16.58
001	2020/04	0-100	TOTAL FOR FUND 100	2,665.46	2,665.46-	
001	2020/04	0-500-000100-0100-	CASH IN BANK-WATER			
001	2020/04	0-500-000200-0002-	ACCOUNT PAYABLE CLEARING ACCT	137.26		137.26-
001	2020/04	4-500-500100-3311-	VEHICLE MAINTENANCE	20.00		20.00
001	2020/04	4-500-500100-5210-	MAILING COSTS	15.50		15.50
001	2020/04	4-500-500100-5540-	EDUCATION/TRAINING/LICENSES	11.78		11.78
001	2020/04	4-500-500100-6021-	TESTING SUPPLIES/CHEMICALS	89.98		89.98
001	2020/04	0-500	TOTAL FOR FUND 500	274.52	274.52-	
001	2020/04	0-520-000100-0100-	CASH IN BANK- SEWER			
001	2020/04	0-520-000200-0002-	ACCOUNTS PAYABLE CLEARING ACCOUNT	489.39		489.39-
001	2020/04	4-520-500100-3311-	VEHICLE MAINTENANCE	27.37		27.37
001	2020/04	4-520-500100-5230-	TELECOMMUNICATIONS	22.26		22.26
001	2020/04	4-520-500100-5540-	EDUCATION/TRAINING/LICENSE/PERMITS	350.89		350.89
001	2020/04	4-520-500100-5840-	MISCELLANEOUS	6.72		6.72
001	2020/04	4-520-500100-6004-	LAB SUPPLIES/CHEMICALS	82.15		82.15
001	2020/04	0-520	TOTAL FOR FUND 520	978.78	978.78-	
001	2020/04	0-999-000110-0100-	UNION BANK & TRUST-CHECKING			
001	2020/04	0-999-000300-0100-	GENERAL FUND - CASH BALANCE	1,332.73		1,332.73-
001	2020/04	0-999-000300-0500-	WATER FUND - CASH BALANCE	137.26		137.26
001	2020/04	0-999-000300-0520-	SEWER FUND- CASH BALANCE	489.39		489.39
001	2020/04	0-999	TOTAL FOR FUND 999	1,959.38	1,959.38-	
001	2020/04		TOTAL FOR ACCOUNTING PERIOD 2020/04	5,878.14	5,878.14-	
			NET AMOUNT	5,878.14	5,878.14-	.00

AP068 4/21/2020 TOWN OF BOWLING GREEN		A/P DETAIL		VENDOR PRELIST		COMPANY #-001		PAGE 1	
DUE DATE	INV. DATE	VEND. NO.	VENDOR NAME	INVOICE NO.	CLS NO.	GROSS AMOUNT	CASH DISCOUNT	NET AMOUNT	BATCH AC/PD AGE
4/06/2016	4/06/2016	000018	A & M HOME CENTER	B21070		.79	.00	.79	652 2018/031475-
4/13/2016	4/13/2016	000033	AMERIGAS FREDERICKSBURG	3076963682		59.99	.00	59.99	656 2018/041468-
7/28/2017	7/28/2017	000234	ENVIROCOMPLIANCE LAB IN CORRECTION			405.00-	.00	405.00-	601 2017/07 998-
7/28/2017	7/28/2017	000234	ENVIROCOMPLIANCE LAB IN CORRECTION			405.00	.00	405.00	601 2017/07 998-
10/13/2017	10/13/2017	000234	ENVIROCOMPLIANCE LAB IN RECODE			405.00-	.00	405.00-	621 2017/10 923-
10/13/2017	10/13/2017	000234	ENVIROCOMPLIANCE LAB IN RECODE			405.00-	.00	405.00-	621 2017/10 923-
1/17/0302	3/02/2017	000234	ENVIROCOMPLIANCE LAB IN R7221917			115.00	.00	115.00	572 2017/027164-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		.17	.00	.17	592 2017/061030-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		3.62	.00	3.62	592 2017/061030-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		.69	.00	.69	592 2017/061030-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		.17	.00	.17	592 2017/061030-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		.21	.00	.21	592 2017/061030-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		1.02	.00	1.02	592 2017/061030-
6/26/2017	6/26/2017	000011	RAPPAHANNOCK ELEC COOP	2017/04-1		5.88	.00	5.88	592 2017/061030-
10/02/2019	10/02/2019	000918	STAPLES ADVANTAGE	722161908211	08 211	31.00-	.00	31.00-	768 2019/10 204-
10/02/2019	10/02/2019	000918	STAPLES ADVANTAGE	722161908211	08 211	31.00-	.00	31.00-	768 2019/10 204-
10/02/2019	10/02/2019	000918	STAPLES ADVANTAGE	722161908211	08 211	30.99-	.00	30.99-	768 2019/10 204-
10/17/2019	10/17/2019	001071	WOOD RICHARD A	20191017		500.00	.00	500.00	771 2019/10 189-
NON-DIRECT DEPOSIT						588.67	.00	588.67	
DIRECT DEPOSIT						.00	.00	.00	
FINAL TOTAL						588.67	.00	588.67	

TOTAL VENDOR	NO. INV.	0	.00	.00	.00	.00
CO. # TOTAL	1		.00	.00	.00	.00

AP080 4/21/2020 TOWN OF BOWLING GREEN CASH REQUIREMENTS/INVOICES FUND RECAP COMPANY # -000 PAGE

FUND# DESCRIPTION INVOICE AMOUNT NET DISCOUNTS NET DISCOUNTS INVOICENOT TAKEN

Approved at meeting of _____ on _____
Signed _____ Title _____ Date _____

4/21/2020		FROM DATE -	4/24/2020	
		TO DATE -	4/24/2020	
FUND NO.	DESCRIPTION			ACCOUNTS PAYABLE CHECKS
-----	-----			TOWN OF BOWLING GREEN
000				-----
	TOTAL			\$\$\$ PAY \$\$\$

				\$.00
				.00

Approved at meeting of _____ on _____.

Signed

_____ TITLE _____ Date _____

_____ TITLE _____ Date _____

_____ TITLE _____ Date _____

AP100B 4/29/2020 TOWN OF BOWLING GREEN
 TIME-15:35:36

A/P CHECK REGISTER
 Check Date - 4/30/2020

ActPd - 2020/04

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25264	18	A & M HOME CENTER	000	4/30/2020	161.85	.00
25265	284	AMERICAN WATER WORKS	000	4/30/2020	350.00	.00
25266	14	CINTAS OF RICHMOND	000	4/30/2020	836.79	.00
25267	234	ENVIROCOMPLIANCE LAB INC	000	4/30/2020	1,290.00	.00
25268	234	ENVIROCOMPLIANCE LAB INC	000	4/30/2020	655.00	.00
25269	648	ERARD ANDREA G	000	4/30/2020	1,667.00	.00
25270	1076	EXPERT AUTO	000	4/30/2020	40.83	.00
25271	28	G & G MILFORD FARM SERV.	000	4/30/2020	363.34	.00
25272	546	JOHNSON'S EXTERMINATING	000	4/30/2020	914.00	.00
25273	48	MID-ATLANTIC LAB	000	4/30/2020	60.00	.00
25274	918	STAPLES ADVANTAGE	000	4/30/2020	237.62	.00
25275	291	USA BLUE BOOK	000	4/30/2020	614.34	.00
25276	19	VERIZON	000	4/30/2020	220.74	.00
25277	256	VERIZON WIRELESS	000	4/30/2020	438.57	.00
25278	878	WHITE OAK ELECTRIC	000	4/30/2020	17,482.80	.00
		CLASS TOTAL			25,332.88	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,332.88	
		EPY TOTAL			.00	
		FINAL TOTAL			25,332.88	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 25,332.88- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	B40324	4/30/2020		4500-500100-6007-	25.28	25264		REPAIR/MAINTENANCE
0000000	000018		B40434	4/30/2020		4100-043100-6005-	3.58	25264		JANITORIAL SUPPLIES
0000000	000018		B40434	4/30/2020		4100-043100-6006-	13.99	25264		HAND TOOLS
0000000	000018		B40437	4/30/2020		4100-043100-7200-	19.96	25264		TOWN HALL EXPENSES
0000000	000018		B40780	4/30/2020		4100-043100-7200-	.80	25264		TOWN HALL EXPENSES
0000000	000018		B40780	4/30/2020		4100-043100-6007-	.42	25264		REPAIR/MAINT TOWN BUILDINGS
0000000	000018		B40780	4/30/2020		4100-043100-6009-	5.48	25264		EQUIPMENT/SUPPLIES
0000000	000018		B4018	4/30/2020		4100-043100-6009-	93.94	25264		REPAIR/MAINT TOWN BUILDINGS
0000000	000018		C36789	4/30/2020		4100-043100-6007-	.00	25264		REPAIR/MAINT TOWN BUILDINGS
DISC. TOTAL							161.85			
0000000	000284	AMERICAN WATER WORKS	7001781707	4/30/2020		4500-500100-5810-	350.00	25265		FERS AND DUES
DISC. TOTAL							.00			

DISC. TOTAL	ACH PMT TOTAL	CPA PMT TOTAL	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
350.00	350.00	.00	350.00			0805 DUES 20-21
4046430691	4/30/2020	4100-043100-6011-	44.47	25266		0805 UNIFORMS
4046430691	4/30/2020	4500-500100-6011-	30.69	25266		0805 UNIFORMS
4046430691	4/30/2020	4520-500100-6011-	89.82	25266		0805 UNIFORMS
4047069988	4/30/2020	4100-043100-6011-	44.47	25266		0805 UNIFORMS
4047069988	4/30/2020	4500-500100-6011-	30.69	25266		0805 UNIFORMS
4047069988	4/30/2020	4520-500100-6011-	89.82	25266		0805 UNIFORMS
4047607344	4/30/2020	4100-043100-6011-	44.47	25266		0805 UNIFORMS
4047607344	4/30/2020	4500-500100-6011-	30.69	25266		0805 UNIFORMS
4048200101	4/30/2020	4520-500100-6011-	89.82	25266		0805 UNIFORMS
4048200101	4/30/2020	4100-043100-6011-	44.47	25266		0805 UNIFORMS
4048200101	4/30/2020	4500-500100-6011-	30.69	25266		0805 UNIFORMS
4048200101	4/30/2020	4520-500100-6011-	89.82	25266		0805 UNIFORMS
4048796843	4/30/2020	4100-043100-6011-	44.47	25266		0805 UNIFORMS
4048796843	4/30/2020	4500-500100-6011-	42.58	25266		0805 UNIFORMS
4048796843	4/30/2020	4520-500100-6011-	89.82	25266		0805 UNIFORMS
DISC. TOTAL			.00			
836.79	836.79	.00	836.79			0805 UNIFORMS

DISC. TOTAL	ACH PMT TOTAL	CPA PMT TOTAL	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION				
0000000	000234	ENVIROCOMPLIANCE LAB INC	R0345645	4/30/2020		4520-500100-3160-	115.00	25267		TESTING
0000000	000234		R0345668	4/30/2020		4520-500100-3160-	115.00	25267		TESTING
0000000	000234		R0345718	4/30/2020		4520-500100-3160-	155.00	25267		TESTING
0000000	000234		R0345817	4/30/2020		4520-500100-3160-	115.00	25267		TESTING
0000000	000234		R0345834	4/30/2020		4520-500100-3160-	115.00	25267		TESTING
0000000	000234		R0445862	4/30/2020		4520-500100-3160-	135.00	25267		TESTING
0000000	000234		R0445954	4/30/2020		4520-500100-3160-	115.00	25267		TESTING
0000000	000234		R0445982	4/30/2020		4520-500100-3160-	155.00	25267		TESTING
0000000	000234		R0446020	4/30/2020		4520-500100-3160-	115.00	25267		TESTING
DISC. TOTAL							.00			
1,290.00	1,290.00	.00	1,290.00				1,290.00			0805 TESTING

DISC. TOTAL	ACH PMT TOTAL	CPA PMT TOTAL	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION				
0000000	000234	ENVIROCOMPLIANCE LAB INC	R0446126	4/30/2020		4520-500100-3160-	115.00	25268		TESTING
0000000	000234		R0446158	4/30/2020		4520-500100-3160-	155.00	25268		TESTING
0000000	000234		R0446242	4/30/2020		4520-500100-3160-	115.00	25268		TESTING
0000000	000234		R0446263	4/30/2020		4520-500100-3160-	115.00	25268		TESTING
0000000	000234		R0446309	4/30/2020		4520-500100-3160-	155.00	25268		TESTING
DISC. TOTAL							.00			
655.00	655.00	.00	655.00				655.00			0805 TESTING

DISC. TOTAL	ACH PMT TOTAL	CPA PMT TOTAL	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION				
0000000	000648	ERARD ANDREA G	2020-05	4/30/2020		4100-012110-3150-	1,667.00	25269		PROFESSIONAL SERVICES - IRGALL08085 ATTORNEY
DISC. TOTAL							.00			
1,667.00	1,667.00	.00	1,667.00				1,667.00			0805 TESTING

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
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0000000	001076	EXPERT AUTO	17890	4/30/2020	ACH PMT TOTAL	4100-031100-3310-	40.83	25270		VEHICLE MAINTENANCE	
DISC. TOTAL											
DISC. TOTAL							40.83				00805 2017 FORD OIL CHNG

0000000	000028	G & G MILFORD FARM SERV.	K84706	4/30/2020		4520-500100-6006-	7.99	25271		SMALL TOOLS	
0000000	000028		K84896	4/30/2020		4520-500100-6005-	47.47	25271		JANITORIAL SUPPLIES	
0000000	000028		K84949	4/30/2020		4500-500100-3311-	9.18	25271		VEHICLE MAINTENANCE	
0000000	000028		K84949	4/30/2020		4520-500100-6004-	54.99	25271		LAB SUPPLIES/CHEMICALS	
0000000	000028		184402	4/30/2020		4500-500100-6007-	29.45	25271		REPAIR/MAINTENANCE	
0000000	000028		184402	4/30/2020		4520-500100-6004-	10.99	25271		LAB SUPPLIES/CHEMICALS	
0000000	000028		184402	4/30/2020		4520-500100-6006-	14.99	25271		SMALL TOOLS	
0000000	000028		184467	4/30/2020		4520-500100-6006-	111.41	25271		EQUIPMENT/ SUPPLIES	
0000000	000028		184551	4/30/2020		4100-043100-6009-	25.98	25271		LAB SUPPLIES/CHEMICALS	
0000000	000028		184878	4/30/2020		4520-500100-6004-	50.89	25271		REPAIR/ MAINT TOWN BUILDINGS	
0000000	000028		185067	4/30/2020		4100-043100-6007-					
DISC. TOTAL											
DISC. TOTAL							363.34				00805 FLOWERS FOR WHITE

0000000	000546	JOHNSON'S EXTERMINATING	2020-04	4/30/2020		4100-031100-3320-	50.00	25272		PROFESSIONAL SERVICES	
0000000	000546		2020-04	4/30/2020		4100-043100-7120-	75.00	25272		PARK MAINTENANCE	
0000000	000546		2020-04	4/30/2020		4100-043100-7200-	65.00	25272		TOWN HALL EXPENSES	
0000000	000546		2020-04	4/30/2020		4100-043100-7200-	10.00	25272		TOWN HALL EXPENSES	
0000000	000546		2020-04	4/30/2020		4100-043100-7200-	289.00	25272		TOWN HALL EXPENSES	
0000000	000546		2020-04	4/30/2020		4520-500100-3320-	425.00	25272		PROFESSIONAL SERVICES	
DISC. TOTAL											
DISC. TOTAL							914.00				00805 WMP

0000000	000048	MID-ATLANTIC LAB	15499	4/30/2020		4500-500100-6022-	60.00	25273		WATER TESTING	
DISC. TOTAL											
DISC. TOTAL							60.00				00805 24HR TESTING

0000000	000918	STAPLES ADVANTAGE	730637948602	4/30/2020		4100-043100-6001-	45.86	25274		OFFICE SUPPLIES & PRINTING	
0000000	000918		730637948602	4/30/2020		4500-500100-6001-	45.85	25274		OFFICE SUPPLIES/EQUIPMENT	
0000000	000918		730637948602	4/30/2020		4520-500100-6001-	45.85	25274		OFFICE SUPPLIES	
0000000	000918		730699279901	4/30/2020		4100-012410-6001-	33.99	25274		OFFICE SUPPLIES & PRINTING	
0000000	000918		730707067801	4/30/2020		4100-012410-6001-	66.07	25274		OFFICE SUPPLIES & PRINTING	
DISC. TOTAL											
DISC. TOTAL							237.62				00805 PAPER, SH PROTECTO

0000000	000291	USA BLUE BOOK	198100	4/30/2020		4520-500100-6004-	191.79	25275		LAB SUPPLIES/CHEMICALS	
0000000	000291		209245	4/30/2020		4520-500100-6004-	422.55	25275		LAB SUPPLIES/CHEMICALS	
DISC. TOTAL											
DISC. TOTAL							614.34				00805 CHESSHELL CIR CHART

0000000	000019	VERIZON	2020-05	4/30/2020		4500-500100-5230-	15.40	25276		TELECOMMUNICATIONS	
0000000	000019		2020-05	4/30/2020		4500-500100-5230-	205.34	25276		TELECOMMUNICATIONS	
DISC. TOTAL											
DISC. TOTAL							220.74				00805 WELLS #5

0000000	000256	VERIZON WIRELESS	9852926499	4/30/2020		4100-031100-5230-	62.52	25277		TELECOMMUNICATIONS	
0000000	000256		9852926499	4/30/2020		4100-043100-5230-	102.81	25277		TELECOMMUNICATIONS	
0000000	000256		9852926499	4/30/2020		4100-012110-5250-	47.52	25277		TELECOMMUNICATIONS	
0000000	000256		9852926499	4/30/2020		4100-012410-5230-	20.08	25277		TELECOMMUNICATIONS	
0000000	000256		9852926499	4/30/2020		4500-500100-5230-	102.82	25277		TELECOMMUNICATIONS	
0000000	000256		9852926499	4/30/2020		4520-500100-5230-	102.82	25277		TELECOMMUNICATIONS	
DISC. TOTAL											
DISC. TOTAL							438.57				00805 SEWER

0000000	000878	WHITE OAK ELECTRIC	3065	4/30/2020		4500-500100-6007-	14,550.00	25278		REPAIR/MAINTENANCE
0000000	000878		3065	4/30/2020		4520-500100-6007-	1,492.60	25278		REPAIR/ MAINTENANCE

API00B 4/21/2020 TOWN OF BOWLING GREEN
 TIME-16:22:57

A/P CHECK REGISTER
 Check Date - 4/24/2020

ActPd - 2020/04

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
252558	1063	ALAGRITTI PAYMENTS, LLC	000	4/24/2020	108.64	.00
252559	1040	KEYVIC CONSTRUCTION CO	000	4/24/2020	396.68	.00
25260	1	RAPPAHANNOCK ELEC COOP	000	4/24/2020	535.01	.00
25261	1002	VACORP	000	4/24/2020	167.10	.00
25262	999999	WHITTAKER CAITLYN	000	4/24/2020	50.00	.00
25263	999999	WRIGHT ANGELA	000	4/24/2020	150.00	.00
		CLASS TOTAL			187,427.43	.00
		ACH TOTAL			.00	
		CHECK TOTAL			187,427.43	
		EPY TOTAL			.00	
		FINAL TOTAL			187,427.43	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 187,427.43- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	BATCH INV. DESCRIPTION
0000000	001063	ALACRITT PAYMENTS, LLC	NNKGM8145TOT12M	4/24/2020		4100-012410-3130-	43.17	25258			CREDIT CARD AND BANK FEES
0000000	001063		6860132A	4/24/2020		4100-012410-3130-	65.47	25258			CREDIT CARD AND BANK FEES
		DISC. TOTAL					.00	EPY PMT TOTAL			
							108.64				108.64
0000000	001040	KELVIC CONSTRUCTION CO	16 FINAL	4/24/2020		4300-300100-8700-	186,396.68	25259			REFINANCING AND USDA PROJECTS00806 SEWER PROJECT
		DISC. TOTAL					.00	EPY PMT TOTAL			
							186,396.68				186,396.68
0000000	000011	RAPPANNOCK ELEC COOP	2020-03	4/24/2020		4100-043100-5110-	83.65	25260			ELECTRICITY-STREETLIGHTS
0000000	000011		2020-03	4/24/2020		4500-500100-5110-	285.23	25260			ELECTRICITY
0000000	000011		2020-03	4/24/2020		4500-500100-5110-	50.91	25260			ELECTRICITY
0000000	000011		2020-03	4/24/2020		4520-500100-5110-	25.73	25260			ELECTRICITY
0000000	000011		2020-03	4/24/2020		4520-500100-5110-	86.88	25260			ELECTRICITY
0000000	000011		2020-03	4/24/2020		4520-500100-5110-	22.61	25260			ELECTRICITY
		DISC. TOTAL					.00	EPY PMT TOTAL			
							555.01				555.01
0000000	001002	VACORP	2020-03	4/24/2020		4100-012110-2500-	22.17	25261			DISABILITY INSURANCE - VML
0000000	001002		2020-03	4/24/2020		4100-012410-2500-	41.72	25261			HYBRID DISABILITY INSURANCE
0000000	001002		2020-03	4/24/2020		4100-043100-2500-	22.36	25261			HYBRID DISABILITY INSURANCE
0000000	001002		2020-03	4/24/2020		4500-500100-2500-	19.87	25261			HYBRID DISABILITY INS
0000000	001002		2020-03	4/24/2020		4520-500100-2500-	60.98	25261			HYBRID DISABILITY INS
		DISC. TOTAL					.00	EPY PMT TOTAL			
							167.10				167.10
0000000	999999	WHITTAKER CATHLYN	THDR 2020-05-02	4/24/2020		100-000200-3500-	50.00	25262			REFUNDS PAYABLE
		DISC. TOTAL					.00	EPY PMT TOTAL			
							50.00				50.00
0000000	999999	WRIGHT ANGELA	THDR 2020-05-16	4/24/2020		100-000200-3500-	150.00	25263			REFUNDS PAYABLE
		DISC. TOTAL					.00	EPY PMT TOTAL			
							150.00				150.00
		CHECK TOTAL					187,427.43				187,427.43
		CHECK TOTAL					187,427.43				187,427.43
		CHECK TOTAL					.00	CPA PMT TOTAL			.00
		CHECK TOTAL					187,427.43				187,427.43

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 187,427.43 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Minutes – March 5, 2020 Town Council Meeting
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the March 5, 2020 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 3/5/2020 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday March 05, 2020
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT:

Vice-Mayor Mark Gaines
Council Member Valarie Coyle
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Glenn McDearmon
Council Member Deborah Howard
Council Member Otis Wright

ABSENT:

Mayor Jason Satterwhite

The Vice-Mayor call the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited and Rabbi DaSilva gave an invocation.

Motion made by Council Member Howard, Seconded by Council Member Davis to allow Council Member Howard to chair the meeting during the Public Hearing.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

Vice -Mayor M. Gaines turned the meeting over to Council Member Howard.

ZP-2019-027 Special Use Permit Application made by Pamela Weldon for mixed use development at 333 N. Main Street - originally schedule to be discussed under Unfinished Business, this item was moved to the top of the agenda.

The Town Manager read proposed conditions to the Special Use Permit. Ms. Weldon, applicant, answered questions from Council. The Town Attorney recommended amendments to the Town Manager's proposed conditions.

The final recommended conditions were as follows:

1. *Eight parking spaces and access driveways shall be of an all-weather surface or crushed stone and shall be graded and drained to dispose of surface water. However, no surface water from any parking area shall be permitted to drain onto adjoining property. (See attached photo.)*
2. *A Certificate of Occupancy from the Caroline County Building Official be provided to the Town of Bowling Green Zoning Administrator and attached to SUP ZP-2019-0027.*
3. *All signs must comply with the R-1 requirements.*
4. *The only outdoor displays allowed are the (front) 1850's Cannon, 1870's Wagon, two Concrete Deer, three antique school/church bells and (side) displays as requested adjacent to the parking lot.*

The front and side yards and front porch of the house must be kept clear of antiques and/or displays. (See attached photos.)

5. *All inventory stored outside the residence must be in an enclosed structure or behind a screening fence approved by the zoning administrator.*
6. *Days and hours of operation are restricted to Friday, Saturday, Sunday and Mondays 9 AM to 5 PM.*
7. *Provide ADA compliant ramps to the entrance of the house.*
8. *Applicant is responsible for recordation of these conditions with the Caroline County Clerk of Circuit Court.*
9. *Property must comply with all local, state and Federal requirements.*
10. *All Conditions must be met within one year.*

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approve ZP-2019-027 Special Use Permit Application by Pamela Weldon to allow for mixed use (antique store) at 333 N. Main Street, with conditions as amended.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

PUBLIC HEARINGS:

Annual Review of SUP ZP-2018-010 - The annual review of the Special Use Permit issued to Mark and Tammie Gaines to allow for small events at Magnolia Morning Suites Bed and Breakfast located at 115 E. Broaddus Ave. was open for public comment.

Tammie Gaines - owner, 115 E. Broaddus Ave. - Ms. Gaines spoke about being a supporter of local businesses and how she was abiding by the conditions set forth in the special use permit.

David Lipscomb - thanked Ms. Gaines for supporting his wife's small business.

Council discussed serving alcohol at the location and street parking on E. Broaddus Ave.

No action was required on this matter.

The meeting was turned back over to Vice-Mayor M. Gaines.

PUBLIC COMMENTS:

The Town Attorney noted that the Port Royal Town Manager Allison Finchum was present in the audience. Council welcomed her and thanked her for attending.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

- Bowling Green Police Monthly Report to Council February 2020
- Public Works and Utilities Monthly Report to Council February 2020
- Events & Economic Dev. Coordinator's Council Monthly Report February 2020
- Town Clerk/Treasurer's Monthly Report to Council February 2020
- Town Manager's Monthly Report to Council January February 2020

CONSENT AGENDA:

The following items were presented to Council:

- February 2020 Bills (attached to these minutes)
- February 6, 2020 Town Council Meeting Minutes

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approve the Consent Agenda items. Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

UNFINISHED BUSINESS:

Code of Ethics - The Town Attorney read the proposed amendments to the Code of Ethics presented at the February meeting. Council discussed the items and, upon a consensus, Council recommended the following changes be made:

Remove:

13. Promptly share all information/documents related to the transaction of public business with my fellow Council members.

15. Refrain from engaging in any behavior that could negatively affect my ability to serve on the Town Council or could bring negative attention to the Town of Bowling Green.

The Town Attorney stated that she would revise the proposed Code of Ethics and present to Council for approval at the next Council Meeting.

NEW BUSINESS:

Policy on Firearms in Town Vehicles - Council discussed the proposed policy.

Motion made by Council Member McDearmon, Seconded by Council Member Wright.

Voting Yea: Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright. Voting Nay: Vice-Mayor Gaines.

Motion passed.

Architectural Review Board - The Town Attorney presented a memo and supporting documentation to Council. Her recommendation was to perform a more deliberate study on forming an architectural review board and its impact on the Town. She suggested that help from a professional planner would be beneficial and offered to solicit proposals from qualified planners.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council Member T. Gaines – on behalf of the Utilities, Streets, Sidewalks, and Facilities Committee announced that VDOT has plans to repair sidewalks in the Spring. She also noted that she attended a Virginia Rural Water Association workshop on utility operations.

Council Member Howard - stated that the Budget, Policy, Ordinance, and Personnel Committee met

and discussed upcoming large ticket items that are needed at the Waste Water Treatment Plant. Also discussed were window and door replacement at 109 Courthouse Lane, and painting curbs.

Council Member Davis – read a note received from the Haley family thanking the Town for sending flowers upon the passing of Scott Haley.

Vice-Mayor M. Gaines - Asked the Utilities, Streets, Sidewalks, and Facilities Committee to address bumpy surface of Anderson Ave. with VDOT. he stated that several new businesses were coming to Town including an art studio/gift shop and a new hair salon. He noted that the old Martin-Sale Furniture building and Napa building had recently been purchased and would soon be occupied.

Council member Wright - had no comment.

Council Member McDearmon - stated that the EDA was working with Caroline County to produce marketing material for the Route 301 corridor.

Council Member Coyle – stated that the Planning Commission met with the George Washington Regional Commission on future land use and the Town's VDOT Smart Scale Application.

The Town Attorney stated that with spread of the Coronavirus Council may want to explore tools to facilitate remote participation in meetings and consider tweaking the telephonic participation policy at the April meeting.

INFORMATIONAL ITEMS:

Special Event Notification : Bowling Green History Run - The race will be held on April 18th and replace the annual Festival of Feet race.

CLOSED SESSION:

Motion made by Vice-Mayor M Gaines, Seconded by Council Member T. Gaines to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the performance and discipline of the Police Chief and a Public Works employee.

Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member McDearmon, Council Member Wright.

Motion passed.

RECONVENE IN OPEN SESSION

Motion made by Council Member McDearmon, Seconded by Council Vice-Mayor Gaines to reconvene in Open Meeting. Voting Yea: Vice-Mayor M. Gaines, Council Member Coyle, Council Member Davis, Council Member McDearmon, Council Member T. Gaines, Council Member Howard, Council Member Wright.

Motion passed.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were

identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by the Council.

Vice-Mayor M. Gaines.....	Yes	Council Member McDearmon.....	Yes
Council Member Wright.....	Yes	Council Member Davis.....	Yes
Council Member Coyle.....	Yes	Council Member Howard.....	Yes
Council Member T. Gaines.....	Yes		

No action was taken.

ADJOURNMENT

Motion made by Council Member McDearmon, Seconded by Council Member Wright to adjourn.
Voting Yea: Vice-Mayor Gaines, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member McDearmon, Council Member Howard, Council Member Wright.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25084	1063	ALACRITI PAYMENTS, LLC	000	2/07/2020	38.54	.00
25085	944	ATLANTIC BROADBAND	000	2/07/2020	194.40	.00
25086	600	BENNETT DEBORAH T	000	2/07/2020	140.00	.00
25087	159	C W WARTHEN COMPANY	000	2/07/2020	138.78	.00
25088	897	CINTAS CORPORATION	000	2/07/2020	525.45	.00
25089	679	DAVID L BROOKS HAULING &	000	2/07/2020	13,741.78	.00
25090	125	E M GRAY & SON	000	2/07/2020	981.12	.00
25091	850	HAUN DAWN	000	2/07/2020	75.00	.00
25092	898	JAMES MARY	000	2/07/2020	105.00	.00
25093	722	PACHELO KRISTIN M	000	2/07/2020	140.00	.00
25094	1043	STATE OF ESCAPE, LLC	000	2/07/2020	160.00	.00
25095	291	USA BLUE BOOK	000	2/07/2020	309.29	.00
25096	19	VERIZON	000	2/07/2020	220.99	.00
25097	256	VERIZON WIRELESS	000	2/07/2020	432.79	.00
25098	12	WASTE MANAGEMENT	000	2/07/2020	7,576.55	.00
25099	930	WEBB EMILY	000	2/07/2020	280.00	.00
		CLASS TOTAL			25,059.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			25,059.69	
		EPY TOTAL			.00	
		FINAL TOTAL			25,059.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 25,059.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25100	979	CAROLINE COUNTY HEALTH DE	000	2/14/2020	121.29	.00
25101	9999999	CAROLINE FIRE & RESCUE	000	2/14/2020	150.00	.00
25102	10	DOMINION VIRGINIA POWER	000	2/14/2020	6,793.88	.00
25103	9999999	RAPPANNOCK ELECTRIC COO	000	2/14/2020	150.00	.00
25104	9999999	ROCK DARNELL	000	2/14/2020	50.00	.00
25105	148	THE FREE LANCE STAR	000	2/14/2020	373.00	.00
25106	700	TREASURER OF VIRGINIA	000	2/14/2020	40.00	.00
25107	44	VUPS	000	2/14/2020	39.90	.00
25108	12	WASTE MANAGEMENT	000	2/14/2020	834.47	.00
25109	1049	MEX BANK	000	2/14/2020	903.12	.00
25110	451	XEROX CORPORATION	000	2/14/2020	261.12	.00
25111	955	ZERBE'S MOVING & DELIVERY	000	2/14/2020	125.00	.00
		CLASS TOTAL			9,841.78	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,841.78	
		EPY TOTAL			.00	
		FINAL TOTAL			9,841.78	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,841.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25115	18	A & M HOME CENTER	000	2/28/2020	162.56	.00
25116	600	BENNETT DEBORAH T	000	2/28/2020	105.00	.00
25117	999999	CAROLINE CHAPTER NO 174	0	2/28/2020	150.00	.00
25118	536	CAS SEVERN	000	2/28/2020	113.00	.00
25119	897	CINTAS CORPORATION	000	2/28/2020	123.29	.00
25120	14	CINTAS OF RICHMOND	000	2/28/2020	849.27	.00
25121	999999	COYTE VALARIE	000	2/28/2020	174.82	.00
25122	1058	DIAMOND SPRINGS	000	2/28/2020	73.35	.00
25123	1052	ENCO UTILITY SERVICES FLO	000	2/28/2020	7.00	.00
25124	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	1,290.00	.00
25125	234	ENVIROCOMPLIANCE LAB INC	000	2/28/2020	270.00	.00
25126	636	ENVIRONMENTAL RESOURCE	000	2/28/2020	110.72	.00
25127	28	G & G MILFORD FARM SERV.	000	2/28/2020	167.25	.00
25128	999999	GAINES TAMMIE	000	2/28/2020	40.25	.00
25129	898	JAMES MARY	000	2/28/2020	140.00	.00
25130	546	JOHNSON'S EXTERMINATING	000	2/28/2020	1,314.00	.00
25131	999999	LEWIS MELISSA	000	2/28/2020	204.70	.00
25132	179	LUCK STONE CORPORATION	000	2/28/2020	474.54	.00
25133	48	MTD-ATLANTIC LAB	000	2/28/2020	455.00	.00
25134	722	PACHELLO KRISTIN M	000	2/28/2020	140.00	.00
25135	919	PRO SHRED SECURITY	000	2/28/2020	45.00	.00
25136	11	RAPPAHANNOCK ELEC COOP	000	2/28/2020	639.61	.00
25137	880	RETD ENGINEERING CO INC	000	2/28/2020	11,856.20	.00
25138	25	RUTHERFORD JANITOR SUPPLY	000	2/28/2020	141.82	.00
25139	659	SOSMETAL PRODUCTS INC	000	2/28/2020	284.54	.00
25140	54	SOUTHERN POLICE EQUIP CO	000	2/28/2020	195.92	.00
25141	653	STEMMLE PLUMBING REPAIR	000	2/28/2020	3,720.00	.00
25142	930	WEBB EMILY	000	2/28/2020	245.00	.00
25142	878	WHITE OAK ELECTRIC	000	2/28/2020	11,394.79	.00
		CLASS TOTAL			34,887.64	.00
		ACH TOTAL			.00	
		CHECK TOTAL			34,887.64	
		EPY TOTAL			.00	
		FINAL TOTAL			34,887.64	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 34,887.64- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Water System Project Owner and Engineer Agreement
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Webb Engineering will be providing services for the water distribution system upgrade project. They have submitted an engineering agreement that has been reviewed and approved by USDA Rural Development. Engineer's service covered under the agreement include preparation of plans and specs; replacement and relocation of meters; preparation of as-built survey of the water system, valves, hydrants, and meters; modification of wells; engineer service associated with topographic field study to include existing utilities; preparation of contract bidding documents; and preparation of easements and plats.

ATTACHMENTS:

None.

REQUESTED ACTION:

Authorize Town Manager's ratification of Agreement Between Owner and Engineer.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: 134 Maury Ave – Request for reimbursement

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Mr. Robillard, 134 Maury Ave., is requesting reimbursement for expenses he incurred due to the failure on the contractor's part to connect a sewer lateral during the sewer line replacement on Maury Ave.

When the sewer back up initially began, it was assumed that the blockage was on the homeowner's property. Mr. Robillard attempted to fix the blockage himself but found upon further investigation the backup was caused by a lateral that was not connected to the sewer main.

Mr. Robillard is asking for a total reimbursement of \$5615.75.

ATTACHMENTS:

Letter from Mr. Robillard

Report form Kelvic Construction

REQUESTED ACTION:

Make a decision on Mr. Robillard's request.

Randy Robillard,
134 Maury Avenue
Bowling Green, VA 22427
M: (540) 226-3979 | H: (804) 633-6874

April 27, 2020

To The Bowling Green Town Council & Town Manager:

During August of 2019 the Town of Bowling Green completed the replacement of the Town's main sewer line on Maury Avenue, including the connection to our property. Shortly after the Town replaced the sewer connection from the main line to our property in August, my wife and I began to notice sporadic gurgling noises from the sinks, toilets and tubs. Over the past 15+ years we have not experienced an issue like this before, so we assumed there must be a partial clog in the line due to the age of the property.

Unfortunately, the gurgling began to happen more frequently and increased in duration, to the point water would spray up through the sinks, toilets and tubs leaving traces of raw sewage. In addition, the sump pump located in the basement began to overflow requiring immediate manual attention. Overnight we had to drastically adjust our lifestyle by limiting one load of laundry per day in order to take showers and run the dishwasher all at separate times to prevent the disruption to the water/sewer line.

On Feb 26, 2020 we called Harrie Plumbing & Heating, and Hollard Plumbing for a consultation. Harrie Plumbing & Heating determined the main sewer line had a blockage, possibly from the maple tree located above the lines. Their estimate to replace the sewer line from the exit of the home to the edge of Maury Avenue would be around \$8K to \$14K depending on the depth and root issues. I received a second opinion and confirmed the estimate to be accurate for this type of work.

Being a carpenter by trade, I decided to complete the task myself during my spare time after work and during the weekends. We started to replace the 4 inch main sewer line with new 4 inch PVC.

In the meantime, due to the COVID-19 outbreak, not only have we been at home more but our daughter has also been staying with us temporarily as of mid-March. Now with three adults staying at the home, the water/sewer line became an unavoidable issue and a huge problem due to the increase in water demand causing more backups and more exposure to sewage. Not to mention, a major inconvenience to planning showers, laundry, dishes, etc. and disinfecting the kitchen and bathrooms on a daily basis.

Around April 14, 2020 all of the sewer lines that are the responsibility of the home owner were replaced with new PVC. To our dismay, we continued to still have the problem after the new lines were replaced on the property. Next, I ran a camera down the line where it stopped at about the middle of the road (Maury Avenue). This indicated the issue was caused by the Town's main sewer line. I immediately called Town Hall and spoke with Judy who contacted Billy and Shawn. Shawn responded promptly and came to our home while I personally walked him through the camera scoping so he could further investigate. It was then he determined the main sewer line at 134 Maury Avenue was never unhooked from the old sewer line and attached to the new sewer line, a grave mishap. Shawn apologized for this mistake and explained he would call Billy to back brief and have the original contractor come out on Wednesday, April 15, 2020.

I met Billy from the Town and Johnny the project manager on site at around 12:30 PM. They determined that the contractor in August of 2019 connected into a possible abandoned storm drain line that was in front of our home and not the original active 4 inch galvanized sewer line leading to our home.

The contractor made a huge miscalculation. No excuses should be made as our sewer line was not hooked to the new system. Our main sewer line is original to the house and was not altered or added at a later date. Who was responsible to inspect the connection to insure that it was properly hooked up to the home's actual sewer line then and then approve it?

We discussed a solution on April 15, 2020 and concluded the contractor would come out starting on April 20, 2020 to correct their mistake. They excavated the line and repaired the faulty issue under their warranty program.

Although the repairs are now complete, I do have some concerns that I would like to discuss further for the reassurance and safety of our home. I have the following questions below:

- 1) Where did the 40 thousand gallons of sewage and grey water go?
- 2) Should the Virginia Department of Health be notified?
- 3) Could this cause future health issues?
- 4) Is soil sampling needed?
- 5) Will there be a longer warranty on the repair since it was corrected after the fact?

Due to the great inconvenience, health and safety concerns and personal expenses as a result of the August 2019 main sewer line replacement, we are asking the Town Of Bowling Green for restitution based off of the following factors:

Total Restitution asking for is \$5615.75

- 1) Labor and Material for unnecessary replacement of 75 feet of 4 inch sewer line labor and Material \$680.00 Labor 105 hours at \$40.70 = \$4273.50 total \$4953.50
- 2) Consultation by Harrie Plumbing & Heating 3/26/2020 \$131.25
- 3) Building Permit \$51.00
- 4) Refund of town sewer portion of bill since August since our sewer waste was not being processed at the sewer treatment plant but going into ground in front of house 4 billing cycles \$120.00 each total \$480.00
- 5) ***Professional cleaning services to ensure water pipes are sanitized leaving no traces of sewage?

Thank you for your cooperation and we look forward to hearing from you in regard to this matter.

Sincerely,

Randy Robillard, & Lisa Pigg



Reese Peck <townmanager@townofbowlinggreen.com>

RE: 134 Maury - Lateral Rework

1 message

Chad Zarn <chad@kelvic.com>

Fri, Apr 24, 2020 at 5:51 AM

To: Reese Peck <townmanager@townofbowlinggreen.com>

Cc: "Billy Deavers (bdeavers@townofbowlinggreen.com)" <bdeavers@townofbowlinggreen.com>, "Melissa Lewis (towntreasurer@townofbowlinggreen.com)" <towntreasurer@townofbowlinggreen.com>, "Johnny Cook Jr." <jcook@kelvic.com>

You're welcome.

From: Reese Peck <townmanager@townofbowlinggreen.com>**Sent:** Friday, April 24, 2020 12:10 AM**To:** Chad Zarn <chad@kelvic.com>**Cc:** Billy Deavers (bdeavers@townofbowlinggreen.com) <bdeavers@townofbowlinggreen.com>; Melissa Lewis (towntreasurer@townofbowlinggreen.com) <towntreasurer@townofbowlinggreen.com>; Johnny Cook Jr. <jcook@kelvic.com>**Subject:** Re: 134 Maury - Lateral Rework

Thank you for the update.

On Thu, Apr 23, 2020 at 4:12 PM Chad Zarn <chad@kelvic.com> wrote:

Good Afternoon Reese,

I hope that you're doing well and staying safe in these strange times.

Concerning our recent visit to Maury Avenue. Please know that the plans did not show a dual-feed to the property and we reconnected what we thought was the only service for the house.

Johnny learned about this on Thursday April, 16 and was able to call in a Miss-U and dispatch the crew on the following Monday, April, 20 and demobed Tuesday the 21st.

Like we explained to the home owner, it was never our intention to not perform the second reconnect; we just didn't know it was there. We pride ourselves on superior customer service which we feel is reflected not only in our current response time to address this issue but our extra attention to the restoration detail before demobilizing from this project.

We apologize for the inconvenience and are happy to help in any way we can.

Thank you, and have a great evening.

Respectfully,



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Water Project Interim Lender RFP

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town has secured a Letter of Conditions for permanent funding for improvements to the Town's water system from the United States Department of Agriculture, Rural Development ("RD") in the form of a loan not to exceed \$5,693,000 and grants not to exceed \$1,602,000, for a total long-term financing package of \$7,295,000. The loan from RD will be evidenced by the Town's revenue bond which will be payable solely from revenues of the Town's water system. RD requires the Town to obtain interim financing for project costs if it can obtain the financing on reasonable rates and terms. The interim loan would be paid off by the RD permanent long-term financing on or about June 15, 2020, when the project has been completed.

The attached RFP was sent to 11 lenders. We received one proposal; four responses indicating that the institutions would not be submitting proposals; and six institutions did not respond at all.

ATTACHMENTS:

Water Project Interim Lender RFP

Interim Financing Lender List

Financing Proposal - Cobank

REQUESTED ACTION:

Approve interim loan proposal

Town of Bowling Green, Virginia
Request for Proposals for Interim Financing
April 3, 2020

The Town of Bowling Green, Virginia (the “Town”) is soliciting proposals from financial institutions to provide an interim loan to finance costs of capital improvements to the Town’s water system. Details regarding the project, program specifications, and requirements for the submission of the proposal are highlighted below.

I. Project Information

This project consists of capital improvements to the Town’s water system, including replacement of water lines and meters and well modifications.

The Town has secured a Letter of Conditions for permanent funding of the project from the United States Department of Agriculture, Rural Development (“RD”) in the form of a loan not to exceed \$5,693,000 and grants not to exceed \$1,602,000, for a total long-term financing package of \$7,295,000. The loan from RD will be evidenced by the Town’s revenue bond which will be payable solely from revenues of the Town’s water system. RD requires the Town to obtain interim financing for project costs if it can obtain the financing on reasonable rates and terms. The interim loan would be paid off by the RD permanent long-term financing on or about June 15, 2020, when the project has been completed.

II. Loan Terms

Not to Exceed Amount: \$5,693,000

Term: 36 months. It is the Town’s intention that this loan will be paid off by the RD long term financing on or about June 15, 2023.

Payments: The Town desires quarterly or semiannual payments of interest, with all principal and unpaid interest due at maturity. Proposals should specify what payment period is required.

Interest Rate: Fixed or Variable (Propose One or Both Options)

Interest Calculation: 30/360 day count.

Optional Prepayment: Please specify your ability to allow prepayment at any time without penalty or premium or provide the Town with the shortest call option with the lowest premium.

Tax Treatment: The Town anticipates interest on the loan could be exempt from federal and Virginia state income taxes. The Town may designate the note, if tax exempt, as a qualified tax-exempt obligation for purposes of bank qualification. Proposals should state what the

proposed interest rate for (a) a tax-exempt non-bank qualified note, (b) a tax-exempt, bank qualified note, and (c) a taxable note.

Source of Repayment: The loan will be evidenced by the Town's bond anticipation note, payable solely from the revenues of the Town's water system and the proceeds of the RD permanent financing. **The note will not create or constitute a general obligation of or a pledge of the faith and credit of the Commonwealth of Virginia or any county, city, town or other political subdivision of the Commonwealth, including the Town.**

Private Placement: Proposals are requested for a private placement only. The successful bidder will be expected to provide a letter in form satisfactory to the Town regarding the qualifications of the lender and stating that the note is being purchased as an investment with no intention of sale or distribution. No formal offering material will be prepared.

Draws: The Town anticipates requesting multiple advances during construction of the project and interest will accrue only on the amounts advanced. Advances will be made only upon written approval of the Town and RD.

Bond Counsel: Spilman, Thomas and Battle, PLLC as Bond Counsel to the Town will prepare all documents associated with the financing (unless otherwise agreed among the financial institution, the Town, and respective counsel).

Other: The Town reserves the right to review and negotiate all other additional business points of the transaction and any major points of interest should be addressed in your proposal.

III. Submission of Proposals

All proposals are due no later than noon on April 28, 2020.

Proposals are to be submitted to:

Town of Bowling Green
Attention: Melissa Lewis, Treasurer
117 Butler Street
PO Box 468
Bowling Green, VA 22427

Proposals should specify at a minimum the following information:

- The name, street address, telephone number, fax number, and email address for the Proposer's primary contact person for the transaction.
- The term of the financing.
- The fixed or variable interest rate of the financing (taxable and tax exempt)
- A list of all additional costs to be associated with this transaction, including origination or placement fees, counsel fees, and other expenses. State whether such costs have a minimum or maximum level and how such costs are calculated.
- A clear and complete statement of whether there are any conditions to the closing of the transaction other than preparation of acceptable documentation.
- A statement addressing the law firm, if any, the Proposer wishes to use as its legal counsel for the financing.
- Any Prepayment Fee required if the loan is paid off early.

The Town reserves the right to request additional information from the proposers and reserves the right to reject all proposals and waive any irregularity or informality. Although the selection will be based substantially on lowest total financing cost (including both interest cost and upfront fees and expense, if any), the Town reserves the right to select the proposal that best meets the needs of the Town.

After receipt of proposals, the Town officers may engage in further discussions with selected proposers to define the most appropriate structure to meet the Town's needs.

The Town expects to select a proposal by May 7, 2020, and to close the interim financing by June 15, 2020, subject only to the terms stated in the proposal. The proposer shall have no right to withdraw a proposal that has been accepted prior to such date, or a later closing date, except in accordance with any terms or conditions stated in this request or in the proposal.

Spilman, Thomas and Battle, PLLC is serving as Bond Counsel to the Town in connection with the financing. By submitting a proposal, each proposer represents that it understands that Spilman, Thomas and Battle, PLLC in its capacity as Bond Counsel represents the Town, and the successful proposer agrees to waive any conflict of interest that Spilman, Thomas and Battle, PLLC's involvement in the financing might present.

Thank you for your support of the Town and this financing. We look forward to your response.

Interim Lender List

CoBank in Colorado:

Julia McCusker, Vice President (WW no limit)
303.694.5858
jmccusker@cobank.com

Trusit Bank (BB&T) in Harrisonburg: (CF or WW)
Chris Ellis, Senior Vice President/Marketing President
540-801-1246
Christopher.Ellis@BBandT.com

AgStar in MN: (CF no limit, need at least 90 days)
Bob Madsen, Vice President - Rural Capital Network
Direct 507-344-5006, Mobile 507-381-4455
bob.madsen@AgStar.com

Live Oak Bank (CF or WW up to \$500M)
Matt Peeler, VP, Head of Water & Enviro. Programs
Direct: 910-338-3374
matt.peeler@liveoak.bank

First Bank and Trust in Abingdon: (CF or WW up to \$15M)
William Hayter, CEO
276.623.2265
hayter@firstbank.com
Raleigh Hayter, Chief Credit Officer
rhayter@firstbank.com

First Bank and Trust in Harrisonburg: (CF or WW up to \$22M)
Jon Sayre
540-434-0671
jsayre@firstbank.com

Virginia Community Capital: (CF or WW up to \$4.5M)
Wayne Waldrop, SVP
804.793.0986
wwaldrop@vcca.org

Virginia National Bank in Charlottesville: (Limited CF only-No maximum)
Kelly Potter, Senior VP
434.817.7489
kelly.potter@vnb.com

Bank of The James: (CF or WW up to \$7.5M)
Thomas Rea, President
540.478.5808
trea@bankofthejames.com

Atlantic Union Bank in Harrisonburg: (CF or WW up to \$60M)
Greg Godsey, Senior VP
540-564-8280
gregory.godsey@bankatunion.com probably now Gregory.godsey@atlanticunionbank.com

Carter Bank & Trust in Lynchburg: CF or WW up to \$71M)
Dawn H. DeHart, Senior VP
434-845-0816
Dawn.DeHart@CarterBankandTrust.com



April 8, 2020

TO: Melissa Lewis, Town Clerk / Treasurer

Subject: CoBank Proposal for USDA Interim Financing

On behalf of CoBank, ACB, I am pleased to present for your review the following Non-Binding Summary of Terms and Conditions.

Borrower	Town of Bowling Green, VA
Purpose	Interim construction financing for USDA RD water project
Amount (est.)	Up to \$5,693,000 (RD Direct Loan Amount)
Interest Rate Options*	Tax Exempt Variable rate Monthly LIBOR resetting weekly plus 1.25% (currently 2.25%)
Term	Up to 36 months after closing
Prepayment	None
Fees to CoBank	\$2,500 origination fee paid at closing
Payment Frequency	Monthly interest due on amount advanced during construction – multiple advance structure
Repayment	Principal due at maturity or immediately upon receipt of USDA RD direct loan funds
Structure	Unsecured or secured by water revenue fund as permitted Non-bank qualified Note
Legal	Borrower will pay their attorney / bond counsel to provide legal opinion and provide services to issue debt instrument. CoBank legal counsel will be provided by Sherman & Howard at no cost to borrower.

*Interest Rates quoted are subject to interest rate changes that may occur based upon market conditions.

This Non-Binding Summary of Terms and Conditions (this “**Summary**”) is being presented to the **Borrower** by **CoBank, ACB (“CoBank”)** for information and discussion purposes only. This Summary is neither a commitment nor an offer to extend credit and does not create any obligation on the part of CoBank. This Summary is intended to provide a summary of the primary terms and conditions of the proposed transaction between CoBank and the Borrower; however, this Summary does not contain all of the terms and conditions applicable to a credit facility provided by CoBank and ultimately contained in any loan documentation. CoBank’s decision to extend credit to the Company is contingent upon completion to CoBank’s satisfaction of all necessary due diligence, receipt of internal credit approvals, and the preparation of final documentation in form and substance satisfactory to CoBank. All figures, terms, and conditions are subject to change at any time. A commitment by CoBank will exist only if a formal, written commitment letter or definitive loan documents are prepared and executed by CoBank and the Borrower, and not otherwise. This Summary is strictly confidential and may not be released to or discussed with any third party without the prior written consent of CoBank.

Julia McCusker, Regional Vice President
jmccusker@cobank.com
 720-317-5965 cell phone/ 303-224-2532 fax



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: FY 2021 Proposed Budget, Tax Rates and Utility Rates
ITEM TYPE: Presentation
PURPOSE OF ITEM: Information Only
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The budget was prepared in consultation with the Budget Committee with the following assumptions:

- Tax and utility rates only increased where required.
- Business license and bank franchise tax revenues decreased from this year's level due to the current business environment (taxes based on calendar year vs. fiscal year).
- Continue to make our compensation & benefits competitive to retain our trained and experienced work force.

Highlights include:

- Water Rate increase of 10%.
- Trash Collection increase of 3%
- Special District tax rate of \$0.92/\$100
- All other tax rates remain the same.
- Adopt County Health Insurance employee match schedule.
- Fund a FY 2021 Compensation Plan of a one-time payment of 3% to each employee, including contract employees, as of July 1, 2020 payable in December of 2020.

ATTACHMENTS:

Proposed FY 2021 Budget Presentation
Proposed FY 2021 Budget Summary
Proposed FY 2021 Line Item Budget
Proposed Tax and Utility Rates
Public Hearing Notice

REQUESTED ACTION:

Authorize Town Manager to publishes attached Public Hearing Notice.

**TOWN OF
BOWLING GREEN
FY 2021
PROPOSED BUDGET
APRIL 2020**

Assumptions

- Tax and utility rates only increased where required.
- Business license and bank franchise tax revenues decreased from this year's level due to the current business environment (taxes based on calendar year vs. fiscal year).
- Continue to make our compensation & benefits competitive to retain our trained and experienced work force.

Highlights

- **Water Rate increase of 10%.**
- **Trash Collection increase of 3%**
- **Special District tax rate of \$0.92/\$100**
- **All other tax rates remain the same.**
- **Adopt County Health Insurance employee match schedule.**
- **Fund a FY 2021 Compensation Plan of a one-time payment of 3% to each employee, including contract employees, as of July 1, 2020 payable in December of 2020.**

Revenues

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
General Funds	\$1,060,637	\$1,111,128	\$1,185,256	\$74,128
Other Funds (Net of General Fund Transfers)				
FUND #300 CIP	\$2,309,785	\$0	\$0	\$0
FUND #320 Economic Development Authority (Fund Balance)	\$21,405	\$28,595	\$0	(\$28,595)
FUND #400 Events and Activities	\$43,859	\$39,000	\$38,450	(\$550)
FUND #420 Debt Service	\$51,573	\$34,000	\$34,269	\$269
FUND #500 Water	\$367,735	\$397,388	\$441,130	\$43,742
FUND #520 Sewer	\$338,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,133,199	\$908,912	\$939,115	\$17,882

TOTAL REVENUE ESTIMATES

\$4,193,836

\$2,020,040

\$2,124,371

\$92,010

Direct General Fund Expenditures

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Council And Manager's Office	\$174,982	\$275,169	\$275,198	\$29
Clerk/Treasurer	\$203,119	\$211,874	\$257,176	\$45,302
Police Department	\$125,482	\$131,581	\$143,681	\$12,100
Donations	\$12,000	\$13,000	\$12,000	(\$1,000)
Public Works	\$327,825	\$289,055	\$299,470	\$10,415
Total Direct General Fund Expenditures	\$843,408	\$920,678	\$987,524	\$66,846

General Fund Transfers

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #300 Capital Project Fund	\$60,000	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$0	\$0	\$10,000	\$10,000
FUND #400 Events and Activities	\$52,450	\$6,000	\$6,000	\$0
FUND #420 Debt Service	\$145,807	\$182,000	\$181,731	(\$269)
FUND #500 Water	\$0	\$0	\$0	\$0
FUND #520 Sewer	\$120,000	\$0	\$0	\$0
Total General Fund Transfers	\$378,257	\$187,500	\$197,731	\$9,731

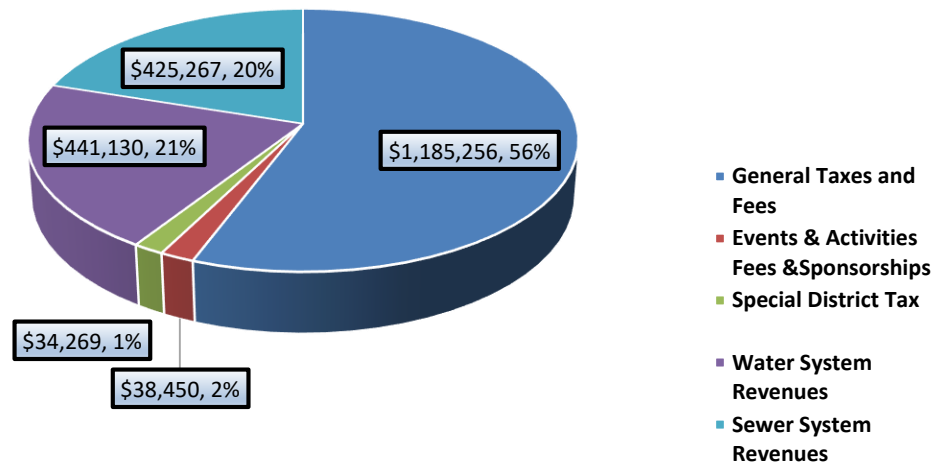
Other Funds Expenditures

	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #300 Capital Project Fund	\$2,115,908	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$32,485	\$17,515	\$10,000	(\$7,515)
FUND #400 Events and Activities	\$96,309	\$44,450	\$44,450	\$0
FUND #420 Debt Service	\$197,380	\$216,000	\$216,000	\$0
FUND #500 Water Operations	\$367,735	\$397,388	\$441,131	\$43,743
FUND #520 Sewer Operations	\$458,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,268,659	\$1,097,603	\$1,136,847	\$39,244

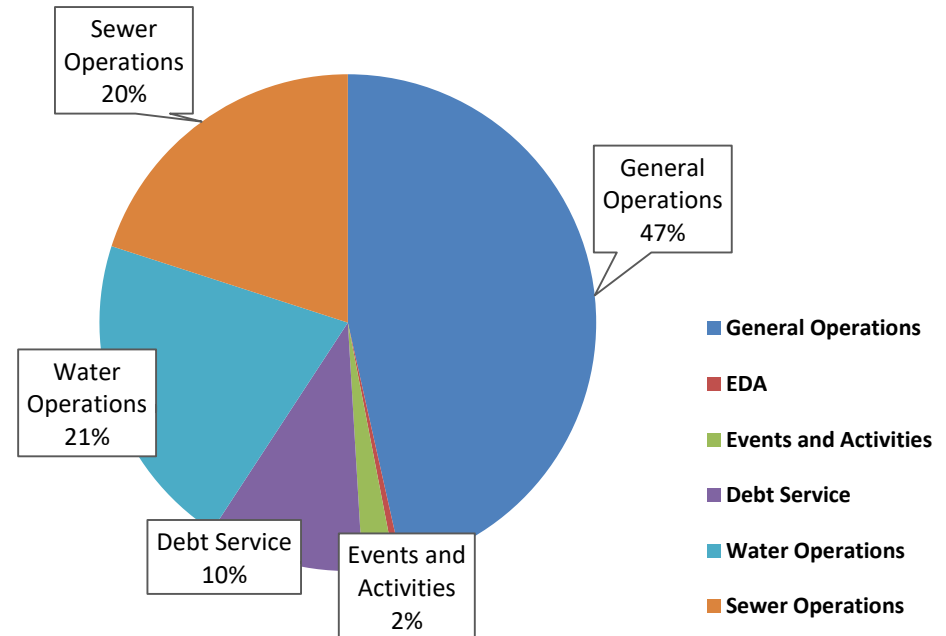
Revenues & Expenditures

Where They Come From & Where They Go

FY 2021 Revenues



FY 2021 Expenditures



Proposed Fiscal Year 2021 Budget Summary

REVENUES AND EXPENDITURES SUMMARY	
TOTAL TOWN BUDGET REVENUES (Net of Transfers)	\$2,124,371
TOTAL TOWN BUDGET NET EXPENDITURES	\$2,124,371
UNASSIGNED FUND BALANCE SUMMARY	
*Projected Beginning General Fund Unassigned Fund Balance - July 1, 2020	\$379,612
Projected Use of Fund Balance	<u>\$95,821</u>
Projected Ending General Fund Unassigned Fund Balance - June 30, 2021	\$283,791
* The Unassigned Fund Balance will grow by \$145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.	

Next Steps

- **Budget Work Session - April 21, 2020**
- **Budget Hearing - May 7, 2020**
- **Publish Tax, Water & Sewer Rate Ordinance – May 12, 2020 & May 19, 2020**
- **Adopts Budget – June 4, 2020**
- **Adopt Rates and Appropriate FY 2021 Spending - June 4, 2020**

**TOWN OF BOWLING GREEN, VIRGINIA
PROPOSED FY 2021 BUDGET**

REVENUE ESTIMATES	ACTUAL FISCAL YEAR 2019	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds				
Real Estate	\$143,550	\$141,500	\$141,500	\$0
RT 301 Special Tax	\$6,040	\$0	\$0	\$0
Public Service	\$3,381	\$4,500	\$4,000	(\$500)
Personal Property	\$57,377	\$55,500	\$52,500	(\$3,000)
Penalty & Interest	\$14,547	\$14,000	\$6,000	(\$8,000)
Revenue From Use Of Money	\$0	\$1,000	\$5,000	\$4,000
Refuse Collection	\$83,221	\$86,700	\$89,301	\$2,601
Sales Tax	\$21,937	\$32,000	\$32,000	\$0
Consumer Utility Tax	\$33,624	\$30,000	\$30,000	\$0
Business License	\$79,066	\$85,000	\$68,000	(\$17,000)
Vehicle License & Registration Fees	\$27,067	\$27,650	\$27,000	(\$650)
Bank Stock Tax	\$174,167	\$150,000	\$225,000	\$75,000
Transient Occupancy Tax	\$3,611	\$4,500	\$4,500	\$0
Meals Tax	\$229,395	\$230,000	\$235,000	\$5,000
Permits, Fees And Licenses	\$3,305	\$3,000	\$3,000	\$0
Fines and Forfeitures	\$44,199	\$43,100	\$43,100	\$0
Rentals	\$27,160	\$26,000	\$26,000	\$0
Other Miscellaneous Revenue	\$3,191	\$2,100	\$2,100	\$0
VA Police Funding	\$24,520	\$23,000	\$24,500	\$1,500
PPTRA State Reimbursement	\$21,908	\$22,000	\$21,900	(\$100)
Communications Tax	\$35,057	\$40,000	\$38,000	(\$2,000)
Grants	\$1,034	\$1,034	\$1,034	\$0
VA Fire Program	\$10,000	\$10,000	\$10,000	\$0
Use of Fund Balance	\$10,115	\$78,544	\$95,821	\$17,277
Contingencies	\$3,165	\$0	\$0	\$0
Total General Funds	\$1,060,637	\$1,111,128	\$1,185,256	\$74,128
Other Funds (Net of Transfers)				
FUND #300 CIP	\$2,309,785	\$0	\$0	\$0
FUND #320 Economic Development Authority (Fund Balance)	\$21,405	\$28,595	\$0	(\$28,595)
FUND #400 Events and Activities	\$43,859	\$39,000	\$38,450	(\$550)
FUND #420 Debt Service	\$51,573	\$34,000	\$34,269	\$269
FUND #500 Water	\$367,735	\$397,388	\$441,130	\$43,742
FUND #520 Sewer	\$338,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,133,199	\$908,912	\$939,115	\$17,882
TOTAL REVENUE ESTIMATES	\$4,193,836	\$2,020,040	\$2,124,371	\$92,010
EXPENDITURE ESTIMATES				
FUND #100 General Funds				
Council And Manager's Office	\$174,982	\$275,169	\$275,198	\$29
Clerk/Treasurer	\$203,119	\$211,874	\$257,176	\$45,302
Police Department	\$125,482	\$127,081	\$143,681	\$16,600
Donations	\$12,000	\$13,000	\$12,000	(\$1,000)
Public Works	\$327,825	\$289,055	\$299,470	\$10,415
Total Direct General Fund Expenditures	\$843,408	\$916,178	\$987,524	\$71,346
GENERAL FUND TRANSFERS				
FUND #300 Capital Project Fund	\$60,000	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$0	\$0	\$10,000	\$10,000
FUND #400 Events and Activities	\$52,450	\$6,000	\$6,000	\$0
FUND #420 Debt Service	\$145,807	\$182,000	\$181,731	(\$269)
FUND #500 Water	\$0	\$0	\$0	\$0
FUND #520 Sewer	\$120,000	\$0	\$0	\$0
Total General Fund Transfers	\$378,257	\$187,500	\$197,731	\$9,731
OTHER FUND EXPENDITURES				
FUND #300 Capital Project Fund	\$2,115,908	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$32,485	\$17,515	\$10,000	(\$7,515)
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FUND #420 Debt Service	\$197,380	\$216,000	\$216,000	\$0
FUND #500 Water Operations	\$367,735	\$397,388	\$441,131	\$43,743
FUND #520 Sewer Operations	\$458,842	\$422,250	\$425,267	\$3,017
Total Other Funds	\$3,268,659	\$1,097,603	\$1,136,847	\$39,244
SUMMARY				
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)		\$2,124,371		
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)		\$2,124,371		
UNASSIGNED FUND BALANCE SUMMARY				
*Beginning General Fund Unassigned Fund Balance - July 1, 2020		\$379,612		
Use of General Fund Balance		\$95,821		
Ending General Fund Unassigned Fund Balance - June 30, 2021		\$283,791		

* The Unassigned Fund Balance will grow by \$145,191 in FY 2020. This amount considers a 50% decrease in meals tax revenues for the period March - July.

FY 2021 BUDGET SUMMARY

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		FY 19 Actual	FY 20 Appropriated	FY 21 Plan	Total Incr/(Decr)	% Incr/(Decr)
FUND #100 GENERAL FUND						
11010 REAL ESTATE						
011010-0001	Current Year Taxes	\$142,905	\$140,000	\$140,000	\$0	0%
011010-0002	Delinquent Taxes	\$645	\$1,500	\$1,500	\$0	0%
	--Total Department--	\$143,550	\$141,500	\$141,500	\$0	0%
11011 RT 301 SPECIAL TAX						
011011-0001	Current Year Taxes	\$6,040	\$0	\$0	\$0	N/A
011011-0002	Delinquent Taxes	\$0	\$0	\$0	\$0	N/A
	--Total Department--	\$6,040	\$0	\$0	\$0	N/A
11020 PUBLIC SERVICE						
011020-0001	Current Year	\$3,381	\$4,500	\$4,000	-\$500	-11%
	--Total Department--	\$3,381	\$4,500	\$4,000	-\$500	-11%
11030 PERSONAL PROPERTY						
011030-0001	Current Year Taxes	\$52,679	\$52,000	\$52,000	\$0	0%
011030-0002	Delinquent Taxes	\$4,698	\$3,500	\$500	-\$3,000	-86%
	--Total Department--	\$57,377	\$55,500	\$52,500	-\$3,000	-5%
11060 PENALTY & INTEREST						
011060-0001	Penalty	\$6,568	\$6,500	\$2,500	-\$4,000	-62%
011060-0002	Interest	\$7,979	\$7,500	\$3,500	-\$4,000	-53%
	--Total Department--	\$14,547	\$14,000	\$6,000	-\$8,000	-57%
15100 REVENUE FROM USE OF MONEY						
015100-0001	Interest Earned	\$0	\$1,000	\$5,000	\$4,000	400%
	--Total Department--	\$0	\$1,000	\$5,000	\$4,000	400%
16099 REFUSE COLLECTION						
016099-0003	Trash Revenue	\$83,221	\$86,700	\$89,301	\$2,601	3%

FY 2020 REVENUES

--Total Department--		\$83,221	\$86,700	\$89,301	\$2,601	3%
120101 SALES TAX						
120101-0001	Sales Tax	\$21,937	\$32,000	\$32,000	\$0	0%
--Total Department--		\$21,937	\$32,000	\$32,000	\$0	0%
120201 COMSUMER UTILITY TAX						
120201-0001	Consumer Utility Tax	\$33,624	\$30,000	\$30,000	\$0	0%
--Total Department--		\$33,624	\$30,000	\$30,000	\$0	0%
120301 BUSINESS LICENSE						
120301-0001	Business License	\$79,066	\$85,000	\$68,000	-\$17,000	-20%
--Total Department--		\$79,066	\$85,000	\$68,000	-\$17,000	-20%
120501 VEHICLE LICENSE & REGISTRATION FEES						
120501-0001	Vehicle License Fees	\$176	\$2,650	\$0	-\$2,650	-100%
120501-0005	Vehicle Registration	\$26,891	\$25,000	\$27,000	\$2,000	8%
--Total Department--		\$27,067	\$27,650	\$27,000	-\$650	-2%
120601 BANK STOCK TAX						
120601-0001	Bank Stock Tax	\$174,167	\$150,000	\$225,000	\$75,000	50%
--Total Department--		\$174,167	\$150,000	\$225,000	\$75,000	50%
121001 TRANSIENT OCCUPANCY TAX						
121001-0001	Transient Occupancy Tax	\$3,611	\$4,500	\$4,500	\$0	0%
--Total Department--		\$3,611	\$4,500	\$4,500	\$0	0%
121101 MEALS TAX						
121101-0001	Meals Tax	\$229,395	\$230,000	\$235,000	\$5,000	2%
--Total Department--		\$229,395	\$230,000	\$235,000	\$5,000	2%
130306 PERMITS, FEES AND LICENSES						
130306-0001	Zoning Permits/Fees	\$2,875	\$2,600	\$2,600	\$0	0%

130306-0002	Home Occupation Permit	\$430	\$400	\$400	\$0	0%
--Total Department--		\$3,305	\$3,000	\$3,000	\$0	0%
140101 FINES AND FORFEITURE						
140101-0001	Police/Court Fines	\$41,454	\$40,000	\$40,000	\$0	0%
140101-0002	Returned Check Fee	\$75	\$100	\$100	\$0	0%
140101-0003	E Summons Fees	\$2,670	\$3,000	\$3,000	\$0	0%
--Total Department--		\$44,199	\$43,100	\$43,100	\$0	0%
150201 RENTALS						
150201-0001	Cable Property Rental	\$5,840	\$5,850	\$5,850	\$0	0%
150201-0002	Town Hall Rentals	\$20,000	\$20,000	\$20,000	\$0	0%
150201-0004	Town Hall Deposit Forfeitures	\$350	\$150	\$150	\$0	0%
150201-0005	Town Hall Activity Fees	\$970	\$0	\$0	\$0	N/A
--Total Department--		\$27,160	\$26,000	\$26,000	\$0	0%
189000 OTHER MISCELLANEOUS REVENUE						
189000-0060	Sale Of Surplus Equipment	\$3,191	\$1,000	\$1,000	\$0	0%
189000-0900	Miscellaneous	\$0	\$1,100	\$1,100	\$0	0%
--Total Department--		\$3,191	\$2,100	\$2,100	\$0	0%
220109 VA POLICE FUNDING						
220109-0001	VA 599 Police Funding	\$24,520	\$23,000	\$24,500	\$1,500	7%
--Total Department--		\$24,520	\$23,000	\$24,500	\$1,500	7%
220110 PPTRA STATE REIMBURSEMENT						
220110-0001	PPTRA Reimbursement	\$21,908	\$22,000	\$21,900	-\$100	0%
--Total Department--		\$21,908	\$22,000	\$21,900	-\$100	0%
220111 COMMUNICATIONS TAX						
220111-0001	Communications Tax	\$35,057	\$40,000	\$38,000	-\$2,000	-5%
--Total Department--		\$35,057	\$40,000	\$38,000	-\$2,000	-5%

240407 GRANTS

240407-0001	Litter Grant	\$1,034	\$1,034	\$1,034	\$0	0%
240407-0100	USDA Vehicle Grants	\$0	\$0	\$0	\$0	N/A
--Total Department--		\$1,034	\$1,034	\$1,034	\$0	0%

240412 VA FIRE PROGRAM

240412-0001	Virginia Fire Program	\$10,000	\$10,000	\$10,000	\$0	0%
--Total Department--		\$10,000	\$10,000	\$10,000	\$0	0%

410501 GENERAL FUND RESERVES

410501-0002	Use Of Fund Balance	\$0	\$78,544	\$95,821	\$17,277	22%
410501-0050	Insurance Recoveries	\$10,115	\$0	\$0	\$0	N/A
--Total Department--		\$10,115	\$78,544	\$95,821	\$17,277	22%

500200 RESERVE FOR CONTINGENCIES

999999-0001	Miscellaneous	\$3,165	\$0	\$0	\$0	N/A
--Total Department--		\$3,165	\$0	\$0	\$0	N/A

FUND #100 TOTAL \$1,060,637 \$1,111,128 \$1,185,256 \$74,128 7%

FUND #300 CIP

15000 REVENUE FR

015000-0001	USDA Loan Proceeds	\$2,005,908	\$0	\$0	\$0	N/A
015000-0010	USDA Grant	\$50,000	\$0	\$0	\$0	N/A
015000-0020	Use of Fund Balance	\$0	\$0	\$0	\$0	N/A
--Total Department--		\$2,055,908	\$0	\$0	\$0	N/A

15010 REVENUE FR

015010-0500	Trsf To Cip Fund From W/S	\$0	\$0	\$0	\$0	N/A
--Total Department--		\$0	\$0	\$0	\$0	N/A

410501 REVENUE FR

410501-0100	Trsf Fr Gen Fund To Cip	\$60,000	\$0	\$0	\$0	N/A
	--Total Department--	\$60,000	\$0	\$0	\$0	N/A

FUND #300 TOTAL \$2,115,908 \$0 \$0 \$0 N/A

FUND #320 ECONOMIC DEVELOPMENT AUTHORITY

018990-0060	Use of Fund Balance	\$21,405	\$28,595	\$0	-\$28,595	-100%
	Trsf Fr Gen Fund To Eco Devlp	\$0	\$0	\$10,000	\$10,000	N/A
	--Total Department--	\$21,405	\$28,595	\$10,000	-\$18,595	-65%

FUND #320 TOTAL \$21,405 \$28,595 \$10,000 -\$18,595 -65%

FUND #400 EVENTS AND ACTIVITIES*

19050 EVENT AND ACTIVITIES

019050-0001	Harvest Festival	\$28,834	\$23,500	\$23,500	\$0	0%
019050-0010	Wine Festival	\$9,099	\$7,500	\$7,500	\$0	0%
019050-0015	Town Hall Activities	\$5,370	\$5,500	\$5,500	\$0	0%
019050-0020	USO Dance	\$1,694	\$2,500	\$2,500	\$0	0%
019050-0500	Misc. Event	\$500	\$0	\$0	\$0	0%
	--Total Department--	\$45,497	\$39,000	\$39,000	\$0	0%

410501-0100 GENERAL FUND TRANFER IN

	General Fund Transfer In	\$52,450	\$5,500	\$5,500	\$0	0%
	--Total Department--	\$52,450	\$5,500	\$5,500	\$0	0%

FUND #400 TOTAL \$97,947 \$44,500 \$44,500 \$0 0%

FUND #420 DEBT SERVICE

FY 2020 REVENUES

410501-0100	Transfer From General Fund	\$145,030	\$182,000	\$181,731	-\$269	0%
410501-0800	RT 301 Special Tax	\$3,450	\$27,425	\$34,269	\$6,843	25%
	Use of Fund Balance	\$0	\$6,575	\$0	-\$6,575	N/A
	--Total Department--	\$148,480	\$216,000	\$216,000	\$0	0%

FUND #420 TOTAL	\$148,480	\$216,000	\$216,000	\$0	0%
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FUND #500 WATER

16099 WATER REVENUES

016099-0001	Water Sales	\$292,828	\$323,400	\$355,740	\$32,340	10%
016099-0003	Account Setup Fees	\$1,765	\$2,000	\$2,000	\$0	0%
016099-0004	Water Reconnect Fees	\$2,500	\$2,000	\$2,000	\$0	0%
016099-0005	Connections Fees-Water	\$3,850	\$2,250	\$2,250	\$0	0%
016099-0006	Penalty Fees	\$24,360	\$5,000	\$5,000	\$0	0%
016099-0010	Water Availability Fee	\$30,000	\$24,000	\$24,000	\$0	0%
016099-0011	Well Head Protection Grant	\$0	\$50,000	\$50,000	\$0	0%
016099-0012	Utility Inspection Fee	\$245	\$140	\$140	\$0	0%
016099-0015	Irrigation System App	\$25	\$0	\$0	\$0	0%
016099-0020	Use of Fund Balance	\$0	\$4,872	\$0	-\$4,872	-100%
016099-0040	Grant Proceeds	\$30,000	\$0	\$0	\$0	0%
	--Total Department--	\$385,573	\$413,662	\$441,130	\$27,468	7%

410501 TRANSFER FROM GENERAL FUND

410501-0100	Transfers In	\$110,000	\$0	\$0	\$0	0%
	--Total Department--	\$110,000	\$0	\$0	\$0	0%

FUND #500 TOTAL	\$495,573	\$413,662	\$441,130	\$27,468	7%
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FUND #520 SEWER

016099-0002	Sewer Sales	\$414,382	\$408,000	\$408,000	\$0	0%
016099-0007	Connection Fees- Sewer	\$1,500	\$2,250	\$2,250	\$0	0%

FY 2020 REVENUES

016099-0011	Sewer Availability Fee	\$12,000	\$12,000	\$12,000	\$0	0%
	--Total Department--	\$427,882	\$422,250	\$422,250	\$0	0%
410501 TRANSFER FROM GENERAL FUND						
410501-0100	Transfers In	\$120,000	\$0	\$0	\$0	0%
	--Total Department--	\$120,000	\$0	\$0	\$0	0%
FUND #520 TOTAL		\$547,882	\$422,250	\$422,250	\$0	0%

	FY 19 Actual	FY 20 Appropriated	FY 21 Plan	Total Incr/(Decr)	% Incr/(Decr)
12110 COUNCIL AND MANAGER'S OFFICE					
012110-1101 Salaries	\$64,000	\$106,378	\$102,878	(\$3,500)	-3%
012110-2100 FICA	\$5,011	\$8,138	\$7,870	(\$268)	-3%
012110-2210 VRS	\$8,683	\$15,404	\$14,897	(\$507)	-3%
012110-2300 Health Plan/457 Plan	\$4,738	\$12,515	\$11,607	(\$908)	-7%
012110-2400 Group Life	\$786	\$553	\$1,348	\$795	144%
012110-2500 Disability Insurance - VML	\$0	\$298	\$298	\$0	N/A
012110-2600 Mayor Expenses	\$1,168	\$2,000	\$2,000	\$0	0%
012110-3000 Town Manager Expenses	\$981	\$2,000	\$2,000	\$0	0%
012110-3100 Contingency	\$5,090	\$40,683	\$20,000	(\$20,683)	-51%
012110-3140 Contracted Services/Shredding	\$510	\$500	\$500	\$0	0%
012110-3150 Professional Services - Legal	\$20,004	\$20,000	\$20,000	\$0	0%
012110-3152 Web Based Services	\$25,044	\$25,000	\$25,000	\$0	0%
012110-3160 Compensation - Council/Commission	\$12,351	\$16,950	\$16,950	\$0	0%
012110-3600 Advertising	\$6,098	\$4,000	\$4,000	\$0	0%
012110-5250 Telecommunications	\$1,110	\$1,200	\$1,200	\$0	0%
012110-5300 Town Insurance-General Fund	\$11,419	\$13,000	\$15,000	\$2,000	15%
012110-5545 Conference Expenses/Training	\$743	\$2,000	\$3,000	\$1,000	50%
012110-5810 Membership Dues	\$2,292	\$800	\$800	\$0	0%
012110-5840 Miscellaneous	\$746	\$250	\$250	\$0	0%
012110-6001 Office/Meeting Supplies & Pr	\$2,862	\$2,500	\$2,500	\$0	0%
012110-6021 Public Relations	\$1,346	\$1,000	\$1,000	\$0	0%
012110- FY 21 Employee Compensation Plan	\$0	\$0	\$22,100	\$22,100	N/A
--Total Department--	\$174,982	\$275,169	\$275,198	\$29	0%

12410 CLERK/TREASURER					
012410-1101 Salaries/Wages	\$72,225	\$75,513	\$140,522	\$65,009	86%
012410-1200 Part Time	\$39,905	\$45,926	\$0	(\$45,926)	-100%
012410-2100 FICA	\$5,537	\$9,300	\$10,750	\$1,450	16%
012410-2210 VRS	\$10,461	\$10,950	\$20,348	\$9,398	86%
012410-2300 Health Plan/457 Plan	\$11,844	\$12,751	\$19,306	\$6,555	51%
012410-2400 Group Life	\$947	\$394	\$1,841	\$1,447	367%
012410-2500 Hybrid Disability Insurance	\$220	\$189	\$559	\$370	196%
012410-3120 Audit	\$2,041	\$8,000	\$15,000	\$7,000	88%
012410-3130 Credit Card Fees	\$489	\$0	\$0	\$0	N/A
012410-3150 Professional Services - CPA	\$19,000	\$12,000	\$12,000	\$0	0%
012410-3310 Office Equipment	\$11,330	\$6,000	\$6,000	\$0	0%
012410-3320 Computer Licenses/Support	\$16,049	\$18,600	\$18,600	\$0	0%
012410-3600 Late Fees & Penalties	\$877	\$250	\$250	\$0	0%
012410-5210 Postage	\$2,909	\$5,000	\$5,000	\$0	0%
012410-5230 Telecommunications	\$5,141	\$3,000	\$3,000	\$0	0%

012410-5540	Education/Training	\$804	\$2,000	\$2,000	\$0	0%
012410-5810	Membership Dues	\$750	\$500	\$500	\$0	0%
012410-5840	Miscellaneous	\$162	\$0	\$0	\$0	N/A
012410-6001	Office Supplies & Printing	\$2,428	\$1,500	\$1,500	\$0	0%
--Total Department--		\$203,119	\$211,874	\$257,176	\$45,302	21%

31100 POLICE DEPARTMENT

031100-1101	Salaries/Wages (Full Time)	\$64,971	\$65,085	\$65,000	(\$85)	0%
031100-1150	Part Time	\$16,395	\$19,222	\$19,222	(\$0)	0%
031100-2100	FICA	\$5,197	\$6,445	\$6,443	(\$2)	0%
031100-2210	VRS	\$9,407	\$9,415	\$9,415	\$0	0%
031100-2300	Health Plan/457 Plan	\$5,429	\$6,376	\$19,300	\$12,924	203%
031100-2400	Group Life	\$852	\$338	\$852	\$514	152%
031100-2720	Building Repairs/Maintenance	\$0	\$500	\$500	\$0	0%
031100-3310	Vehicle Maintenance	\$1,896	\$750	\$1,000	\$250	33%
031100-3312	Equipment Repair	\$28	\$0	\$0	\$0	N/A
031100-3320	Professional Services	\$3,600	\$750	\$750	\$0	0%
031100-3500	Printing	\$384	\$800	\$800	\$0	0%
031100-5110	Electricity	\$1,688	\$1,800	\$1,800	\$0	0%
031100-5230	Telecommunications	\$3,738	\$4,000	\$4,000	\$0	0%
031100-5540	Education/Training	\$96	\$500	\$1,500	\$1,000	200%
031100-5810	Membership Dues/Subscription	\$728	\$1,500	\$1,500	\$0	0%
031100-6001	Office Supplies & Printing	\$1,552	\$600	\$600	\$0	0%
031100-6008	Vehicle Fuel/Oil	\$4,523	\$5,000	\$5,000	\$0	0%
031100-6010	Equipment/Supplies	\$2,863	\$3,000	\$5,000	\$2,000	67%
031100-6011	Uniforms	\$2,135	\$1,000	\$1,000	\$0	0%
Total		\$125,482	\$127,081	\$143,681	\$16,600	13%

31200	POLICE DEPT RESTRICTED FUND					
031200-0003	Use of E-Summons Fees	\$1,406	\$3,000	\$3,000	\$0	0%
Total		\$1,406	\$3,000	\$3,000	\$0	0%

POLICE DEPT --Total Department-- **\$134,581** **\$134,581** **\$0** **0%**

32000 DONATIONS

032000-5640	BG/Volunteer Fire Department	\$1,000	\$1,000	\$1,000	\$0	0%
032000-5642	BG/Volunteer Rescue Squad	\$1,000	\$1,000	\$1,000	\$0	0%
032000-5650	Fire Program Funds	\$10,000	\$11,000	\$10,000	(\$1,000)	-9%
--Total Department--		\$12,000	\$13,000	\$12,000	(\$1,000)	-8%

42300 REFUSE COLLECTION

042300-5714 VA Litter Control Grant	\$750	\$0	\$0	\$0	N/A
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43100 PUBLIC WORKS

043100-1101 Salaries	\$97,216	\$69,662	\$70,622	\$960	1%
043100-1200 Part-Time Seasonal Salaries	\$8,937	\$15,400	\$15,400	\$0	0%
043100-1201 Salaries/ Wages- Overtime	\$2,481	\$3,000	\$3,000	\$0	0%
043100-2100 FICA	\$7,602	\$6,765	\$6,811	\$46	1%
043100-2210 VRS	\$14,299	\$1,087	\$10,226	\$9,139	841%
043100-2300 Health Plan/457 Plan	\$16,309	\$15,032	\$12,630	(\$2,402)	-16%
043100-2400 Group Life	\$1,294	\$362	\$925	\$563	156%
043100-2500 Hybrid Disability Insurance	\$405	\$297	\$305	\$8	3%
043100-3311 Vehicle Maintenance	\$1,134	\$500	\$2,000	\$1,500	300%
043100-5110 Electricity	\$21,668	\$26,500	\$26,500	\$0	0%
043100-5230 Telecommunications	\$2,505	\$2,000	\$2,000	\$0	0%
043100-5300 Insurance	\$4,200	\$4,200	\$4,200	\$0	0%
043100-5540 Education/Training	\$388	\$500	\$500	\$0	N/A
043100-5840 Miscellaneous	\$439	\$500	\$500	\$0	0%
043100-6001 Office Supplies & Printing	\$607	\$250	\$250	\$0	0%
043100-6005 Janitorial Supplies	\$98	\$50	\$50	\$0	0%
043100-6006 Hand Tools	\$1,025	\$750	\$750	\$0	0%
043100-6007 Repair/ Maintenance Town Buildings	\$11,480	\$10,000	\$8,000	(\$2,000)	-20%
043100-6008 Vehicle Fuel/ Oil	\$3,280	\$2,500	\$2,500	\$0	0%
043100-6009 Equipment/ Supplies	\$2,342	\$1,500	\$1,500	\$0	0%
043100-6011 Uniforms/ Safety Equip	\$4,810	\$2,500	\$2,500	\$0	0%
043100-7110 Parking Lot/Street/Sidewalk Maintenance	\$7,308	\$5,000	\$5,000	\$0	0%
043100-7120 Park Maintenance	\$900	\$2,500	\$2,500	\$0	0%
043100-7130 Refuse Collection	\$84,869	\$86,700	\$89,301	\$2,601	3%
043100-7140 Litter Grant	\$705	\$1,500	\$1,500	\$0	0%
043100-7200 Town Hall Expenses	\$31,524	\$30,000	\$30,000	\$0	0%
--Total Department--	\$327,825	\$289,055	\$299,470	\$10,415	4%

410501 TRANSFERS OUT

410501-0300 Trsf To CIP Fr General Fund	\$60,000	\$0	\$0	\$0	N/A
410501-0320 Transfer To EDA	\$0	\$0	\$10,000	\$10,000	N/A
410501-0400 Tsfr To Events & Activities	\$52,450	\$6,000	\$6,000	\$0	0%
410501-0420 Transfer To Debt Service	\$145,807	\$182,000	\$181,731	(\$269)	0%
410501-0500 Transfer To Water Fund	\$0	\$0	\$0	\$0	N/A
410501-0520 Transfer To Sewer Fund	\$120,000	\$0	\$0	\$0	N/A
--Total Department--	\$378,257	\$188,000	\$197,731	\$9,731	5%

FUND 300 CIP						
300100 CAPITAL PROJECTS FUND(GF)						
300100-8100	Emergency W/s Repairs	\$0	\$0	\$0	\$0	N/A
300100-8500	Purchase Vehicle(s) W/ USDA	\$25,000	\$0	\$0	\$0	N/A
300100-8600	General	\$55,297	\$0	\$0	\$0	N/A
300100-8700	Refinancing And USDA Project	\$2,289,488	\$0	\$0	\$0	N/A
--Total Department--		\$2,369,785	\$0	\$0	\$0	N/A

FUND 320 ECONOMIC DEVELOPMENT AUTHORITY						
320100 EDA Programs						
320100-0001	EDA Loans/Grants	\$32,485	\$17,515	\$10,000	(\$7,515)	-43%
--Total Department--		\$32,485	\$17,515	\$10,000	(\$7,515)	-43%

FUND 400 EVENTS & ACTIVITIES						
71200 EVENTS & ACTIVITIES						
071200-1110	Event Coordinator	\$48,700	\$0	\$0	\$0	0%
071200-1210	Harvest	\$22,950	\$23,500	\$23,500	\$0	0%
071200-1220	Wine Festival	\$8,081	\$5,500	\$5,500	\$0	0%
071200-1230	Music On The Green	\$3,190	\$3,500	\$3,500	\$0	0%
071200-1240	Clean Sweep	\$218	\$250	\$250	\$0	0%
071200-1250	Parade/Holiday Events	\$3,898	\$3,000	\$3,000	\$0	0%
071200-1260	USO Dance	\$962	\$1,000	\$1,000	\$0	0%
071200-1310	Town Hall Activities	\$7,910	\$7,500	\$7,500	\$0	0%
071200-1310	Marketing	\$400	\$200	\$200	\$0	0
--Total Department--		\$96,309	\$44,450	\$44,450	\$0	0%
Fund 400 Total		\$96,309	\$44,450	\$44,450	\$0	0%

FUND 420 DEBT SERVICE						
500400 DEBT SERVICE						
500400-0002	Debt Service	\$197,380	\$216,000	\$216,000	\$0	0%
--Total Department--		\$197,380	\$216,000	\$216,000	\$0	0%

Fund 500 WATER EXPENDITURES						
500100 WATER OPERATIONS						
500100-1101	Salaries	\$50,935	\$75,580	\$75,567	(\$13)	0%
500100-1201	Salaries/Wages-Overtime	\$1,762	\$3,000	\$3,000	\$0	0%
500100-2100	FICA	\$4,010	\$6,100	\$6,011	(\$90)	-1%
500100-2210	VRS	\$7,244	\$10,944	\$10,942	(\$2)	0%
500100-2300	Health Plan/457 Plan	\$8,563	\$13,807	\$15,485	\$1,678	12%
500100-2400	Group Life	\$656	\$394	\$990	\$596	151%

500100-2500	Hybrid Disability Insurance	\$206	\$265	\$569	\$304	115%
500100-3140	Engineering/Prof. Services	\$15,000	\$31,000	\$31,000	\$0	0%
500100-3311	Vehicle Maintenance	\$816	\$2,000	\$2,000	\$0	0%
500100-3320	Computer Licenses/Support	\$3,280	\$2,000	\$2,000	\$0	0%
500100-5110	Electricity	\$20,113	\$15,000	\$15,000	\$0	0%
500100-5210	Mailing Costs	\$2,064	\$4,000	\$4,000	\$0	0%
500100-5230	Telecommunications	\$4,451	\$2,626	\$2,626	\$0	0%
500100-5300	Town Insurance-Water	\$4,200	\$4,200	\$4,200	\$0	0%
500100-5540	Education/Training/Licenses	\$2,363	\$3,500	\$3,500	\$0	0%
500100-5810	Fees And Dues	\$3,171	\$4,000	\$4,000	\$0	0%
500100-5840	Miscellaneous	\$178	\$500	\$500	\$0	0%
500100-5899	Miss Utility Costs	\$539	\$300	\$300	\$0	0%
500100-6001	Office Supplies/Equipment	\$592	\$2,666	\$2,666	\$0	0%
500100-6005	Janitorial Supplies	\$594	\$1,340	\$1,340	\$0	0%
500100-6006	Hand Tools	\$784	\$2,000	\$2,000	\$0	0%
500100-6007	Repair/Maintenance	\$163,833	\$75,000	\$125,000	\$50,000	67%
500100-6008	Vehicle Fuel/Oil	\$3,302	\$2,333	\$2,333	\$0	0%
500100-6009	Equipment/Supplies	\$3,295	\$3,500	\$3,500	\$0	0%
500100-6011	Uniforms/Safety Equip	\$4,177	\$3,333	\$3,333	\$0	0%
500100-6021	Testing Supplies/Chemicals	\$1,797	\$3,000	\$3,000	\$0	0%
500100-6022	Water Testing	\$890	\$15,000	\$15,000	\$0	0%
500100-6050	Meter Purchases	\$58,920	\$60,000	\$10,000	(\$50,000)	-83%
500100-60XX	Well Head Protection Grant	\$0	\$50,000	\$50,000	\$0	N/A
	--Total Department--	\$367,735	\$397,388	\$399,862	\$2,474	1%
	TRANSFER TO WATER FUND	\$0	\$0	\$41,269		
	Total Fund 500	\$367,735	\$397,388	\$441,131	\$43,743	11%

Fund 520 SEWER FUND

520100 SEWER OPERATIONS						
520100-1101	Salaries	\$113,867	\$151,510	\$155,175	\$3,665	2%
520100-1201	Overtime	\$2,497	\$5,432	\$5,432	\$0	0%
520100-2100	FICA	\$8,862	\$11,975	\$12,287	\$312	3%
520100-2210	VRS	\$16,127	\$21,940	\$22,469	\$529	2%
520100-2300	Health Insurance/457 Plan	\$20,708	\$27,280	\$25,750	(\$1,530)	-6%
520100-2400	Group Life	\$1,459	\$790	\$807	\$17	2%
520100-2500	Hybrid Disability Insurance	\$588	\$825	\$849	\$24	3%
520100-3160	Testing	\$21,020	\$20,000	\$20,000	\$0	0%
500100-3180	Sludge Removal	\$11,716	\$10,000	\$10,000	\$0	0%
500100-3311	Vehicle Maintenance	\$837	\$2,000	\$2,000	\$0	0%
500100-3320	Professional Services	\$6,691	\$3,250	\$3,250	\$0	0%

FY 2020 EXPENDITURES

500100-5110 Electricity	\$31,070	\$28,000	\$28,000	\$0	0%
500100-5120 Propane	\$0	\$1,000	\$1,000	\$0	0%
500100-5210 Mailing Costs	\$1,423	\$1,360	\$1,360	\$0	0%
500100-5230 Telecommunications	\$4,563	\$3,103	\$3,103	\$0	0%
500100-5300 Insurance	\$4,167	\$3,740	\$3,740	\$0	0%
500100-5540 Education/Training/License/P	\$4,476	\$4,000	\$4,000	\$0	0%
500100-5613 VPDES Fees/DEQ	\$4,402	\$2,750	\$2,750	\$0	0%
500100-5840 Miscellaneous	\$256	\$500	\$500	\$0	0%
500100-5899 Miss Utility Costs	\$57	\$125	\$125	\$0	0%
500100-6001 Office Supplies	\$694	\$668	\$668	\$0	0%
500100-6004 Lab Supplies/Chemicals	\$5,154	\$12,000	\$12,000	\$0	0%
500100-6005 Janitorial Supplies	\$304	\$2,000	\$2,000	\$0	0%
500100-6006 Small Tools	\$641	\$2,000	\$2,000	\$0	0%
500100-6007 Repair/ Maintenance	\$179,369	\$89,000	\$89,000	\$0	0%
500100-6008 Vehicle Fuel & Oil	\$3,831	\$2,334	\$2,334	\$0	0%
500100-6011 Uniforms/ Safety Equipment	\$6,235	\$2,834	\$2,834	\$0	0%
500100-6030 Plant & Lab Supplies/Chemicals	\$7,522	\$3,500	\$3,500	\$0	0%
500100-8101 Office Equipment/Supplies	\$306	\$8,334	\$8,334	\$0	0%
--Total Department--	\$458,842	\$422,250	\$425,267	\$3,017	1%
Total Fund 520	\$458,842	\$422,250	\$425,267	\$3,017	1%

**PROPOSED TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020
AND ENDING JUNE 30, 2021.**

Tax Rates

Real Estate	\$0.13/\$100
Personal Property	\$0.72/\$100
Mobile Homes	\$0.10/\$100
Machinery/Tools	\$0.72/\$100
Route 301 Tax District (current \$0.74/\$100)	\$0.92/\$100
Vehicle License Tax	\$30 for cars and light trucks
Vehicle License Tax	\$25 for motorcycles

**Residential and Commercial Bi-Monthly Water/Sewer Rate
Schedule (proposes a 10% increase in water rates)**

Current Bi-Monthly Water & Sewer Rates									Proposed Bi-Monthly Water & Sewer Rates								
RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out-of-Town			In-Town			In-Town			Out-of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	\$36.47	\$86.53	0-5,000	\$36.47	\$93.48	0-5,000	\$72.94	\$112.38	0-5,000	\$40.12	\$86.53	0-5,000	\$40.12	\$93.48	0-5,000	\$80.23	\$112.38
5,001-10,000	\$1.85	\$4.39	5,001-10,000	\$2.04	\$5.21	5,001-10,000	\$4.07	\$6.26	5,001-10,000	\$2.04	\$4.39	5,001-10,000	\$2.24	\$5.21	5,001-10,000	\$4.48	\$6.26
10,001-20,000	\$1.95	\$4.62	10,001-20,000	\$2.10	\$5.40	10,001-20,000	\$4.21	\$6.49	10,001-20,000	\$2.15	\$4.62	10,001-20,000	\$2.31	\$5.40	10,001-20,000	\$4.63	\$6.49
20,010-30,000	\$2.04	\$4.82	20,001-30,000	\$2.18	\$5.58	20,001-30,000	\$4.35	\$6.71	20,010-30,000	\$2.24	\$4.82	20,001-30,000	\$2.40	\$5.58	20,001-30,000	\$4.79	\$6.71
30,001 & Up	\$2.10	\$5.00	30,001-40,000	\$2.28	\$5.83	30,001-40,000	\$4.54	\$7.01	30,001 & Up	\$2.31	\$5.00	30,001-40,000	\$2.51	\$5.83	30,001-40,000	\$4.99	\$7.01
Out-of-Town			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$7.23	Out-of-Town			40,001-50,000	\$2.57	\$6.02	40,001-50,000	\$5.19	\$7.23
Gallons	Water	Sewer	50,001-100,000	\$2.43	\$6.24	50,001-100,000	\$4.84	\$7.50	Gallons	Water	Sewer	50,001-100,000	\$2.67	\$6.24	50,001-100,000	\$5.32	\$7.50
0-5,000	\$72.94	\$97.80	100,001 & Up	\$2.50	\$6.39	100,001 & Up	\$4.99	\$7.68	0-5,000	\$80.23	\$97.80	100,001 & Up	\$2.75	\$6.39	100,001 & Up	\$5.49	\$7.68
5,001-10,000	\$3.71	\$4.96							5,001-10,000	\$4.08	\$4.96						
10,001-20,000	\$3.89	\$5.22							10,001-20,000	\$4.28	\$5.22						
20,010-30,000	\$4.07	\$5.45							20,010-30,000	\$4.48	\$5.45						
30,001 & Up	\$4.21	\$5.65							30,001 & Up	\$4.63	\$5.65						

**Solid Waste Collection Bi-Monthly Rate Schedule
(proposes a 3% increase in trash collection rates)**

Residential Rates: current: \$31.61

proposed: \$32.56

Commercial Rates: current: \$24.97 bimonthly/per cubic yard

proposed: \$25.72 bimonthly/per cubic yard

**NOTICE OF PUBLIC HEARING ON
THURSDAY, JUNE 4, 2020
TOWN OF BOWLING GREEN, VIRGINIA
PROPOSED BUDGET FOR FISCAL YEAR
JULY 1, 2020 – JUNE 30, 2021
AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES**

The following Town Manager’s recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Bowling Green’s Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager’s Office by the several Officers and Department Heads of the Town. There is no obligation or allocation of any funds of Town of Bowling Green for any purpose until there has been an appropriation for that purpose by the Town of Bowling Green Council.

The Bowling Green Town Council will, on Thursday, June 4, 2020 at 7:00 p.m. at the Bowling Green Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2021. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Bowling Green Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Board at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Bowling Green Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2019-2020 and the proposed changes in tax and public utility rates at 7:00 p.m. Thursday, June 4, 2020, in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427.

A complete copy of budget is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212; and on the Town of Bowling Green website at <http://www.townofbowlinggreen.com/>

Authorized by A. Reese Peck, Town Manager

Proposed Tax and Public Utility Rates
(proposes a 10% increase in the water rates)

Current Bi-Monthly Water & Sewer Rates									Proposed Bi-Monthly Water & Sewer Rates								
RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out-of-Town			In-Town			In-Town			Out-of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	\$36.47	\$86.53	0-5,000	\$36.47	\$93.48	0-5,000	\$72.94	\$112.38	0-5,000	\$40.12	\$86.53	0-5,000	\$40.12	\$93.48	0-5,000	\$80.23	\$112.38
5,001-10,000	\$1.85	\$4.39	5,001-10,000	\$2.04	\$5.21	5,001-10,000	\$4.07	\$6.26	5,001-10,000	\$2.04	\$4.39	5,001-10,000	\$2.24	\$5.21	5,001-10,000	\$4.48	\$6.26
10,001-20,000	\$1.95	\$4.62	10,001-20,000	\$2.10	\$5.40	10,001-20,000	\$4.21	\$6.49	10,001-20,000	\$2.15	\$4.62	10,001-20,000	\$2.31	\$5.40	10,001-20,000	\$4.63	\$6.49
20,010-30,000	\$2.04	\$4.82	20,001-30,000	\$2.18	\$5.58	20,001-30,000	\$4.35	\$6.71	20,010-30,000	\$2.24	\$4.82	20,001-30,000	\$2.40	\$5.58	20,001-30,000	\$4.79	\$6.71
30,001 & Up	\$2.10	\$5.00	30,001-40,000	\$2.28	\$5.83	30,001-40,000	\$4.54	\$7.01	30,001 & Up	\$2.31	\$5.00	30,001-40,000	\$2.51	\$5.83	30,001-40,000	\$4.99	\$7.01
Out-of-Town			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$7.23	Out-of-Town			40,001-50,000	\$2.57	\$6.02	40,001-50,000	\$5.19	\$7.23
Gallons	Water	Sewer	50,001-100,000	\$2.43	\$6.24	50,001-100,000	\$4.84	\$7.50	Gallons	Water	Sewer	50,001-100,000	\$2.67	\$6.24	50,001-100,000	\$5.32	\$7.50
0-5,000	\$72.94	\$97.80	100,001 & Up	\$2.50	\$6.39	100,001 & Up	\$4.99	\$7.68	0-5,000	\$80.23	\$97.80	100,001 & Up	\$2.75	\$6.39	100,001 & Up	\$5.49	\$7.68
5,001-10,000	\$3.71	\$4.96							5,001-10,000	\$4.08	\$4.96						
10,001-20,000	\$3.89	\$5.22							10,001-20,000	\$4.28	\$5.22						
20,010-30,000	\$4.07	\$5.45							20,010-30,000	\$4.48	\$5.45						
30,001 & Up	\$4.21	\$5.65							30,001 & Up	\$4.63	\$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule (proposes a 3% increase in trash collection rates)

Residential Rates: Current Rate-\$31.38 Proposed Rate – \$32.32
Commercial Rates: Current Rate-\$24.97 bimonthly/per cubic yard Proposed Rate – \$25.72

Proposed Tax Rates for Calendar Year 2020

Current Rate	Proposed Rate
Real Estate	No increase
Personal Property	No increase
Mobile Homes	No increase
Machinery/Tools	No Increase
Route 301 Tax Dist.	\$0.92/\$100

Vehicle License Tax - \$30 (no increase) for cars and light trucks, and \$25 (no increase) for motorcycles

Proposed Budget for Fiscal Year 2021

REVENUE ESTIMATES	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds			
Real Estate	\$141,500	\$141,500	\$0
RT 301 Special Tax	\$0	\$0	\$0
Public Service	\$4,500	\$4,000	(\$500)
Personal Property	\$55,500	\$52,500	(\$3,000)
Penalty & Interest	\$14,000	\$6,000	(\$8,000)
Revenue From Use Of Money	\$1,000	\$5,000	\$4,000
Refuse Collection	\$86,700	\$89,301	\$2,601
Sales Tax	\$32,000	\$32,000	\$0
Consumer Utility Tax	\$30,000	\$30,000	\$0
Business License	\$85,000	\$68,000	(\$17,000)
Vehicle License & Registration Fees	\$27,650	\$27,000	(\$650)
Bank Stock Tax	\$150,000	\$225,000	\$75,000
Transient Occupancy Tax	\$4,500	\$4,500	\$0
Meals Tax	\$230,000	\$235,000	\$5,000
Permits, Fees And Licenses	\$3,000	\$3,000	\$0
Fines and Forfeitures	\$43,100	\$43,100	\$0
Rentals	\$26,000	\$26,000	\$0
Other Miscellaneous Revenue	\$2,100	\$2,100	\$0
VA Police Funding	\$23,000	\$24,500	\$1,500
PPTRA State Reimbursement	\$22,000	\$21,900	(\$100)
Communications Tax	\$40,000	\$38,000	(\$2,000)
Grants	\$1,034	\$1,034	\$0
VA Fire Program	\$10,000	\$10,000	\$0
Use of Fund Balance	\$78,544	\$95,821	\$17,277
Contingencies	\$0	\$0	\$0
Total General Funds	\$1,111,128	\$1,185,256	\$74,128
Other Funds (Net of Transfers)			
FUND #300 CIP	\$0	\$0	\$0
FUND #320 Economic Development Authority (Fund Balance)	\$28,595	\$0	(\$28,595)
FUND #400 Events and Activities	\$39,000	\$38,450	(\$550)
FUND #420 Debt Service	\$34,000	\$34,269	\$269
FUND #500 Water	\$397,388	\$441,130	\$43,742
FUND #520 Sewer	\$422,250	\$425,267	\$3,017
Total Other Funds	\$908,912	\$939,115	\$17,882
TOTAL REVENUE ESTIMATES	\$2,020,040	\$2,124,371	\$92,010
EXPENDITURE ESTIMATES	CURRENT FISCAL YEAR 2020	FISCAL YEAR 2021 PLAN	FISCAL YEAR 2021 PLAN INC. / DEC.
FUND #100 General Funds			
Council And Manager's Office	\$275,169	\$275,198	\$29
Clerk/Treasurer	\$211,874	\$257,176	\$45,302
Police Department	\$127,081	\$143,681	\$16,600
Donations	\$13,000	\$12,000	(\$1,000)
Public Works	\$289,055	\$299,470	\$10,415
Total Direct General Fund Expenditures	\$916,178	\$987,524	\$71,346
GENERAL FUND TRANSFERS			
FUND #300 Capital Project Fund	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$0	\$10,000	\$10,000
FUND #400 Events and Activities	\$6,000	\$6,000	\$0
FUND #420 Debt Service	\$182,000	\$181,731	(\$269)
FUND #500 Water	\$0	\$0	\$0
FUND #520 Sewer	\$0	\$0	\$0
Total General Fund Transfers	\$187,500	\$197,731	\$9,731
OTHER FUND EXPENDITURES			
FUND #300 Capital Project Fund	\$0	\$0	\$0
FUND #320 Economic Development Authority	\$17,515	\$10,000	(\$7,515)
FUND #400 Events and Activities	\$44,450	\$44,450	\$0
FUND #420 Debt Service	\$216,000	\$216,000	\$0
FUND #500 Water Operations	\$397,388	\$441,131	\$43,743
FUND #520 Sewer Operations	\$422,250	\$425,267	\$3,017
Total Other Funds	\$1,097,603	\$1,136,847	\$39,244
SUMMARY			
TOTAL EXPENDITURE ESTIMATES (Net of General Fund	\$2,124,371		
TOTAL TOWN BUDGET REVENUES (Net of General Fund	\$2,124,371		
UNASSIGNED FUND BALANCE SUMMARY			
*Beginning General Fund Unassigned Fund Balance - July 1, 2020	\$379,612		
Use of General Fund Balance	\$95,821		
Ending General Fund Unassigned Fund Balance - June 30, 2021	\$283,791		



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Reschedule July 2 Council Meeting

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The regularly scheduled Council meeting falls on July 2nd. Staff recommends moving the meeting up to either Thursday June 25th or Tuesday June 30th to meet the date requirements for passing the FY21 budget before the beginning of the new fiscal year without adding an additional Council meeting. If the July meeting is not moved up, a special meeting of Council will still have to be held in late June.

ATTACHMENTS:

None.

REQUESTED ACTION:

Reschedule July 2 Council meeting.