



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, September 04, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Regular Meeting Minutes - August
- [2.](#) Letter of Support Request- Regional Hazard Mitigation Plan, George Washington Planning Commission

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

3. FY23 Audit Presentation, RFCA
- [4.](#) Bowling Green Police Department Report
- [5.](#) Public Works Department Monthly Report
- [6.](#) Finance Director/Treasurer's Report
- [7.](#) Utilities Report, IES
- [8.](#) Town Manager's Report

UNFINISHED BUSINESS:

9. Presentation of International City/County Management Association Credentialed Manager Certification

UNFINISHED BUSINESS:

NEW BUSINESS:

- [10.](#) Special Event Application - 5K & Youth 1 Mile Race, May 2, 2026, India Adams-Jacobs, Town Manager/Clerk
- [11.](#) Town Council Member Appointment to Planning Commission, India Adams-Jacobs, Town Manager/Clerk
- [12.](#) Legislative Agenda Discussion- 2025 Recap & 2026 Priorities, India Adams-Jacobs, Town Manager/Clerk

INFORMATIONAL ITEMS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

13. Va. Code Section 2.2-3711A(1) to discuss the performance and compensation of specific town employees

RECONVENE IN OPEN SESSION:

ACTION FOLLOWING CLOSED MEETING:

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

M I N U T E S

Thursday, August 07, 2025
6:00 PM

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:00 p.m. by Mayor Gambill. The Pledge of Allegiance was led by the Mayor.

Councilmembers Present:

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

Staff Members Present:

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

CONSENT AGENDA:

1. Minutes- FY26 Budget Rate Setting Meeting- Thursday, May 22, 2025
 2. Meeting Minutes- May 22, 2025
 3. Meeting Minutes- June 5, 2025
- Motion to accept the consent agenda was made by Councilmember Hageman, seconded by Councilmember Voit. The consent agenda was approved following unanimous support from council.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Comments on publication timing of minutes and concerns about an easement process, USDA grant, and communications with property owners were raised by Pat Cropper.
- Ann-Marie Jiles commented on property and sidewalk maintenance, water bill delivery issues, and concerns about citizens not being heard by government.
- Yvette Harvey expressed frustration over water bill increases, disparities in billing for residents inside vs. outside of town limits, lateness of bills, and lack of a grace period.

- Bonnie Canon objected to multiple town rate and tax increases, expressed concerns for senior citizens, and suggested a resident-wide rebate. She also requested a more transparent breakdown of water billing and suggested using a whiteboard explanation at meetings.

MEMBER COMMENTS:

- Vice-Mayor Coyle noted a need for discussion about the timing and procedure for appointments to the Planning Commission.
- Councilmember Voit reported on the Port Royal Festival and on questions received regarding the upcoming Fall Clean Sweep. Food truck discussions were mentioned as ongoing in the Planning Commission.
- Mayor Gambill thanked Mr. Smith for the quality of recent meeting minutes.

Planning Commission Liaison Report, Jeff Voit

STAFF REPORTS & PRESENTATIONS:

4. Wastewater Treatment Facility Sludge Management PER Overview, AAECOM
 - The plant's drying beds are nonfunctional, resulting in high hauling costs for liquid sludge (approximately \$340,000/year for the last fiscal year).
 - AECOM recommended mechanical dewatering (belt filter press) as the best solution for capacity and cost.
 - Interim measures include renting a belt press or using dewatering boxes to control costs.
 - Cost for new dewatering building and systems: estimated at \$2.7 million (grant funding applied for as of July).
 - Council discussed cost savings of mechanical dewatering versus the current situation, compliance with Chesapeake Bay regulations, and the possibility of grant funding.
5. Hydrogeological Source Evaluation Report & Water Quality Updates -Stantec
 - Bryant Mountjoy of Stantec provided updates on groundwater withdrawal permits and compliance deadlines (2029).
 - Wells #1 and #4 require abandonment and replacement; others require pump modifications.
 - Elevated gross alpha radioactivity (polonium 210) reported in all wells. New wells are likely needed, plus treatment upgrades.
 - The Town Manager, Ms. India Adams-Jacobs, provided an update on grant applications submitted for infrastructure improvements (\$8.2 million requested through state grant process).

- Project schedule pending funding outcomes (expected updates in October).
6. Town Manager Report-June & July
- FY23 audit expected mid-August; FY24 to follow.
 - Update on software transition: staff transitioned from Keystone to Southern Software; temporary billing delays and extended grace periods implemented.
 - Multiple grants submitted/closed out for fire department, litter program, and infrastructure.
 - Ongoing Board and Commission recruitment efforts.
 - Clean sweep of town offices and surplus property identification completed.
7. Finance Director/Treasurer Report, Hope Toliver
- Audit and software conversion progress described.
 - Active utility accounts transferred to new system.
 - Questions from council regarding budget coding (miscellaneous, sales tax, electricity billing, late fees) to be followed up by staff.
8. Utility Reports- May & June, IES
- Routine operations reported for May and June. No major incidents: gross alpha remains elevated.
9. Bowling Green Police Department Monthly Report-June & July
- Court fines and budgeting for events discussed. National Night Out was held successfully, with large turnout and community partnership.

UNFINISHED BUSINESS:

10. Town Code Update & Adoption, India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
- The Town Manager and Town Attorney provided an update on the initial phase of the town code update, which included renumbering, reorganizing and finalizing the online code from Civic Plus.
 - A motion to approve organization and adoption of newly renumbered town code via Civic Plus was made by Councilmember Hageman, seconded by Councilmember Hageman. The motion was approved unanimously.

NEW BUSINESS:

11. Surplus Vehicle Approval- India Adams-Jacobs, Town Manager

- Councilmember Voit motioned to authorize the surplus of a 2014 Dodge Charger with proceeds going to the general fund. The motion was seconded by Councilmember Hageman, and was approved unanimously.
12. Recommendations for Appointments to the Board of Zoning Appeals, India Adams-Jacobs, Town Manager /Clerk
- Vice-Mayor Coyle motioned to recommend appointments to the Board of Zoning Appeals to the court for the three individuals Taylor Subacius, Tyler Gibson, and Jean Young. The motion was seconded by Councilmember Hageman, and passed following unanimous approval from Council.
-
- Town of Bowling Green Board of Zoning Appeals Council Appointees:
 1. Jean Young- 5 Year Term (August 2030)
 2. Taylor Subacius- 4 Year Term (August 2029)
 3. Tyler Gibson- 3 Year Term (August 2028)
13. Recommendations for Appointments for Economic Development Authority (EDA), India Adams-Jacobs, Town Manager/Clerk
- Vice-Mayor Coyle motioned to recommend Jason Manns, Jessica Beale, Dirk Farmer, Kyaer Lee, Katrice Howard, Randy Hageman, and David Storke for appointments to the Economic Development Authority for the terms stated by the Town Manager, seconded by Councilmember Chinault. Mayor Gambill called the motion to a vote, the motion passed following five Councilmembers in favor with two abstaining (Councilmembers Hageman and Storke).
-
- Town of Bowling Green Economic Development Authority Council Appointees:
Jason Manns- 4 Year Term (August 2029)
Jessica Beale- 3 Year Term (August 2028)
Dirk Farmer- 3 Year Term (August 2028)
Kyaer Lee- 2 Year Term (August 2027)
Katrice Howard- 2 Year Term (August 2027)
Randy Hageman- 1 Year Term (August 2026)
David Storke- 1 Year Term (August 2026)

INFORMATIONAL ITEMS:

14. MOU for GIS Services- SERCAP
- The Town Manager provided an update regarding SERCAP provided free GIS mapping services for town assets, improving infrastructure maintenance capabilities.
15. SEID Grant Application, India Adams-Jacobs, Town Manager
- Grant application submitted with 1:1 match; \$300,000 requested for infrastructure assessment and repair.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Bonnie Cannon questioned the residency/qualifications of individuals recommended for appointments. Clarification was provided.

MEMBER COMMENTS:

None.

CLOSED SESSION:

16. 2.2-3711 A. 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
17. 2.2-3711(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel
18. 2.2-3711 A. 1. Personnel.

RECONVENE IN OPEN SESSION:

- Councilmember Storke motioned to reconvene in open session, certifying only the scheduled matters were discussed, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following certification from all Councilmembers.
- Council discussed project funding scope and cost management, particularly regarding the \$5.5 million USDA grant and an added \$114,000 for engineering services to Webb & Associates.
- Councilmember Storke motioned to proceed with project modification as recommended by staff, to stay within the original grant amount, seconded by Vice-Mayor Coyle. Mayor Gambill initiated a roll call, the motion passed following six Councilmembers in favor. (Councilmember Webb excused himself from the meeting during the closed session and was not present for the remainder of the meeting, therefore he did not take part in the closed session certification vote or the votes following closed session.)
- Councilmember Storke motioned to authorize the Town Manager to execute the associated contract, seconded by Councilmember Hageman. Mayor Gambill initiated a roll call, the motion passed following six Councilmembers in favor. (Councilmember Webb excused himself from the meeting during the closed session and was not present for the remainder of the meeting, therefore he did not take part in the closed session certification vote or the votes following closed session.)

ADJOURNMENT:

- Councilmember Storke motioned to adjourn the meeting, Seconded by Councilmember Davis. The meeting adjourned following unanimous approval at 9:07 PM.

Mayor: _____

Clerk: _____

Presentation Items:

1. Wastewater Treatment Facility Sludge Management PER Overview, AAECOM
2. Hydrogeological Source Evaluation Report & Water Quality Updates –Stantec
- 3.



WaterTA Engineering Support Preliminary Engineering Report

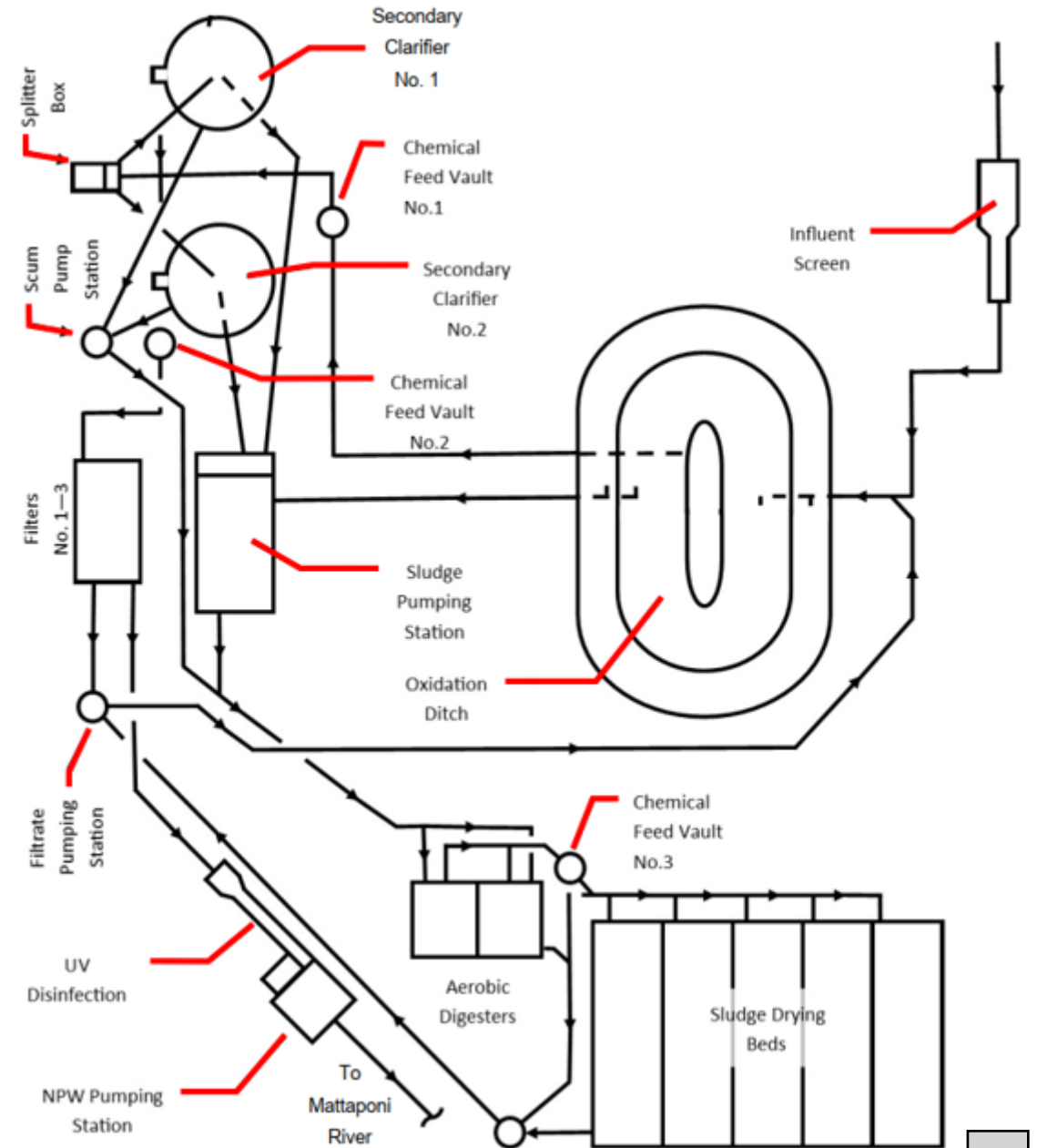
Bowling Green, VA

August 7, 2025

Ian Camper, Tim Kent

Bowling Green Treatment Facility

- **Inboden Environmental Services** is contracted to manage and operate the water and sanitary systems of Bowling Green, VA
- The wastewater treatment facility (WWTF) is comprised of...
 - Pretreatment
 - Screening
 - No grit removal
 - Secondary treatment
 - Oxidation ditch
 - Clarifiers
 - Tertiary treatment
 - Sand filtration
 - UV disinfection
 - Solids treatment
 - Aerobic digestion
 - Sludge dewatering



Bowling Green Treatment Facility

– Sanitary flow to WWTF

Sanitary Flow	Manual ⁽¹⁾ (MGD)	Current Operation
Design Average	0.25	0.086
Design Peak	0.75	0.15

⁽¹⁾ As specified in O&M Manual (1992)

– Influent characterization

Parameter	Manual ⁽¹⁾	Time Period	Data
BOD ₅ (mg/L)	320	1/2022 – 1/2025	279
TKN (mg/L)	14 – 40	9/2023 – 5/2024	53
NH ₃ (mg/L)	40	NR ⁽³⁾	NR ⁽³⁾
TSS (mg/L)	100 – 240	1/2022 – 1/2025	196

⁽¹⁾ As specified in O&M Manual (1992)

⁽²⁾ Peak month is calculated as 1.25x the average day value

⁽³⁾ NR = not reported

– Effluent permit requirements

Contaminant	Monthly Average	Weekly Average	Instantaneous
pH	—	—	6 to 9
BOD ₅ (mg/L) ⁽¹⁾	≤ 13	≤ 18	—
TKN (mg/L)	≤ 3	≤ 4.5	—
NH ₃ (mg/L) ⁽²⁾	≤ 0.55	≤ 0.73	—
TSS (mg/L)	≤ 10	≤ 15	—

⁽¹⁾ BOD limits increased from previous monthly and weekly averages values of 10 mg/L and 15 mg/L, respectively

⁽²⁾ Ammonia limit to take effect on November 2028

Need for the Project

Problem: Ineffectiveness of sludge drying beds

- Sludge drying beds are not draining
 - Incorrect sand selection
 - Clogged and broken underdrains
- Approximately \$340,000 per year in sludge hauling

Solution: Improve sludge dewatering system

- Dewatering alternatives
 - Repair sludge drying beds
 - Provide new mechanical system
- Application for Virginia Clean Water Revolving Loan Fund (VCWRLF)

Month	Hauling Cost	Hauling Volume ⁽¹⁾ (gallons)
Jul-24	\$46,600	133,143
Aug-24	\$30,400	86,857
Sep-24	\$14,400	41,143
Oct-24	\$11,330	32,371
Nov-24	\$12,600	36,000
Dec-24	\$16,450	47,000
Jan-25	\$8,120	23,200
Feb-25	\$25,993	74,264
Mar-25	\$38,950	111,286
Apr-25	\$62,075	177,357
May-25	\$31,600	90,286
Jun-25	\$42,669 ⁽²⁾	121,911
Total	\$341,186	974,818

⁽¹⁾ Hauling volume is back-calculated from the hauling cost by the known rate of \$1,400 per 4,000 gallons hauled

⁽²⁾ Data not yet available; estimated as the average of costs from July 2024, August 2024, April 2025, and May 2025

Evaluation of Current Operations

- Historical treatment efficiency
 - Reviewed monthly DMR data for the years of 2023 and 2024
 - The only instance of non-compliance was an elevated average TKN during March 2024
- Calculated WWTF solids retention time (SRT)
 - Oxidation ditch MLSS dropped from 4,600 mg/L to 2,430 mg/L in 2024

$$SRT = \frac{\text{Mass of Solids in WWTF}}{\text{Solids Wasting Rate}} = 40 \text{ days}$$

- Sludge production
 - WAS rate = 4,720 gpd
- Digester deficiency
 - Current layout: 2 vessels, total volume of 25,000 gallons
 - Sewage Collection & Treatment Regulations (SCAT) requirement: 50,000 gallons
 - Aerobic “digester volume shall be a minimum of 20% of the average design flow of the treatment works” (9VAC25-790-560)

Design Operation

- Two design scenarios evaluated

Scenario	Description	Design Average Flow (MGD)
A	Winter Operations: low temperature (12 °C), high SRT	0.25
B	Summer Operation: high temperature (20 °C), low SRT	

- WWTF solids retention time
- Maintain complete nitrification

Oxidation Ditch	Scenario A	Scenario B
MLSS (mg/L)	5,000	2,500

SRT	Manual ⁽¹⁾	Scenario A	Scenario B
Summer SRT (days)	16	—	10
Winter SRT (days)	25	30	—

⁽¹⁾ As specified in O&M Manual (1992)

- Sludge production
- Waste sludge to digesters
- Digester volume increased to 50,000 gallons

WAS	Manual ⁽¹⁾	Scenario A	Scenario B
WAS Rate (gpd)	11,040	8,080	12,320

⁽¹⁾ As specified in O&M Manual (1992)

- Thickened sludge to dewatering system
- Sludge accumulated over 7 days (with decanting) and dewatered over 5 days

Scenario	Wet Sludge (gpd)	Dry Solids (kg / d)
A	4,900	310
B		480

Dewatering System Alternatives

Repair of sludge drying beds is not considered a suitable alternative

– Repairs would involve...

- Discarding and replacing the existing sand media
- Replacing the existing system of underdrains

Sludge Dewatering Process	Typical Percent Solids	Monthly Cake Production (lbs)
Drying Bed	12%	44,092
Belt Filter Press	21%	25,810
Rotary Fan Press	15%	35,274
Centrifuge	30%	17,637

Disadvantages

1. Insufficient drying bed surface area

- Required → 11,970 ft² (Scenario A) and 18,270 ft² (Scenario B)
 - Derived from VA Sewage Collection and Treatment regulations
 - Assuming sludge characteristics calculated at design conditions
- Available → 7,000 ft²
 - Approximate area under the canopy

2. Inferior drying performance compared to mechanical systems

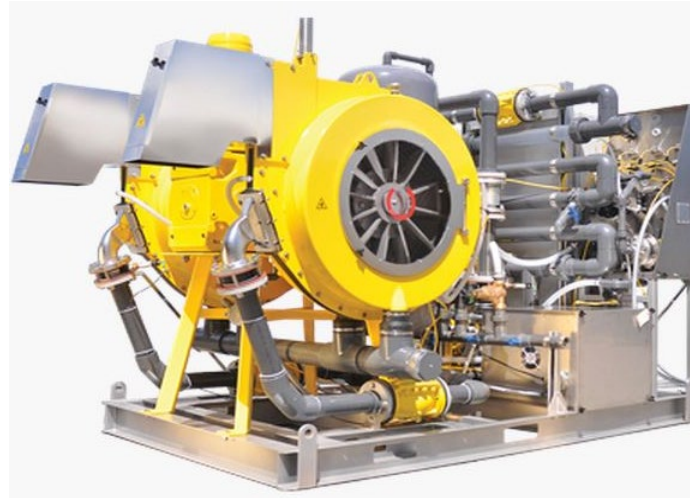
3. Loading sludge onto trucks is labor-intensive

Dewatering System Alternatives

Belt Filter Press



Rotary Fan Press



Centrifuge



Dewatering Equipment Alternatives Comparison

– Financial comparison

Alternative	20-Year Present Worth
Belt Filter Press	\$3,747,600
Rotary Fan Press	\$4,302,600
Centrifuge	\$4,451,900

- Inflation rate: 2.8%
- Nominal discount rate: 4.4%

– Inboden feedback

- Compared to centrifuges and rotary fan presses, belt filter presses are
 - 1) Less sensitive to changes in polymer dosing and in sludge characteristics
 - 2) Easier for operators to learn

– Non-monetary considerations

Performance Criteria			
Feature	Belt Filter Press	Rotary Fan Press	Centrifuge
Best Suited For	Large Flows, low energy	Small facilities, low flow	High performance, flexibility
Throughput	High	Low to Medium	High
Cake Dryness	Moderate (16 – 25%)	Lower (12 – 18%)	High (25 – 35%)
Operational Criteria			
Feature	Belt Filter Press	Rotary Fan Press	Centrifuge
Odor Control	Poor	Excellent	Good
Complexity	Moderate	Low	High
Energy Usage	Low	Very Low	High
Footprint	Large	Compact	Very Compact

Belt Filter Press Selected as Preferred Alternative

Dewatering Equipment Siting

Option 1:

- Place under existing sludge drying bed canopy
- Enclose a portion of canopy to provide weather-protected space for dewatering equipment

Option 2:

- New dewatering building
- Use drying beds for cake storage

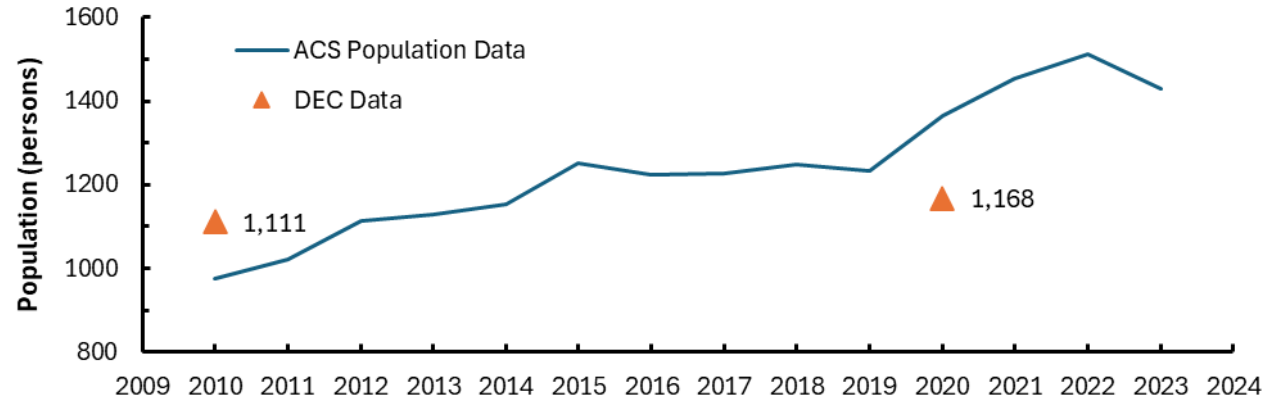
Supporting Infrastructure Requirements

- Electrical Power Supply
- Process Water
- Process Drainage
- Site Improvements



Adaptability to Future Needs

- Projected town growth
 - Minimal growth over the last decade
 - Provisions included in system sizing to accommodate projected growth

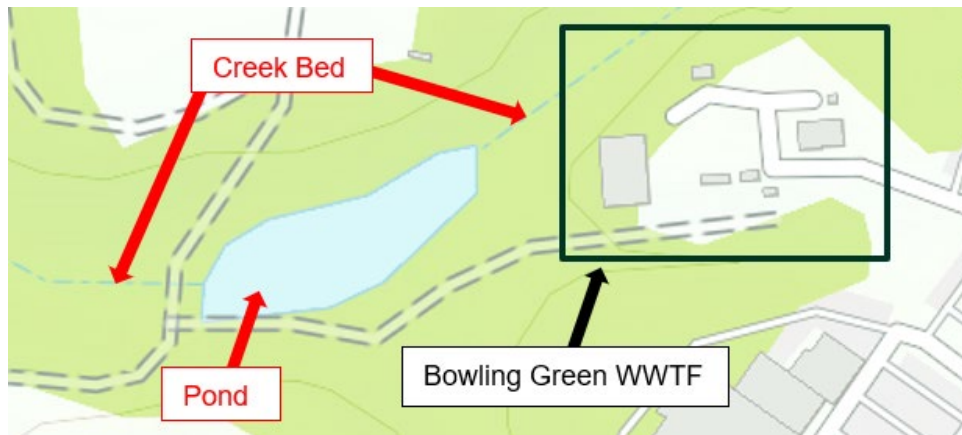


- Basis of belt filter press design: Alfa Laval's AS-H Belt Press KP05 system
- Allowable range of sludge flows is 15 gpm to 30 gpm
 - Assume operation for 5 hours per day
 - 15 gpm → 4,500 gallons/day
 - 30 gpm → 9,000 gallons/day
 - Design conditions → 4,900 gallons/day
 - Spare capacity of 4,100 gallons at design conditions

Environment and Sustainability

– Environmental Impacts

- Water resources
 - The WWTF appears to be near a stream bed and pond
 - The impacted area for this project is expected to be < 1 acre, so NPDES permitting should not be required
- Environmental assessment requirement (VDEQ)
 - Recommend applying for categorical exclusion
 - “upgrade in level of treatment of an existing treatment works on the existing site of the works”



– Sustainability

- Decrease in hauling operations
 - Decreased volume and weight of dewatered cake
- Land Usage
 - Proposed improvements occur exclusively on the existing site
 - No acquisition or development of additional land
- Water Savings
 - Installing new NPW pumps would lower the water demand for the facility
- Community Impacts
 - Chance for odor from the sludge processing to be detected at nearby shopping center. Mitigated through enclosed building.
 - Occasional traffic disruption due to dewatered sludge hauling operations

Project Costs and Schedule

– Project Costs

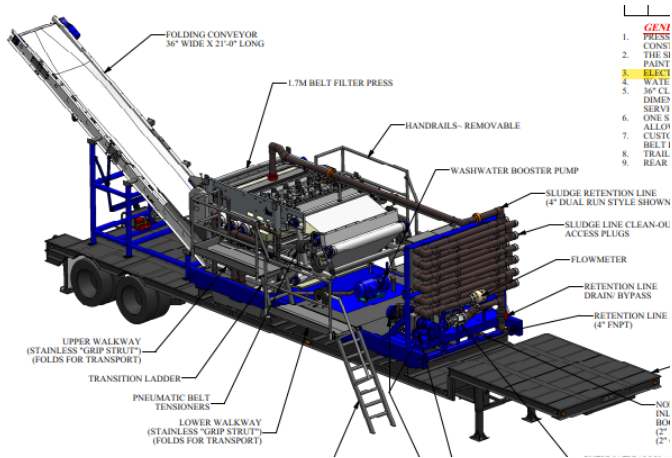
Cost Item	Cost
Construction Cost – Selected Alternative	
Estimated Construction Cost	\$1,923,900
Non-Construction Related Costs	
Basic Engineering	\$250,100
Resident Project Representative	\$202,000
Additional Engineering (Geotech, Pilot)	\$65,000
Administration	\$10,000
Legal Services	\$19,200
Bond Counsel	\$25,000
Contingency	\$288,600
Total Non-Construction Related Costs	\$859,900
Total Project Costs	\$2,783,800

– Project Schedule

Task	Start	Duration	End
Apply & Secure Project Funding	July 2025	3 months	Sept 2025
Procure Engineer	Sept 2025	2 months	Nov 2025
Design Improvements	Nov 2025	9 months	July 2026
Solicit Bids and Award	July 2026	2 months	Sept 2026
Construction	Sept 2026	9 months	June 2027

Temporary (Rental) Dewatering Equipment

Option 1: Belt Filter Press



– Costs

- One-time expenses: \$24,760
 - Shipping, setup, etc.
- Annual operating cost: \$204,869

– Additional Requirements

- Dumpster(s)
- Hoses to connect digesters to belt press feed pump
- Utilities (NPW, filtrate, power)

Option 2: Dewatering Boxes



– Similar principle to that of sludge drying bed

– Costs

- One-time expenses: \$1,592
 - Shipping, setup, etc.
- Annual operating cost: \$80,518

– Additional Requirements

- Sludge pump(s)
- Hoses to connect to sludge pump(s)
- Utilities (NPW, filtrate)





Town of Bowling Green,
Virginia

Water Quality Corrective Action Plan Status Update 8/7/25

Topics

Recap of Water Quality/Quantity Complications

Corrective Action Plan

Well #4 Packer Test Findings

Next Steps

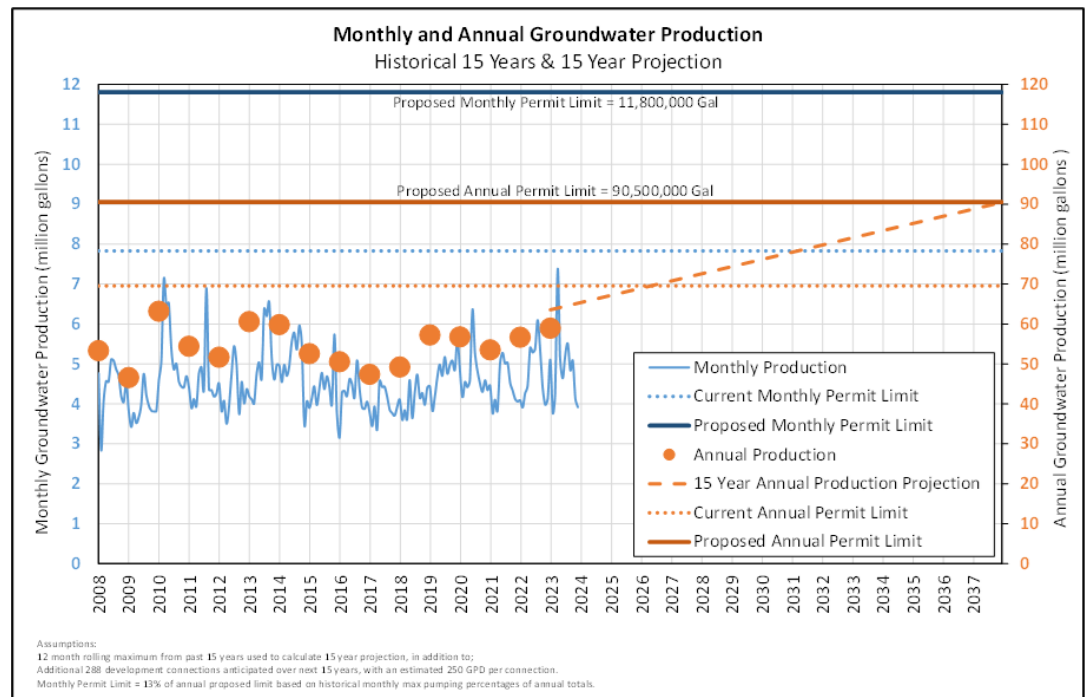
Groundwater Withdrawal Permit

Permit reapplied for in 2024

- Historic demand close to previous limit
- Increase to accommodate potential growth

New permit issued 12/26/24

- 90.7 MGY, 11.78 MG/Mo
- Several Special Conditions

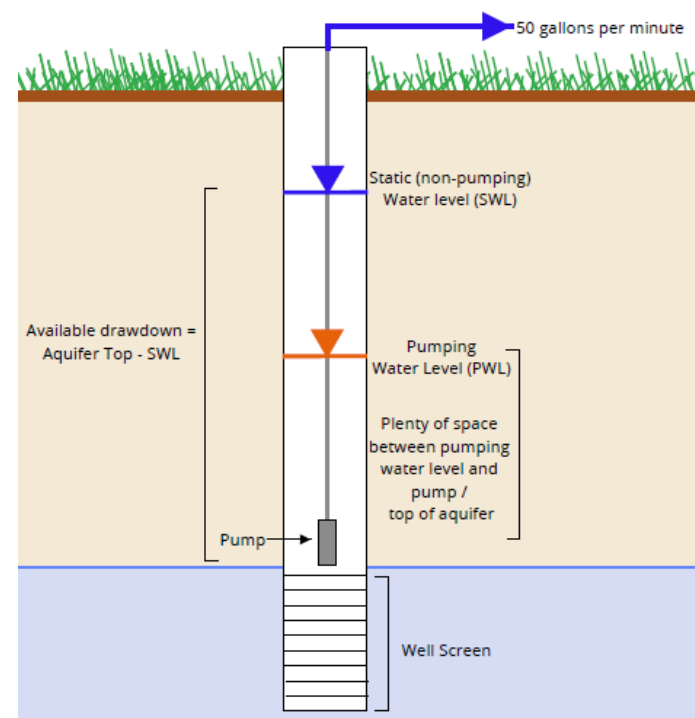
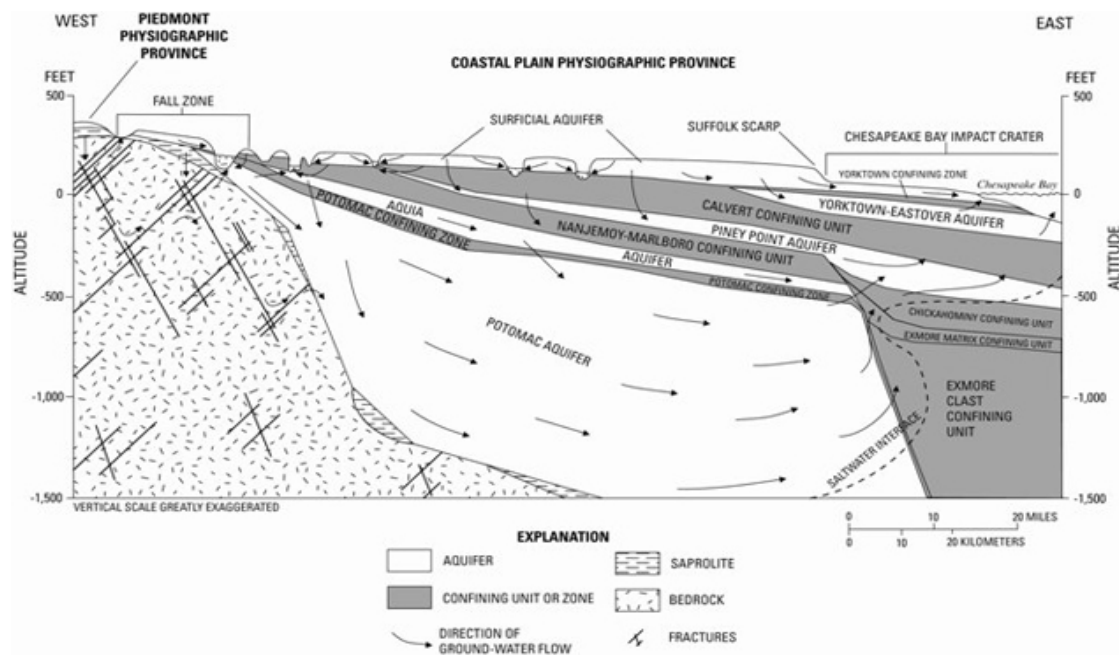


Groundwater Withdrawal Permit

Bowling Green,
Virginia

Special Conditions

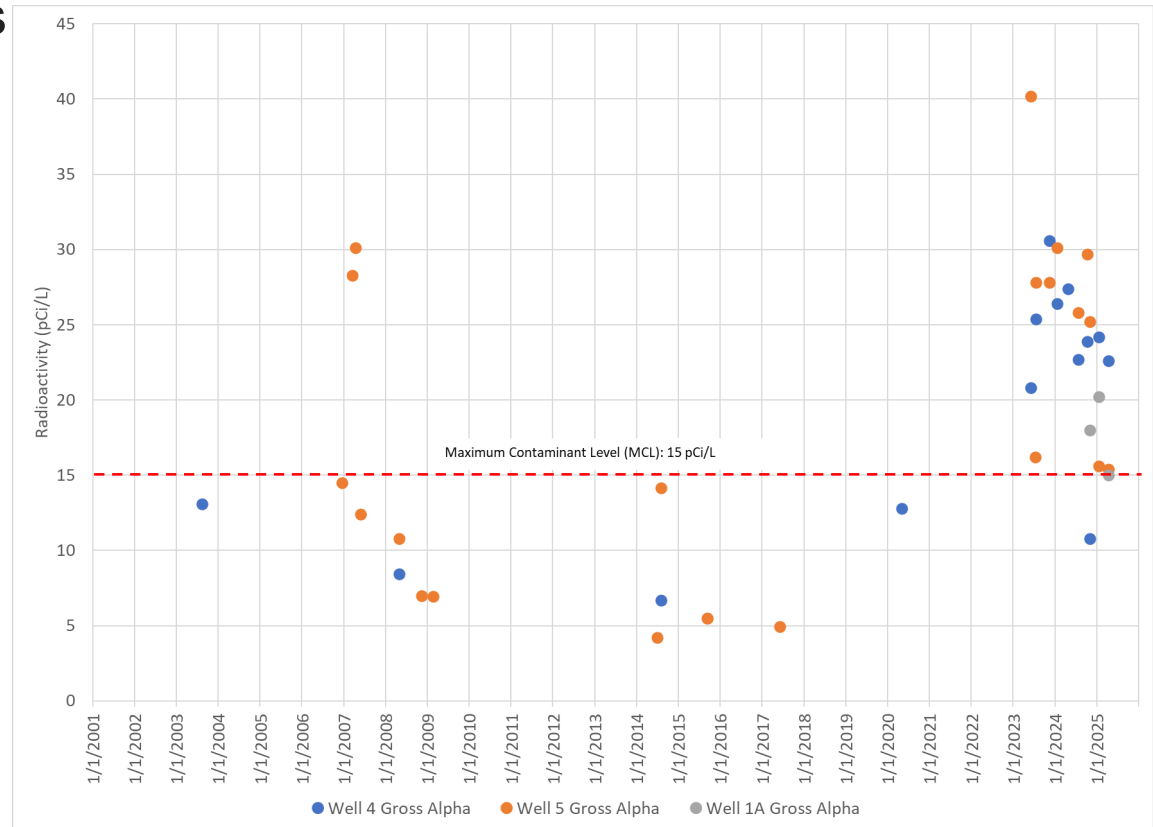
- Negotiated extension of deadlines with DEQ to within 5 years of permit issuance
 - Well 1 abandonment*
 - Well 4 abandonment
 - Well 5 pump raise & geophysical log
 - Well 1A pump raise & geophysical log



Water Quality

Elevated gross alpha radioactivity in Town wells

- Proposed Action Plan approved by VDH 6/5/24
- Formal Corrective Action Plan (CAP) issued by VDH 9/5/24
- \$45,000 Planning & Design Fund Grant awarded 8/30/24
- VDH issued revised CAP 3/24/25
- DWSRF application submitted for ~\$8.3M 5/2/25
- HB1600 Funds consideration requested 7/11/25



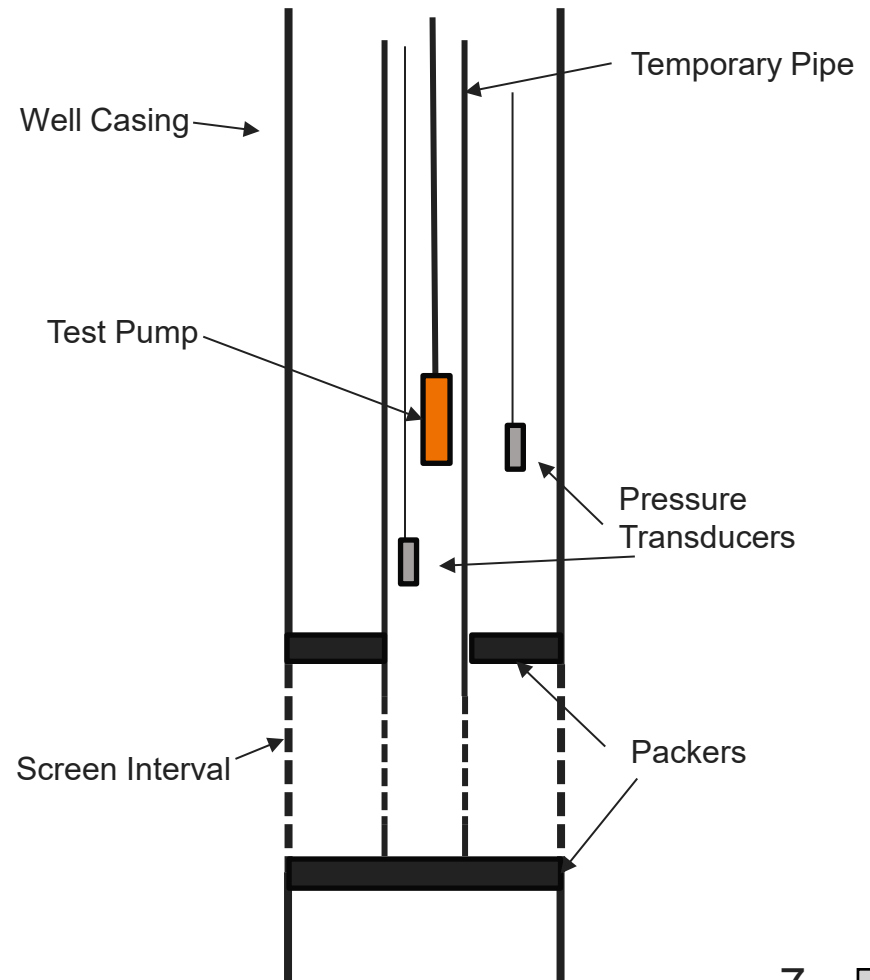
Corrective Action Plan Requirements

1. The Town will include updates on the status of resolving compliance issues in any required Public Notice that occurs as a result of a PMCL exceedance for gross alpha emitters. In addition, the Town must include status updates in the Consumer Confidence Report annually for as long as the Town is out of compliance with the PMCL for gross alpha emitters.
2. The Town will collect special, non-compliance radiological water quality samples from Wells 1A, 4, and 5 quarterly for three quarters and analyze the samples for non-regulated radiological contaminants, in order to determine the element(s) that may be contributing to the PMCL exceedances. The Town will begin sampling **by September 30, 2024.**
3. The Town will hire a Professional Engineer, licensed in the Commonwealth of Virginia, to develop a Preliminary Engineering Report (PER) to evaluate best available technologies for mitigating gross alpha emitters. The Town will submit the PER to RFO **by May 1, 2026.** Any revisions to the CAP due to recommendations provided in the PER must be submitted to **RFO July 31, 2026**
4. The Town will obtain a construction permit for required construction recommended in the PER **July 31, 2027.** This allows 6 months to complete construction plans & specification, depending on potential DWSRF funding award date.
5. The Town will complete construction for required modifications or additions to the water system as recommended in the PER **December 25, 2029** (aligns with DEQ Groundwater Withdrawal Permit conditions for well replacement and pump intake raised).

Well #4 Packer Testing

- DEQ requires Well #4 replacement
- May 2025 packer test allowed sampling from individual screen intervals separately
- Key Findings
 - Confirmed Po-210 as primary source of gross alpha
 - Not a significant difference in water quality between screen intervals
 - Treatment expected to be necessary

Schematic Test Setup



Next Steps

VDH Funding Decisions

- 2 funding applications under review
 - DWSRF – offers go out ~October 1, 2025
 - HB1600 funding – offers go out ~mid- September 2025

Well Drilling Invitation for Bids

- 2 planned locations – Well 4 lot and Town-owned lot in subdivision near water tower
- Need to prepare IFB to solicit competitive bids

Preliminary Engineering Report

- Packer test was first step
- Next – treatment alternatives analysis, preliminary engineering/design
- Due to VDH May 1, 2026

Well Drilling & Construction

Final Engineering Plans/Specifications, Construction Permitting

Well Tie-in and Treatment Invitation for Bids

Well Tie-in and Treatment Construction



Bowling Green

Caroline County, Virginia

Municipal Code

Compiled: Thursday, August 7, 2025

Table of Contents

CHARTER

ARTICLE I THE TOWN CORPORATE

ARTICLE II CORPORATE LIMITS

ARTICLE III ADMINISTRATION AND GOVERNMENT

ARTICLE IV TAXATION AND FINANCES

ARTICLE V PROPERTY

ARTICLE VI UTILITIES

ARTICLE VII STREETS

ARTICLE VIII BUILDING REGULATIONS

ARTICLE IX ADDITIONAL POWERS

ARTICLE X ACTIONS AGAINST TOWN

ARTICLE XI MISCELLANEOUS

CHAPTER 1: GENERAL PROVISIONS

Article 1.02 General Provisions

1.02.010 How Code Designated And Cited

1.02.020 Definitions And Rules Of Construction

1.02.030 Catch Lines Of The Several Sections

1.02.040 Miscellaneous Ordinances Not Affected By Code

1.02.050 Provisions Of Code Considered As Continuations Of Existing Ordinances

1.02.060 Code And New Ordinances Do Not Affect Prior Offenses, Rights, Etc.

1.02.070 Repeal Of Ordinance Not To Revive Former Ordinance

1.02.080 Supplementation Of Code

1.02.090 Copies Of Code And Supplements To Be Available For Public Inspection

1.02.100 Severability Of Parts Of Code

1.02.110 Classification Of And Penalties For Violations; Continuing Violations

1.02.120 Penalty And Interest For Failure To Pay Accounts When Due

1.02.130 Fee For Passing Bad Checks To The Town

1.02.140 Electronic Summons System

CHAPTER 2: ADMINISTRATION OF GOVERNMENT

Article 2.02 Town Seal, Town Council, Mayor

2.02.010 Generally

2.02.020 Council Meetings

Article 2.04 Officers And Employees Generally

2.04.010 Tenure Of Officers And Employees

2.04.020 Authority Of Deputies, Assistants And Acting Officers And Employees

2.04.030 Participation In Virginia Retirement System

2.04.040 Right Of Entry For Purposes Of Inspection

Article 2.06 Specific Officers

2.06.010 Town Manager

2.06.020 Town Clerk

2.06.030 Town Attorney

2.06.040 Claims Procedure

2.06.050 Director Of Finance, Town Treasurer

2.06.060 Signatures On Town Checks

2.06.070 Payment By Credit Or Debit Card

Article 2.08 Town Departments

2.08.010 Parks, Recreation Activities

2.08.020 Rules And Regulations For Use Of Parks, Recreation Facilities

2.08.030 Additional Rules And Regulations For Use Of Town Hall

2.08.040 Planning And Zoning Administration, Building Official

2.08.050 Fee For Review Of Site Development Plans; When Payable

2.08.060 Public Utilities And Public Works Department

2.08.070 Department Of Police; Police Chief

2.08.080 Arts Commission Created; Composition, Appointment, Terms Of Office

Article 2.10 Economic Development Authority

2.10.010 Created

Article 2.12 Tourism Zones

2.12.010 Eligibility Requirements

Article 2.14 Local Enterprise Zones

2.14.010 Purpose

2.14.020 Boundaries Defined

2.14.030 Administration

2.14.040 Assessment And Collection

2.14.050 Use Of Funds

Article 2.16 Planning Commission

2.16.010 Composition, Appointment And The Term Of Members, Filling Of Vacancies

2.16.020 Functions, Powers, And Duties

2.16.030 Compensation Of Members

2.16.040 Removal Of Members

CHAPTER 3: TAXATION

Article 3.02 Utility Services Tax

3.02.010 Definitions

3.02.020 Electric Utility Consumer Tax

3.02.030 Local Telecommunication Service Tax

3.02.040 Exemptions

3.02.050 Billing, Collection And Remittance Of Tax

3.02.060 Computation Of Electricity Bills Not On Monthly Basis

3.02.070 Penalties

Article 3.04 Real Estate Tax

3.04.010 Imposition Of Tax

3.04.020 Determination Of Amount

3.04.030 Payment

3.04.040 Proration; Refund

3.04.050 Failure To Pay; Penalty And Interest

3.04.060 Treasurer To Send Bills

3.04.070 Lien For Delinquent Taxes

3.04.080 List Of Delinquent Taxes

3.04.090 Refund For Erroneous Assessment

3.04.100 Partial Exemption From Taxation For Certain Persons

3.04.110 Eligibility And Requirements

Article 3.06 Personal Property Tax

3.06.010 Imposition Of Tax

3.06.020 Determination Of Amount

3.06.030 Purpose; Definitions; Relation To Other Provisions

3.06.040 Method Of Computing And Reflecting Tax Relief

3.06.050 Allocation Of Relief Among Taxpayers

3.06.060 Exemptions

3.06.070 Applicability

3.06.080 Payment

3.06.090 Failure To Pay; Penalty And Interest

3.06.100 Treasurer To Send Bills

3.06.110 Partial Exemption For Manufactured Homes Of Certain Persons

Article 3.08 Meals Tax

3.08.010 Imposition Of Tax; Amount

3.08.020 Definitions

3.08.030 Collection

3.08.040 Records, Reporting And Payment

3.08.050 Inspection Of Records; Assessment Of Tax And Penalties

3.08.060 Violations And Penalties

3.08.070 Exclusions And Exceptions

3.08.080 Gratuities And Service Charges

3.08.090 Deduction From Tax Due

Article 3.10 Bank Franchise Tax

3.10.010 Definitions

3.10.020 Franchise Tax Assessment

3.10.030 Rate Of Taxation

3.10.040 Date Of Payment

Article 3.12 Transient Lodging Tax

3.12.010 Definitions

3.12.020 Imposition; Exemptions

3.12.030 Collection Procedure

3.12.040 Reports And Remittance Of Tax Collected

3.12.050 Interest And Penalties Upon Failure Or Refusal To Remit Tax

3.12.060 Failure Or Refusal To Collect And Report Tax

3.12.070 Records To Be Kept By Person Liable For Collection And Payment Of Tax

3.12.080 Tax Immediately Due And Payable Upon Cessation Of Business

3.12.090 Violations And Penalties

Article 3.14 Licensing, Business, Professional Occupational

3.14.010 Applicability Of Provisions; Conflicting Legislation

3.14.020 Definitions

3.14.030 Compliance Required; Display Of License

3.14.040 License Requirements

3.14.050 Situs Of Gross Receipts

3.14.060 Limitations And Extensions

3.14.070 Appeals And Rulings

3.14.080 Recordkeeping And Audits

3.14.090 Exclusions And Deductions From Gross Receipts

3.14.100 License Fee And Tax

3.14.110 Proration Of Tax

3.14.120 Exemptions

3.14.130 Violations And Penalties

Article 3.16 Vehicle License

3.16.010 Issuance Of License

3.16.020 License Required; Exceptions

3.16.030 License Year

3.16.040 Application For License; Amount Of Tax-Motor Vehicles; Motorcycles

3.16.050 Payment Of Personal Property Prerequisite To Issuance

3.16.060 Transfer/Duplicate Of A Permanent License

3.16.070 Limitations

3.16.080 Collection

3.16.090 Grace Period For Payment Of Tax By Persons Purchasing Vehicle

3.16.100 Violations And Penalty For Violations Of Permanent License Decal Statutes

3.16.110 Disposition Of Taxes And Fees

3.16.120 Taxation In More Than One Jurisdiction

Article 3.18 Enforcement

3.18.010 Enforcement Costs And Fees

CHAPTER 4: NUISANCES AND OFFENSES

Article 4.02 Offenses

4.02.010 Interfering With Town Officers And Employees

4.02.020 Impersonation Of Town Officers And Employees

4.02.030 False Alarm Or Report To Police

4.02.040 Alarm Fees

4.02.050 Alarm Notification

4.02.060 Costs Imposed On Criminal And Traffic Cases

4.02.070 Fee For Voluntary Fingerprinting

4.02.080 Sale Of Unclaimed Bicycles In Possession Of The Police; Action Of Town Manager

4.02.090 Disposition Of Unclaimed Property

4.02.100 Disorderly Conduct In Public Places

4.02.110 Posting Advertisements, Signs, Etc., On Property Of Another

4.02.120 Littering

4.02.130 Urination Or Defecation In Public

4.02.140 Abandoned Or Discarded Refrigerators And Other Airtight Containers

4.02.150 Discharge Of Firearms

4.02.160 Use Of Weapons In Hunting

4.02.170 Profane Swearing And Intoxication In Public

4.02.180 Disturbing The Peace, Generally

4.02.190 Curfew

Article 4.04 Nuisances

4.04.010 Definition

4.04.020 Illustrative Enumeration

4.04.030 Prohibited

4.04.040 Notice To Abate

4.04.050 Contents Of Notice

4.04.060 Service Of Notice

4.04.070 Abatement By Town

4.04.080 Costs Of Town Action Constitute Lien On Property; Administrative Fee Authorized

4.04.090 Cutting Of Grass, Weeds And Brush Required; Failure To Comply

Article 4.06 Garbage, Rubbish And Refuse

4.06.010 Prohibited Disposal; Maintenance Of Premises

4.06.020 Collection

4.06.030 Weed And Trash Abatement

Article 4.08 Animals

4.08.010 General Provisions

4.08.020 Dogs

4.08.030 Cruelty And Disposition Of Animals

Article 4.10 Motor Vehicles And Traffic

4.10.010 General Provisions

4.10.020 Vehicle Parking

4.10.030 Vehicles - Abandoned, Unattended, Immobile, Inoperative

4.10.040 Golf Carts

Article 5.12 Streets, Sidewalks And Public Places

4.12.010 Streets

4.12.020 Street Numbers For Buildings

4.12.030 Obstructions And Encroachments

4.12.040 Use Of Streets By Private Persons For Civic And Commercial Purposes

CHAPTER 5: PUBLIC FACILITES

Article 5.02 Sewer Regulations

5.02.010 General Provisions

5.02.020 Definitions

5.02.030 Use Of Treatment Works And Facility

5.02.040 Building Sewers And Connections

5.02.050 Conditions To Use Treatment Works

5.02.060 Industrial Dischargers

5.02.070 Pretreatment

5.02.080 Wastewater Service Charges And Industrial Cost Recovery

5.02.090 Extension Of Sewer Lines

5.02.100 Enforcement

Article 5.04 Water Regulations

5.04.010 General Provisions - Water Regulations

5.04.020 Water Connections

5.04.030 Extension Of Waterlines

5.04.040 Rates And Billings

Article 5.06 Waterworks

5.06.010 Cross-Connection And Backflow Prevention

Article 5.08 Drought Management

5.08.010 Definitions

5.08.020 Voluntary Water Conservation Measures

5.08.030 Notification And Duration/Water Restrictions

5.08.040 Violations And Penalties/Exemptions And Appeals

CHAPTER 6: SPECIAL EVENTS AND ACTIVITIES

Article 6.02 Parades, Demonstrations, Open Air Concerts And Similar Entertainment

6.02.010 Parades And Demonstrations

6.02.020 Open Air Concerts And Similar Entertainment

Article 6.04 Mass Outdoor Social Gathering

6.04.010 Purpose

6.04.020 Definitions

6.04.030 Notification To The Town

Article 6.06 Fireworks

6.06.010 Purpose

6.06.020 Definitions

6.06.030 Compliance Required

6.06.040 Application For Permit

6.06.050 Approval Of Application; Issuance Of Permit

6.06.060 Disposition Of Copies Of Approved Application

6.06.070 Persons Authorized To Conduct Display

6.06.080 Storage

6.06.090 Minimum Safety Distance

6.06.100 Exemptions

6.06.110 Applicability

6.06.120 Violations And Penalties

Article 6.08 Farmers' Market

6.08.010 Definitions

6.08.020 Exemption Certificate Required

6.08.030 Compliance With Zoning Requirements

6.08.040 Health Standards

6.08.050 Violations And Penalties

CHAPTER 7: LAND USE AND BUILDINGS

Article 7.02 Erosion And Sediment Control

7.02.010 Title, Purpose, And Authority

7.02.020 Definitions

7.02.030 Local Erosion And Sediment Control Program

7.02.040 Submission And Approval Of Plans; Contents Of Plans

7.02.050 Permits; Fees; Security For Performance

7.02.060 Monitoring, Reports, And Inspections

7.02.070 Penalties, Injunctions, And Other Legal Actions

7.02.080 Appeals And Judicial Review

Article 7.04 Building Construction

7.04.010 Prevailing Standard

Article 7.06 Numbering Of Buildings

7.06.010 Definitions

7.06.020 Numbering Plan

7.06.030 Assignment Of Numbers

7.06.040 Size, Type And Location Of Numbers; Exceptions

7.06.050 Maintenance Of Map And Records

7.06.060 Responsibility To Affix And Maintain Numbers

7.06.070 Violations And Penalties

Article 7.08 Stormwater Management

7.08.010 Purpose And Authority

7.08.020 Definitions

7.08.030 Stormwater Permit Requirement; Exemptions

7.08.040 Stormwater Management Program Established; Submission And Approval Of Plans; Prohibitions

7.08.050 Stormwater Pollution Prevention Plan; Contents Of Plans

7.08.060 Stormwater Management Plan; Contents Of Plan

7.08.070 Review Of Stormwater Management Plans

7.08.080 Technical Criteria For Regulated Land Disturbing Activities

7.08.090 Exceptions To Technical Criteria

7.08.100 Long-Term Maintenance Of Permanent Stormwater Facilities

7.08.110 Monitoring And Inspections

7.08.120 Hearings

7.08.130 Appeals

7.08.140 Enforcement

Article 7.10 Air Pollution And Open Burning

7.10.010 Purpose

7.10.020 Definitions

7.10.030 Prohibited Acts

7.10.040 Open Burning

7.10.050 Allowable Burning

7.10.060 Notification Required

7.10.070 Location Requirements

7.10.080 Open Burning Restrictions

7.10.090 Open Burning Attendance

7.10.100 Open Burning Prohibited

7.10.110 Violations And Penalties

Article 7.12 Smoking In Public Buildings

7.12.010 In General

7.12.020 Authority; Definitions

7.12.030 Smoking Prohibited

7.12.040 Town-Owned And Controlled Buildings And Work Places

CHAPTER 8: (RESERVED)

CHAPTER 9: SUBDIVISION OF LAND

Article 9.02 General Provisions

9.02.010 Purpose

9.02.020 Title

9.02.030 Statutory Authority

9.02.040 Applicability

9.02.050 Interpretation; Conflict With Other Provisions

9.02.060 Definitions And Word Usage

Article 9.04 Administration

9.04.010 Administrative Agent

9.04.020 Powers And Duties Of Agent

9.04.030 Preparation And Recording Of Plat

9.04.040 Transfer Of Land

9.04.050 Issuance Of Permits

9.04.060 Modifications And Exceptions

9.04.070 Zoning Requirements

9.04.080 Violations And Penalties

9.04.090 Appeals

9.04.100 Fees

Article 9.06 Subdivisions Procedures

9.06.010 Required Improvements

9.06.020 Preliminary Plat

9.06.030 Final Plat

9.06.040 Minor Subdivision

9.06.050 Vacating Plat And Boundary Line Adjustment (BLA)

Article 9.08 Land Dedication And Amendments

9.08.010 Dedication Of Land To Town

9.08.020 Amendments

Article 9.10 Land Suitability And Design Standards

9.10.010 Suitability Of Land

9.10.020 Streets

9.10.030 Lots

9.10.040 Blocks

9.10.050 Easements

CHAPTER 10: ZONING ORDINANCE

Article 10.02 Enabling Provisions

10.02.010 Statutory Authority

10.02.020 Adoption; Purpose

Article 10.04 Definitions

10.04.010 Word Usage

10.04.020 Definitions

Article 10.06 Districts

10.06.010 Establishment Of Districts

Article 10.08 Agricultural District A-1

10.08.010 Intent

10.08.020 Permitted Uses

10.08.030 Permitted Accessory Uses (Reserved)

10.08.040 Special Uses

10.08.050 Specifications And Requirements

Article 10.10 Residential District R-1

10.10.010 Intent

10.10.020 Permitted Uses

10.10.030 Permitted Accessory Uses

10.10.040 Special Uses

10.10.050 Specifications And Requirements

Article 10.12 Residential District R-2

10.12.010 Intent

10.12.020 Permitted Uses

10.12.030 Permitted Accessory Uses

10.12.040 Special Uses

10.12.050 Specifications And Requirements

Article 10.14 Residential District R-3

10.14.010 Intent

10.14.020 Permitted Uses

10.14.030 Permitted Accessory Uses

10.14.040 Special Uses

10.14.050 Specifications And Requirements

Article 10.16 Planned Unit Development PUD

10.16.010 Intent

10.16.020 Permitted Uses

10.16.030 Permitted Accessory Uses (Reserved)

10.16.040 Special Uses

10.16.050 Specifications And Requirements

Article 10.18 Business District B-1

10.18.010 Intent

10.18.020 Permitted Uses

10.18.030 Permitted Accessory Uses (Reserved)

10.18.040 Special Uses

10.18.050 Specifications And Requirements

Article 10.20 Business District B-2

10.20.010 Intent

10.20.020 Permitted Uses

10.20.030 Permitted Accessory Uses (Reserved))

10.20.040 Special Uses

10.20.050 Specifications And Requirements

Article 10.22 Industrial District M-1

10.22.010 Intent

10.22.020 Permitted Uses

10.22.030 Permitted Accessory Uses (Reserved)

10.22.040 Special Uses

10.22.050 Specifications And Requirements

Article 10.24 Chesapeake Bay Preservation Area

10.24.010 Title

10.24.020 Purpose And Intent; Statutory Authority

10.24.030 Definitions

10.24.040 Chesapeake Bay Preservation Area Boundaries

10.24.050 Administrative Responsibility

10.24.060 Applicability

10.24.070 Use Regulations

10.24.080 Lot Size

10.24.090 Required Conditions

10.24.100 Conflict With Other Regulations

10.24.110 Interpretation Of Resource Protection Area Boundaries

10.24.120 Performance Standards

10.24.130 Water Quality Impact Assessment

10.24.140 Plan Of Development Process For Chesapeake Bay Preservation Areas

10.24.150 Nonconforming Use And Noncomplying Structures.

10.24.160 Exemptions

10.24.170 Exceptions

10.24.180 Fees

Article 10.26 Nonconforming Uses

10.26.010 Continuation

10.26.020 Extension Or Enlargement

10.26.030 Restoration Or Replacement

Article 10.28 Site Plans

10.28.010 Purpose

10.28.020 When Required

10.28.030 Requirements And Specifications

10.28.040 Appeals

10.28.050 Violations And Penalties

Article 10.30 Special Provisions

10.30.010 Zoning Permits

10.30.020 Certificate Of Zoning Compliance

10.30.030 Conditional Zoning

10.30.040 Special Use Permit

10.30.050 Special Use Permits; Additional Standards And Requirements

10.30.060 Uses Not Provided For
10.30.070 Widening Of Streets And Highways
10.30.080 Off-Street Parking
10.30.090 Restrictions Adjacent To Airports
10.30.100 Annexed Area
10.30.110 Public Hearings
10.30.120 Fences
10.30.130 Short-Term Rentals
10.30.140 Accessory Dwelling Units

Article 10.32 Signs

10.32.010 Purpose
10.32.020 Definitions
10.32.030 Permit Required
10.32.040 Permit Not Required
10.32.050 Prohibited Signs
10.32.060 Measurements Of Sign Area And Height
10.32.070 Maintenance And Removal
10.32.080 General Requirements
10.32.090 Nonconforming Signs
10.32.100 Noncommercial Signs

Article 10.34 Appeals

10.34.010 Board Of Zoning Appeals Established; Membership
10.34.020 Rules And Regulations; Meetings; Minutes; Quorum
10.34.030 Powers And Duties Of Board
10.34.040 Appeal To Board Of Zoning Appeals

Article 10.36 Penalties

10.36.010 Conformance Required

10.36.020 Violations And Penalties

Article 10.38 Amendments

10.38.010 Procedure For Amendment

Article 10.40 Administration And Interpretation

10.40.010 Enforcement

10.40.020 Fees

10.40.030 Effect On Permits Granted Prior To Adoption

10.40.040 Interpretation Of District Boundaries

10.40.050 Certified Copy

CODE COMPARATIVE TABLE



Town of Bowling Green, Virginia

117 Butler Street ♦ P.O. Box 468

Bowling Green, VA 22427

August 15, 2025

Mr. Chip Boyles
Executive Director
George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401

Dear Mr. Boyles,

This letter confirms the Town of Bowling Green will join as a regional partner in updating the George Washington Regional Commission's Hazard Mitigation Plan and will consider adopting the plan when it is complete.

Furthermore, through the Town Manager, appropriate Staff will be made available to assist to meet the Town's in-kind match requirement.

Thank you for all you do to promote regional cooperation, and particularly to assist the Town of Bowling Green in achieving its mission and goals.

Sincerely,

The Honorable Tina Gambill, Mayor
Town of Bowling Green



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- August 2025
DATE: Aug 25th, 2025

Police Activity

47-Total calls for service

9-Assist other agencies

2-Motor Vehicle Accident

2-Arrests

7-Warrants

2-Larceny

2-Assaults

43-Traffic Summons / 28- Warnings given

53-Property checks/ Vacation checks/ Business Checks

1- National Night Out

1- Music on the Green

Heads Up

- *Preparation for Harvest Fest*



Office of Chief of Police

Chief J. O. Cecil Sr.

Bowling Green Police Department

117 Butler Street, P.O. Box 468 Bowling Green, VA 22427
Phone (804)-632-1600 Fax (804)-632-1048 Cell (804)-994-4056
www.townofbowlinggreenva.gov



BOWLING GREEN POLICE DEPARTMENT

For Immediate Release

August 20, 2025

High-Speed Pursuit Ends in Arrest of Fugitive with Multiple Warrants

Bowling Green, VA — On the evening of August 15, 2025, at approximately 12:00p.m., Officer T. Ervin of the Bowling Green Police Department initiated a traffic stop on a 2014 Honda CR-V he believed to be traveling at 72 mph in a posted 55 mph zone. The incident quickly escalated when the driver refused to stop, leading Officer Ervin on a high-speed pursuit along Route 301 into Caroline County.

The suspect vehicle reached speeds in excess of 100 mph during the pursuit. The chase came to an end at the intersection of Penola Road and Route 301, when the driver lost control and crashed. When Officer Ervin approached the vehicle, he was able to safely get the driver into custody and was encountered by a scared and injured female passenger who was transported to the hospital by ambulance with non-life-threatening injuries.

The driver was identified as 38-year-old Charles Wyman of Lynchburg, VA. Officer Ervin then discovered that Wyman had three outstanding arrest warrants from Westmoreland County VA, Lynchburg VA, and Bedford VA, for failing to appear in court and probation violation.

Following a thorough investigation, Officer Ervin obtained arrest warrants against Wyman for Felony Eluding, Driving Revoked (DUI-related), Felony Abduction and Speeding.

Wyman was transported to Pamunkey Regional Jail, where he is currently being held without bond.

Chief Cecil of the Bowling Green Police Department stated:

"I am very grateful for Officer Ervin and the Caroline County Sheriff's Office deputy's professionalism and assistance during this incident. The Bowling Green Police Department remains committed to protecting the citizens, businesses, and visitors of our community.

Charles Wyman



VIRGINIA STATE POLICE

CRITICALLY MISSING ADULT ALERT

AT-RISK / MISSING PERSON



Name: Lorynn Nicole Williams

Age: 22

Height: 5' 8"

Weight: 175 pounds

Hair: Brown

Eyes: Brown

THE VIRGINIA STATE POLICE HAS ISSUED A CRITICALLY MISSING ADULT ALERT ON BEHALF OF THE BOWLING GREEN POLICE DEPARTMENT ON AUGUST 25, 2025 AT 1040 HOURS.

THE BOWLING GREEN POLICE DEPARTMENT IS LOOKING FOR LORYNN NICOLE WILLIAMS, RACE: WHITE, SEX: FEMALE, AGE: 22 YEARS OLD, HEIGHT: 5' 8", WEIGHT: 175 lbs., WITH BROWN EYES, AND BROWN HAIR.

SHE WAS LAST IN CONTACT WITH HER MOTHER, AT 2300 HOURS ON AUGUST 15, 2025. SHE WAS POSSIBLY WEARING SHORTS AND A TANK. SHE HAS A HEART TATTOO ON HER UPPER LEFT CHEST AND ON THE CORNER OF HER RIGHT EYE. SHE ALSO HAS A TATTOO OF A MOTHER HOLDING A BABY ON HER RIGHT FOREARM.

THIS DISAPPEARANCE POSES A CREDIBLE THREAT TO THEIR HEALTH AND SAFETY AS DETERMINED BY THE INVESTIGATING AGENCY.

PLEASE CONTACT THE BOWLING GREEN POLICE DEPARTMENT [24/7 DISPATCH] WITH ANY INFORMATION REGARDING THEIR WHEREABOUTS AT 804-633-5400 OR YOU MAY FIND COMPLETE INFORMATION AT <https://alerts.vsp.virginia.gov>

IF SEEN CALL 9-1-1



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

AGENDA ITEM: Public Works Department Monthly Report
DATE: August 25, 2025
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Grass cutting was completed at all the sites for August 2025.
2. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires and lights.
3. Staff set up for the Council & Planning and Zoning meetings for August.
4. HVAC filters were changed in all the buildings on 8/05/2025.
5. All of the generators are started weekly manually, and all fluid levels are checked.
6. Staff marked a total of 24 (811 Miss Utility) tickets for August 2025.
7. Daily pickup of trash is completed at the playground and equipment is checked.
8. Weekly dumping of the trash cans on Main St. has continued.
9. Hanging baskets are watered weekly on Main St.
10. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
11. At the old Maury Ave well site a dead pine tree was deemed a hazard, and we had it removed on 8/04/2025.
12. In coordination, with the Town Manager, staff installed a ropbox at Town Hall near the front entrance 8/12/2025, which will replace Dropbox at Town Hall.
13. Staff set up for the Music on the Green on 8/22/2025.
14. Staff coordinating repair of welcome signs.
15. Staff went to Fort Walker to attend pre-bid conference for IGSA roof replacement project.

Utilities

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease from building up on the walls.
3. Daily checks of all the Pump Stations have continued.
4. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Customers are contacted to let them know a leak is on the private side of the meter.
5. Two staff attended the chemical spill class on 8/08/2025. Both of us are certified for another year to do small spills.
6. The water line on Elm St has had continuous breaks. The two-inch galvanized pipe is past the life expectancy. In talking with our contractor, we both feel that this water line is going to fail in the very near future.
7. We are in the process of getting bids on replacing fire hydrants that aren't in the USDA project.

ATTACHMENTS:

HEADS UP ITEMS:



TO: Town Council
FROM: Hope Toliver, Director of Finance, Treasurer
SUBJECT: August 2025- Finance/Treasurer's Report
DATE: September 4, 2025

SUMMARY:

During the month of August, the finance department worked on the following items:

Status of Town Audits

- FY23 Audit
 - Nearing completion by RFCA, awaiting draft
- FY24 Audit will begin after FY23 is completed.
 - RFCA preliminary audit work has begun internally

Southern Software Conversion Status

- Staff also have been in constant communication with Southern Reps to continue real-time training and any other further assistance needed during the first few months of operating in the new system.
- All work has been completed between The Town, Southern Software FMS, and all other necessary third parties to set up all integrations on the back end for project completion of the Utility Modules.
 - This includes Enco, our bill-mailing service, as well as PSN, our new online payment tracking system.
- Staff are currently working on assisting customers with the new PSN payment portal and any questions regarding the rate increases on their bills.
- Staff are working with Southern Software on the last phase of implementation (Phase III), which is for real estate and personal property billing.

Real Estate / Personal Property

- The Town has received both the Real Estate and Personal Property data files from the County for the 2025 tax year.
- We have begun the mapping for the Real Estate and Personal Property Modules of the project conversion in the new system with Southern Software.
 - Dates have not yet been finalized for onsite training for all staff.
- The town has received approximately 33 letters back in response to our request for personal property vehicles housed within the Town.



***Finance Department Front Desk and Customer Service Operations
(AP, Utility Billing, Payments, Events, Trash Requests, Business License Processin,etc)***

Deposits, Mail, Zoning and all other Miscellaneous Requests

- Approximately 80 front desk customers signed in and/or served at the window.
- Continuing with ongoing efforts on the days the Town Office is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance.
- Monthly AP processing – 4 check runs completed (weekly process)
- 3 Town Hall rental events.
- Staff have also begun receiving payments for Harvest Festival vendors and sponsorships
- In collaboration with the Town Manager, our staff have processed 4 new business licenses.
- New utility account assistance with questions and payment portal account setup.
- Follow-up requests from prior council meeting:
 - The Public Works department is now showing properly in the budget report
 - The prior miscellaneous expense was investigated and reclassified to the correct GL code – this was for utility tax that the town receives from Dominion Energy.
 - Fuel is always split between the correct departments for the Town Vehicles (Public Works & Police Dept)

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 1 Of 14

Period Ending 8/29/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 CURRENT YEAR TAXES	250,000	0.00	0.00	0.00	0.00	(250,000.00)	
100-011010-0002 DELINQUENT TAXES	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
100-011011-0001 CURRENT YEAR TAXES	31,000	0.00	0.00	0.00	0.00	(31,000.00)	
100-011020-0001 CURRENT YEAR	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
100-011030-0001 CURRENT YEAR TAXES	55,000	0.00	0.00	0.00	0.00	(55,000.00)	
100-011030-0002 DELINQUENT TAXES	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
100-011060-0001 PENALTY	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
100-011060-0002 INTEREST	1,600	0.00	0.00	0.00	0.00	(1,600.00)	
100-012010-0001 SALES TAX	52,050	0.00	5,097.92	11,242.99	11,242.99	(40,807.01)	22%
100-012020-0001 CONSUMER UTILITY TAX	39,500	0.00	3,063.30	6,000.03	6,000.03	(33,499.97)	15%
100-012030-0001 BUSINESS LICENSE	95,000	0.00	50.89	1,993.66	1,993.66	(93,006.34)	2%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	0.00	0.00	18.00	18.00	(14,982.00)	0%
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	0.00	0.00	(428,400.00)	
100-012070-0001 CIGARETTE TAX	35,000	0.00	3,809.67	7,708.71	7,708.71	(27,291.29)	22%
100-012080-0001 MEALS TAX	375,000	0.00	37,313.85	72,504.80	72,504.80	(302,495.20)	19%
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	0.00	351.11	812.09	812.09	(2,187.91)	27%
100-013030-0001 ZONING PERMITS/FEES	3,175	0.00	150.00	150.00	150.00	(3,025.00)	5%
100-013030-0002 HOME OCCUPATION PERMITS	100	0.00	0.00	0.00	0.00	(100.00)	
100-014010-0001 POLICE/COURT FINES	20,000	0.00	439.03	1,304.16	1,304.16	(18,695.84)	7%
100-014010-0002 RETURNED CHECK FEE	100	0.00	0.00	0.00	0.00	(100.00)	
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	1,300	0.00	0.00	0.00	0.00	(1,300.00)	
100-015010-0001 INTEREST EARNED	25,000	0.00	0.00	0.00	0.00	(25,000.00)	
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	6,315.09	14,000.00	14,000.00	0.00	100%
100-015020-0002 TOWN HALL RENTALS	18,000	0.00	600.00	1,175.00	1,175.00	(16,825.00)	7%

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 2 Of 14

Period Ending 8/29/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	150.00	150.00	(350.00)	30%	
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	0.00	0.00	3,392.82	3,392.82	(46,607.18)	7%	
100-016099-0003 TRASH REVENUE	110,000	0.00	7,921.51	10,066.15	10,066.15	(99,933.85)	9%	
100-020109-0001 VA 599 POLICE FUNDING	16,000	0.00	0.00	0.00	0.00	(16,000.00)		
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	0.00	0.00	(21,908.00)		
100-020111-0001 COMMUNICATIONS TAX	28,900	0.00	0.00	0.00	0.00	(28,900.00)		
100-040407-0001 LITTER GRANT	1,596	0.00	0.00	0.00	0.00	(1,596.00)		
100-040407-0100 GF GRANT PROCEEDS	0	0.00	0.00	4,000.00	4,000.00	4,000.00		
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	0.00	(15,000.00)		
Revenues Totals:	1,714,129	0.00	65,112.37	134,518.41	134,518.41	(1,579,610.59)	8%	
Expenses								
100-012110-1101 SALARIES	91,928	0.00	17,127.61	23,857.48	23,857.48	68,070.52	26%	
100-012110-1150 PT Salaries and Wages	27,687	0.00	5,647.83	7,897.83	7,897.83	19,789.17	29%	
100-012110-2100 FICA	9,151	0.00	1,310.29	1,806.00	1,806.00	7,345.00	20%	
100-012110-2210 VRS	12,879	0.00	1,686.08	2,529.12	2,529.12	10,349.88	20%	
100-012110-2220 457 PLAN	0	0.00	199.18	298.77	298.77	(298.77)		
100-012110-2400 GROUP LIFE	1,232	0.00	138.26	207.39	207.39	1,024.61	17%	
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	0.00	380.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	0.00	0.00	4,500.00		
100-012110-3050 MAYOR EXPENSES	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-012110-3100 CONTINGENCY	35,000	0.00	0.00	0.00	0.00	35,000.00		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	0.00	600.00		
100-012110-3150 PROFESSIONAL	55,000	0.00	10,073.94	13,573.94	13,573.94	41,426.06	25%	

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 3 Of 14

Period Ending 8/29/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
SERVICES - LEGAL								
100-012110-3152 WEB BASED SERVICES	15,000	0.00	2,310.00	14,633.00	14,633.00	367.00	98%	
100-012110-3600 ADVERTISING	3,000	0.00	317.70	331.20	331.20	2,668.80	11%	
100-012110-5250 TELECOMMUNCATIONS	3,000	0.00	52.51	326.14	326.14	2,673.86	11%	
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	0.00	0.00	0.00	30,000.00		
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00		
100-012110-5810 MEMBERSHIP DUES	1,500	0.00	400.00	1,301.00	1,301.00	199.00	87%	
100-012110-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	0.00	276.02	276.02	3,223.98	8%	
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	2,391.38	19,496.04	19,496.04	5,503.96	78%	
COUNCIL AND TOWN Totals: ADMINISTRATION	331,357	0.00	41,654.78	86,533.93	86,533.93	244,823.07	26%	
100-012410-1101 SALARIES/WAGES	147,409	0.00	16,209.36	22,472.85	22,472.85	124,936.15	15%	
100-012410-1200 PT SALARY AND WAGES	32,372	0.00	0.00	0.00	0.00	32,372.00		
100-012410-2100 FICA	13,753	0.00	1,227.93	1,701.04	1,701.04	12,051.96	12%	
100-012410-2210 VRS	20,652	0.00	1,576.06	2,364.09	2,364.09	18,287.91	11%	
100-012410-2300 HEALTH PLAN	26,257	0.00	1,453.24	2,179.86	2,179.86	24,077.14	8%	
100-012410-2400 GROUP LIFE	1,975	0.00	129.24	193.86	193.86	1,781.14	10%	
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	0.00	870.00		
100-012410-3120 AUDIT	71,700	0.00	0.00	29,500.00	29,500.00	42,200.00	41%	
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	0.00	0.00	0.90	0.90	4,999.10	0%	
100-012410-3150 PROFESSIONAL SERVICES - CPA	75,000	0.00	6,894.56	17,073.24	17,073.24	57,926.76	23%	

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 4 Of 14

Period Ending 8/29/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	123.22	369.66	369.66	1,130.34	25%	
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	0.00	9,420.50	9,420.50	9,420.50	65,579.50	13%	
100-012410-3600 LATE FEES & PENALTIES	0	0.00	0.00	3,011.50	3,011.50	(3,011.50)		
100-012410-5210 POSTAGE	2,500	0.00	0.00	0.00	0.00	2,500.00		
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	113.40	228.53	228.53	1,271.47	15%	
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	0.00	0.00	0.00	2,000.00		
100-012410-5810 MEMBERSHIP DUES	700	0.00	250.00	250.00	250.00	450.00	36%	
100-012410-5840 MISCELLANEOUS	3,000	0.00	0.00	21.05	21.05	2,978.95	1%	
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	0.00	206.69	381.63	381.63	5,618.37	6%	
TREASURER Totals:	487,188	0.00	37,604.20	89,168.71	89,168.71	398,019.29	18%	
100-031100-1101 SALARIES/WAGES	115,489	0.00	13,305.48	17,740.64	17,740.64	97,748.36	15%	
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	0.00	450.00	525.00	525.00	5,595.00	9%	
100-031100-2100 FICA	9,303	0.00	1,048.93	1,392.27	1,392.27	7,910.73	15%	
100-031100-2210 VRS	16,180	0.00	1,286.72	1,930.08	1,930.08	14,249.92	12%	
100-031100-2300 HEALTH PLAN	10,341	0.00	93.64	140.46	140.46	10,200.54	1%	
100-031100-2400 GROUP LIFE	1,548	0.00	113.40	170.10	170.10	1,377.90	11%	
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	0.00	275.00		
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	0.00	0.00	0.00	2,000.00		
100-031100-3310 VEHICLE MAINTENANCE	10,000	0.00	0.00	0.00	0.00	10,000.00		
100-031100-3312 EQUIPMENT REPAIR	200	0.00	0.00	0.00	0.00	200.00		
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	0.00	0.00	2,350.00		
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	973.82	973.82	9,526.18	9%	
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	52.51	105.94	105.94	894.06	11%	
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00		

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 5 Of 14

Period Ending 8/29/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	0.00	17.84	17.84	2,482.16	1%	
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	670.55	670.55	670.55	2,329.45	22%	
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	11.58	11.58	11.58	4,988.42	0%	
100-031100-6011 UNIFORMS	2,000	0.00	311.00	311.00	311.00	1,689.00	16%	
POLICE DEPARTMENT Totals:	202,306	0.00	17,343.81	23,989.28	23,989.28	178,316.72	12%	
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	0.00	4,500.00		
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	0.00	4,500.00		
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%	
DONATIONS Totals:	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%	
100-043100-1101 SALARIES	94,656	0.00	12,146.74	16,099.60	16,099.60	78,556.40	17%	
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	0.00	404.60	404.60	404.60	615.40	40%	
100-043100-2100 FICA	7,319	0.00	928.75	1,215.42	1,215.42	6,103.58	17%	
100-043100-2210 VRS	13,261	0.00	1,239.52	1,859.28	1,859.28	11,401.72	14%	
100-043100-2220 457 PLAN	0	0.00	76.30	114.45	114.45	(114.45)		
100-043100-2300 HEALTH PLAN	22,322	0.00	2,175.32	3,262.98	3,262.98	19,059.02	15%	
100-043100-2400 GROUP LIFE	1,268	0.00	103.22	154.83	154.83	1,113.17	12%	
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	0.00	0.00	0.00	235.00		
100-043100-3311 VEHICLE MAINT	10,000	0.00	101.24	578.83	578.83	9,421.17	6%	
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	1,842.85	1,842.85	37,157.15	5%	
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	148.99	202.43	202.43	2,797.57	7%	
100-043100-5300 INSURANCE	7,500	0.00	0.00	0.00	0.00	7,500.00		
100-043100-5540 EDUCATION/ TRAINING	500	0.00	0.00	0.00	0.00	500.00		
100-043100-6001 OFFICE SUPPLIES &	500	0.00	44.16	88.32	88.32	411.68	18%	

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 6 Of 14

Period Ending 8/29/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
PRINTING								
100-043100-6006 HAND TOOLS	500	0.00	188.91	188.91	188.91	311.09	38%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	0.00	2,583.58	3,008.58	3,008.58	8,991.42	25%	
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	757.30	951.83	951.83	2,048.17	32%	
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	0.00	2,981.01	4,761.48	4,761.48	6,238.52	43%	
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	200.00	400.00	400.00	5,600.00	7%	
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	7,500	0.00	3,600.00	4,300.00	4,300.00	3,200.00	57%	
100-043100-7130 REFUSE COLLECTION	100,222	0.00	7,538.11	15,444.73	15,444.73	84,777.27	15%	
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00		
100-043100-7200 TOWN HALL EXPENSES	36,000	0.00	740.87	22,329.55	22,329.55	13,670.45	62%	
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00		
PUBLIC WORKS Totals:	404,503	0.00	35,958.62	77,208.67	77,208.67	327,294.33	19%	
100-093100-0300 TRSF TO CIP FR GENERAL FUND	50,000	0.00	0.00	0.00	0.00	50,000.00		
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	14,500	0.00	0.00	0.00	0.00	14,500.00		
100-093100-0520 TRANSFER TO SEWER FUND	204,775	0.00	0.00	0.00	0.00	204,775.00		
Totals:	269,275	0.00	0.00	0.00	0.00	269,275.00		
Expenses Totals:	1,714,129	0.00	132,561.41	291,900.59	291,900.59	1,422,228.41	17%	
100 GENERAL FUND	Revenues Over/(Under) Expenses:		(67,449.04)	(157,382.18)	(157,382.18)			

Budget vs Actual

TOWN OF BOWLING GREEN
8/29/2025 10:30:52 AM

Period Ending 8/29/2025

300 CAPITAL PROJECTS								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
300-041050-0100 TRANSFER FR GEN FUND TO CIP	50,000	0.00	0.00	0.00	0.00	(50,000.00)		
Revenues Totals:	50,000	0.00	0.00	0.00	0.00	(50,000.00)		
Expenses								
300-300100-0005 CAPITAL PROJECTS RESERVE	50,000	0.00	0.00	0.00	0.00	50,000.00		
Totals:	50,000	0.00	0.00	0.00	0.00	50,000.00		
Expenses Totals:	50,000	0.00	0.00	0.00	0.00	50,000.00		
300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:		0.00	0.00	0.00			

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 8 Of 14

Period Ending 8/29/2025

310 INTERGOV SERVICE AGREEMENT							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
310-016010-0002 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	33,928.20	33,928.20	33,928.20	
Revenues Totals:	0	0.00	0.00	33,928.20	33,928.20	33,928.20	
Expenses							
310-016010-0001 INTERGOV SERVICE AGREEMENT	0	0.00	33,928.20	33,928.20	33,928.20	(33,928.20)	
INTERGOV SERVICE AGREEMENT Totals:	0	0.00	33,928.20	33,928.20	33,928.20	(33,928.20)	
Expenses Totals:	0	0.00	33,928.20	33,928.20	33,928.20	(33,928.20)	
310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:		(33,928.20)	0.00	0.00		

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 9 Of 14

Period Ending 8/29/2025

400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
400-016050-0020 HARVEST FESTIVAL DONATION	0	0.00	2,450.00	2,450.00	2,450.00	2,450.00		
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	2,895.00	6,070.00	6,070.00	(12,930.00)	32%	
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
400-041050-0100 TRANSFER FROM GF TO EVENTS	14,500	0.00	0.00	0.00	0.00	(14,500.00)		
Revenues Totals:	34,500	0.00	5,345.00	8,520.00	8,520.00	(25,980.00)	25%	
Expenses								
400-071100-3101 ENTERTAINMENT	0	0.00	0.00	2,085.00	2,085.00	(2,085.00)		
400-071100-5845 REFUNDS	0	0.00	600.00	1,000.00	1,000.00	(1,000.00)		
400-071200-1210 HARVEST FESTIVAL	27,500	0.00	4,852.59	5,252.59	5,252.59	22,247.41	19%	
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	800.00	800.00	800.00	3,200.00	20%	
400-071200-1250 PARADE/HOLIDAY EVENTS	1,500	0.00	0.00	0.00	0.00	1,500.00		
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	0.00	1,500.00		
Totals:	34,500	0.00	6,252.59	9,137.59	9,137.59	25,362.41	26%	
Expenses Totals:	34,500	0.00	6,252.59	9,137.59	9,137.59	25,362.41	26%	
400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:		(907.59)	(617.59)	(617.59)			

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 10 Of 14

Period Ending 8/29/2025

500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
500-016099-0001 WATER SALES	612,000	0.00	79,348.98	106,128.33	106,128.33	(505,871.67)	17%	
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
500-016099-0004 WATER RECONNECT FEES	100	0.00	675.00	675.00	675.00	575.00	675%	
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	1,325.00	1,575.00	1,575.00	75.00	105%	
500-016099-0006 PENALTY FEES	2,500	0.00	0.00	0.00	0.00	(2,500.00)		
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	0.00	(100.00)		
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,063	0.00	2,698.86	3,343.89	3,343.89	(28,719.11)	10%	
Revenues Totals:	667,263	0.00	84,047.84	111,722.22	111,722.22	(555,540.78)	17%	
Expenses								
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	0.00	71,013.00		
500-500100-1101 SALARIES	116,096	0.00	24,762.46	26,490.12	26,490.12	89,605.88	23%	
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	0.00	0.00	0.00	0.00	1,000.00		
500-500100-2100 FICA	5,133	0.00	396.51	436.70	436.70	4,696.30	9%	
500-500100-2210 VRS	9,260	0.00	520.08	780.12	780.12	8,479.88	8%	
500-500100-2220 457 PLAN	0	0.00	28.46	42.69	42.69	(42.69)		
500-500100-2300 HEALTH PLAN	14,270	0.00	579.84	869.76	869.76	13,400.24	6%	
500-500100-2400 GROUP LIFE	886	0.00	44.18	66.27	66.27	819.73	7%	
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00		
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	0.00	0.00	0.00	77,627.00		
500-500100-3140 ENGINEERING/PROF. SERVICES	15,000	0.00	0.00	0.00	0.00	15,000.00		

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 11 Of 14

Period Ending 8/29/2025

500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	0.00	1,350.00		
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	0.00	0.00	0.00	0.00	8,500.00		
500-500100-5110 ELECTRICITY	23,500	0.00	1,637.42	2,742.50	2,742.50	20,757.50	12%	
500-500100-5210 MAILING COSTS	5,500	0.00	0.00	750.00	750.00	4,750.00	14%	
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	0.00	4,200.00		
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	0.00	0.00	0.00	10,000.00		
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	0.00	1,500.00		
500-500100-5810 FEES AND DUES	3,127	0.00	0.00	0.00	0.00	3,127.00		
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	2,733.00	2,733.00	15,767.00	15%	
500-500100-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	0.00	3,000.00		
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00		
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	0.00	0.00	0.00	0.00	2,000.00		
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00		
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
500-500100-6007 REPAIR / MAINTENANCE	184,914	0.00	1,750.00	22,511.00	22,511.00	162,403.00	12%	
500-500100-6008 VEHICLE FUEL/OIL	10,000	0.00	0.00	149.93	149.93	9,850.07	1%	
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00		
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	0.00	1,300.00		
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	0.00	0.00	0.00	5,000.00		
500-500100-6022 WATER TESTING	8,000	0.00	120.00	7,830.87	7,830.87	169.13	98%	
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	0.00	2,500.00		
500-500100-6060 WELL HEAD PROTECTION GRANT	5,000	0.00	0.00	0.00	0.00	5,000.00		
500-500100-8500 2018 Loan Interest	53,986	0.00	2,934.76	5,752.39	5,752.39	48,233.61	11%	

Budget vs Actual

TOWN OF BOWLING GREEN
8/29/2025 10:30:52 AM

Period Ending 8/29/2025

500 WATER								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expense								
Totals:		667,263	0.00	32,773.71	71,155.35	71,155.35	596,107.65	11%
Expenses	Totals:	667,263	0.00	32,773.71	71,155.35	71,155.35	596,107.65	11%
500 WATER	Revenues Over/(Under) Expenses:			51,274.13	40,566.87	40,566.87		

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 13 Of 14

Period Ending 8/29/2025

520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
520-016099-0002 SEWER SALES	612,000	0.00	64,358.30	74,421.23	74,421.23	(537,578.77)	12%	
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	750.00	750.00	(1,500.00)	33%	
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
520-016099-0016 CAPITAL PROJECTS INFRACTSRUCTRE FEE	96,187	0.00	1,941.72	2,397.03	2,397.03	(93,789.97)	2%	
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	0.00	(240,650.00)		
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	0.00	(71,013.00)		
Revenues Totals:	1,040,100	0.00	66,300.02	77,568.26	77,568.26	(962,531.74)	7%	
Expenses								
520-500100-1101 SALARIES	345,239	0.00	5,182.98	32,389.82	32,389.82	312,849.18	9%	
520-500100-1201 OVERTIME	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-2100 FICA	5,133	0.00	396.51	528.68	528.68	4,604.32	10%	
520-500100-2210 VRS	9,260	0.00	520.08	780.12	780.12	8,479.88	8%	
520-500100-2220 457 PLAN	0	0.00	28.46	42.69	42.69	(42.69)		
520-500100-2300 HEALTH INSURANCE	14,270	0.00	579.84	869.76	869.76	13,400.24	6%	
520-500100-2400 GROUP LIFE	886	0.00	44.18	66.27	66.27	819.73	7%	
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00		
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	0.00	75,000.00		
520-500100-3160 TESTING	30,000	0.00	17,903.32	17,903.32	17,903.32	12,096.68	60%	
520-500100-3180 SLUDGE REMOVAL	145,500	0.00	20,480.00	37,300.00	37,300.00	108,200.00	26%	
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	0.00	2,341.00		
520-500100-5110 ELECTRICITY	45,000	0.00	2,348.76	4,987.68	4,987.68	40,012.32	11%	
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	0.00	2,500.00		
520-500100-5210 MAILING COSTS	500	0.00	0.00	0.00	0.00	500.00		

Budget vs Actual

TOWN OF BOWLING GREEN

8/29/2025 10:30:52 AM

Page 14 Of 14

Period Ending 8/29/2025

520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-5300 INSURANCE	6,000	0.00	0.00	0.00	0.00	6,000.00		
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	0.00	2,500.00		
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	960.72	960.72	960.72	3,539.28	21%	
520-500100-5840 SEWER OPS MISCELLANEOUS	15,000	0.00	266.98	533.96	533.96	14,466.04	4%	
520-500100-5899 MISS UTILITY COST	500	0.00	40.80	40.80	40.80	459.20	8%	
520-500100-6001 OFFICE SUPPLIES	800	0.00	0.00	0.00	0.00	800.00		
520-500100-6004 LAB SUPPLIES/CHEMICALS	15,000	0.00	0.00	0.00	0.00	15,000.00		
520-500100-6005 Janitorial Supplies	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6007 REPAIR / MAINTENANCE	150,000	0.00	(3,810.00)	0.00	0.00	150,000.00		
520-500100-6008 VEHICLE FUEL/OIL	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	300	0.00	0.00	0.00	0.00	300.00		
520-500100-8500 Loan Interest Expense	161,270	0.00	2,934.77	23,690.40	23,690.40	137,579.60	15%	
520-500300-3334 MAINTENANCE-MAINS	0	0.00	510,337.50	962,062.50	962,062.50	(962,062.50)		
Totals:	1,040,100	0.00	558,214.90	1,082,156.72	1,082,156.72	(42,056.72)	104%	
Expenses Totals:	1,040,100	0.00	558,214.90	1,082,156.72	1,082,156.72	(42,056.72)	104%	
520 SEWER Revenues Over/(Under) Expenses:			(491,914.88)	(1,004,588.46)	(1,004,588.46)			

UTILITY REPORT



JULY 2025

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

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

Bacteriological Analysis:

Location	Date	Result
010 - Jefferson Drive	7/15/2025	Absent
040 - Town Hall	7/15/2025	Absent

Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.313 MG for an average daily production rate of 0.139 MGD.

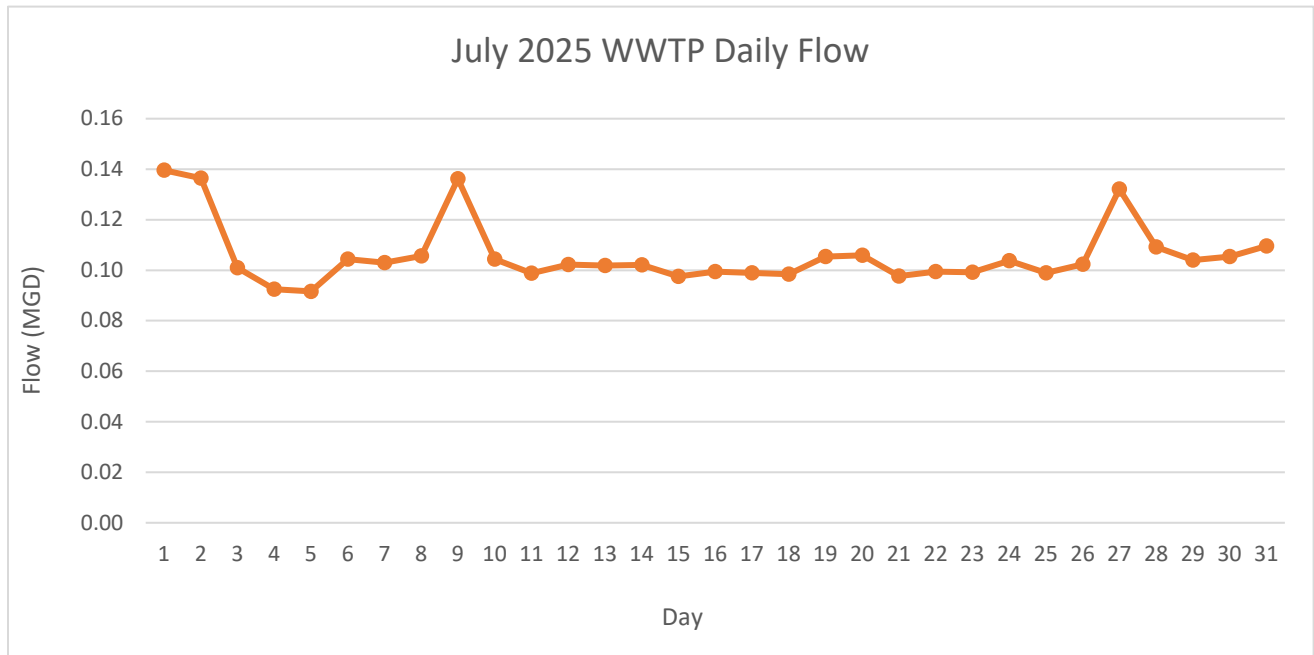
Operational Notes:

- Bacteriological samples were all collected and passed.
- All residuals are being maintained within state required limits.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.106 MGD for a total monthly effluent discharge of 3.287 MG.



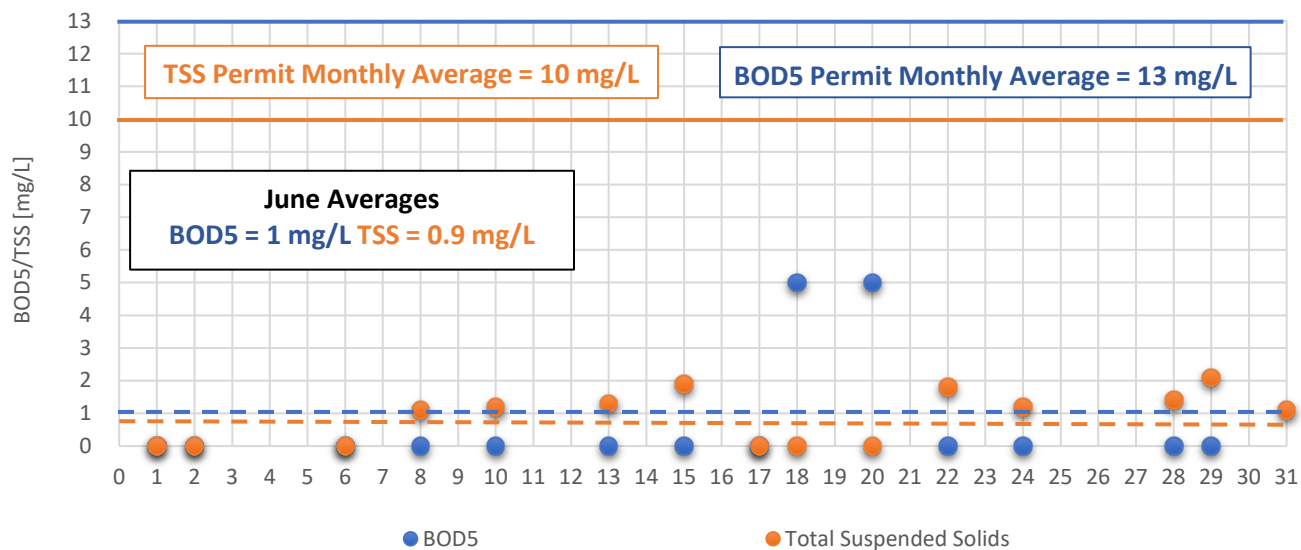
Operational Notes:

BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

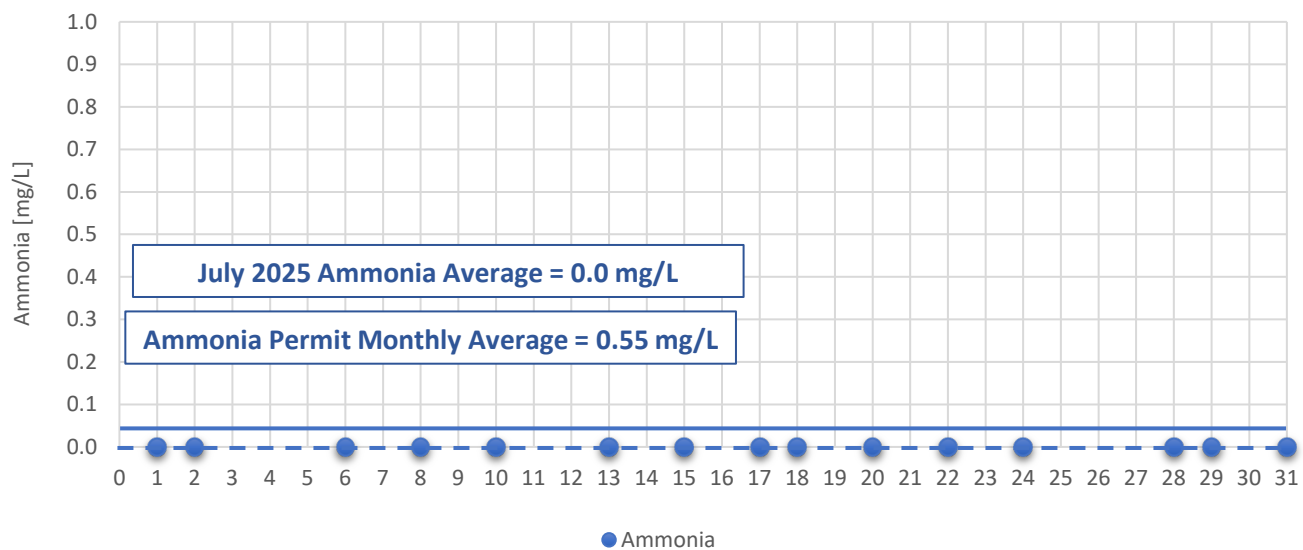
- On-site pump station failed. Contracted electrician on-site. Resolved the problem with no spill to report.
- IES is looking into an auto sampler for effluent compliance sampling.

Sample Results:

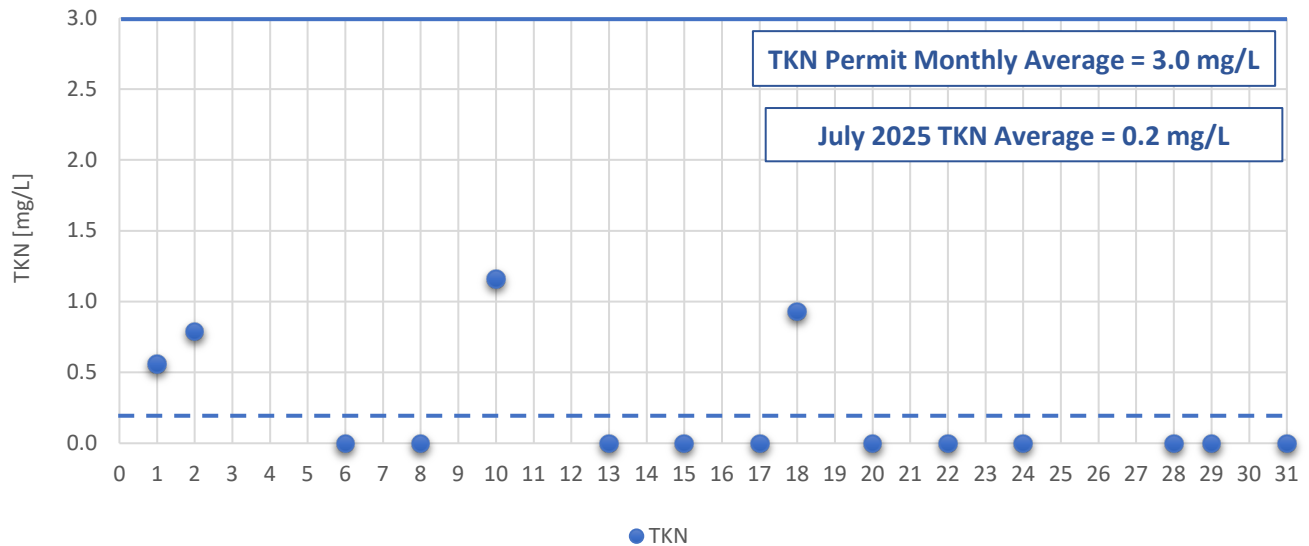
BOD5/TSS July 2025



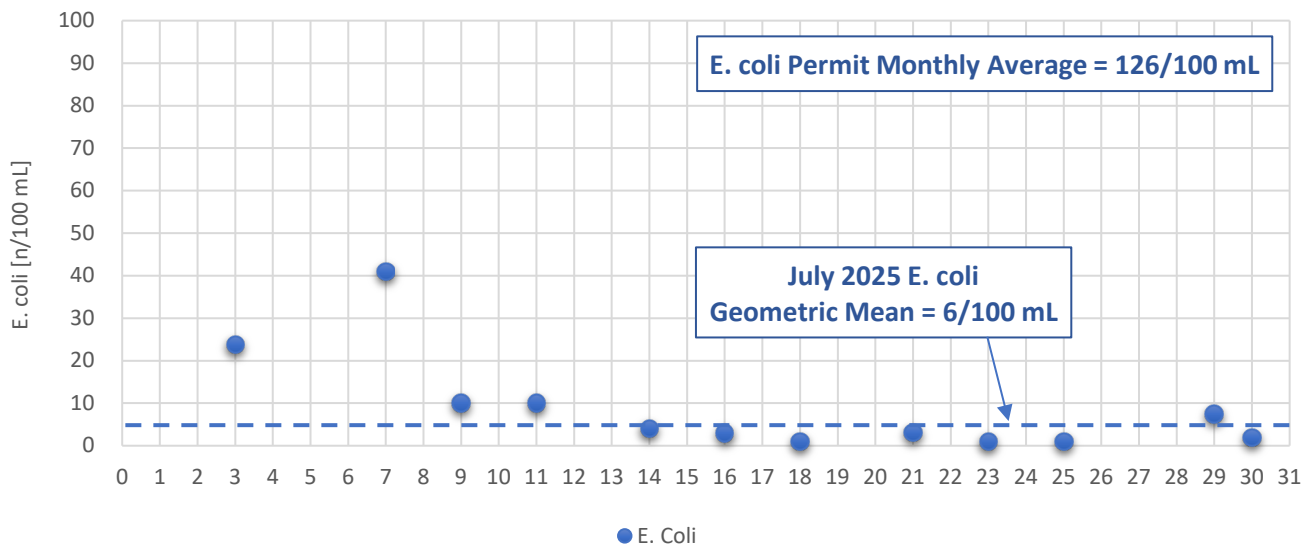
Ammonia July 2025



TKN July 2025



E. coli July 2025



Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl2	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

CC: Jeff Gore, Town Attorney

DATE: August 27, 2025

SUBJECT: Town Manager's Monthly Report- August

Board and Commission Administration

The administration has completed several key board and commission activities this reporting period. Board of Zoning Appeals (BZA) and Economic Development Authority (EDA) appointments have been posted to the municipal website, ensuring transparency in the appointment process. All BZA and EDA members have been notified regarding their board assignments through our established notification protocol, with relevant information provided to the Town Attorney for proper documentation and legal compliance.

Infrastructure and Development Projects

Significant progress has been made on several infrastructure initiatives. Comprehensive utilities data has been collected and provided to low-income housing development partners upon their request, supporting affordable housing initiatives within the municipality.

A productive USDA project coordination meeting was conducted with municipal staff and Webb and Associates, resulting in a revised project plan with a targeted completion date of end-of-September. Additionally, a SERCAP coordination meeting was facilitated to begin the initial phase of the Geographic Information System (GIS) review, which will enhance our municipal mapping and data management capabilities.

Grant Administration and Compliance

The administration has successfully processed IGSA close-out procedures for the initial two project phases, ensuring proper compliance and documentation. Pre-bid conference activities have been coordinated, and the subsequent project phase has been posted with EVA, maintaining transparency in the procurement process.

VDH Grant close-out procedures are being completed with state regulatory authorities, ensuring all grant requirements are met and proper documentation is maintained.

Community Events and Permits

Harvest Festival planning and logistics coordination continue to advance in collaboration with the event coordinator. The administration has successfully obtained County Administrator approval for the necessary VDOT Harvest Festival permit application. Internal planning and public safety meetings have also been held with the Town Manager, Chief of Police, Public Works and Event Coordinator.

Major Developments

Fort A.P. Hill - Virginia National Guard Reactivation

A significant development for our community has been confirmed regarding the permanent relocation of the 29th Infantry Division National Guard to Fort A.P. Hill.



The 29th Division Artillery, a brigade-level headquarters responsible for planning and controlling fire support for an infantry division, will be based in Bowling Green. This command will oversee three field artillery battalions from Virginia, Florida, and Georgia. The headquarters will be authorized for more than 200 soldiers, representing a significant addition to our local community in both presence and economic impact.

This development is particularly significant for our economic development prospects and reinforces the strategic importance of our region for military operations.

Infrastructure and Utilities Enhancement

Professional development opportunities continue to be pursued to enhance service delivery. Recent attendance at the Virginia Water and Wastewater Rate Authority (VWRA) Leadership Symposium has provided valuable insights for improving public works and utilities delivery. These takeaways will be implemented as we are preparing to launch our new GIS system internally with SERCAP's assistance.

Economic Development Updates

New Business Openings

The municipality continues to experience positive economic growth with several new business ventures:

Ladybirds - will hold its grand opening on September 6 at 10:00 AM. This addition to our local business community represents continued investment in our commercial district.

Smoothie Haven - Following meetings with the owners, this new smoothie shop has been confirmed for opening near Fit by Ky and Goodwill. The establishment will feature smoothies, acai bowls, crepes, and coffee, adding to our food service options. While no official grand opening date has been set, the community will be notified once this information is available.

Operational Notices

Waste Collection Schedule Adjustment

Due to the Labor Day holiday, trash collection will be delayed by one day, with pickup scheduled for Thursday of next week instead of the regular Wednesday schedule.

Personal Property Registration Initiative

To improve municipal records and collections, the administration has collaborated proactively with the Commissioner of Revenue's Office to ensure proper registration of vehicles garaged within town limits. This initiative resulted in approximately 200 letters being sent to residents identified by the Commissioner of Revenue's office, supporting accurate property records and appropriate tax compliance.

Ongoing Administrative Functions

General Administration

Personnel policy revisions are being finalized in collaboration with Ms. Danielle Powell, ensuring current policies reflect best practices and legal requirements. Various follow-up items with Town Council members continue to be addressed as part of ongoing municipal governance.



Daily administrative functions continue to be managed effectively, including FY24 audit preparation, customer service responses, utility billing inquiries, internal documentation review, application processing, and human resources matters. This routine but essential functions ensure continued smooth operation of municipal services and maintain high standards of customer service for our residents.

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator
COPY: Jeff Gore, Town Attorney, Justin Cecil, Chief of Police
SUBJECT: Special Event Application Notification - 5K & Youth 1 Mile Race, May 2, 2026
DATE: August 7, 2025

BACKGROUND:

Staff has completed a comprehensive review of the Special Event Notification Form submitted for a 5K Run and Youth 1 Mile Race proposed for May 2, 2026. The application involves anticipated participation exceeding 50 individuals, thereby triggering municipal notification requirements under established special event protocols.

SUMMARY:

Staff conducted a thorough examination of application materials and proposed race routes to ensure conformance with special event requirements. Administrative evaluation determined that the proposed event falls within established parameters for community recreational activities requiring municipal notification and coordination. This race is intended to mirror the previous Festival of Feet races held in the town. Staff have provided the applicant with the required VDOT application and advised on the appropriate next steps, should the Town Council approve the application as presented.

STAFF RECOMMENDATION:

Based on a comprehensive administrative review and interdepartmental coordination with Bowling Green Police Department and Public Works, the staff recommends **APPROVAL** of the Special Event Notification for the 5K, and Youth 1 Mile Race scheduled for May 2, 2026. The proposed event demonstrates compliance with established special event protocols and appears consistent with community recreational activities previously approved under similar circumstances.

Staff will proceed with issuance of acknowledgment receipt to the applicant, distribution of appropriate notifications to relevant municipal departments, and implementation of monitoring procedures to ensure ongoing compliance with established conditions throughout event operations.

DRAFT MOTION:

I move that the Council vote to approve the Special Event application 2025-0701.

SEN

Date Filed:

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM INITIATED:
April 22, 2010



Town of Bowling Green Special Event Notification Form

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

Applicant

Caroline Family YMCA and Humbling Experiences Incorporated

Name

5408423384

Daytime Telephone Number

17422 Library Blvd., Ruther Glen, VA 22546

Mailing Address

Same as above

Physical Address

Is the Applicant the Property Owner?

☐

Yes

☐ N

No

Property Information

Tax Map/Parcel Number

Property Owner's Telephone Number

Property Owner

Property Owner's Mailing Address

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

Special Event InformationType of Event 5K and 1 mile RaceDate(s) of Event May 2, 2026Start Time and End Time of the Event Setup time 6 AM; Race Start Time 8 AM; Race End Time 11AMName of the person in charge of the event Kristen Loecher, Schericka Twyner, and Ceyonna LewisTelephone number of the person in charge for contact by Town Officials during the event 5408423384Is music part of the Event? ("Yes" or "No") YesAre there any noise producing activities as part of the Event? (If "Yes", identify activity or state "No") NoNumber of Invited Guests 400Will all of the required off street parking be accommodated on the identified property? (If "No", identify the alternate location(s) and provide the name and daytime telephone number of the person(s) granting permission to use the location(s) or state "Yes")

Certification by Property Owner and Applicant

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

Date7/30/2025
Date_____
Property Owner Signature (Required)_____
Applicant Signature (If not the property owner)**** FOR TOWN USE ONLY ****☐**Receipt Acknowledged**_____
Town Manager Signature_____
Date



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

CC: Jeff Gore, Town Attorney

DATE: August 27, 2025

SUBJECT: Appointment of Planning Commission Member from Town Council

Background:

The Town Charter and municipal code require that one member of the Planning Commission be appointed from among the sitting members of the Town Council. The current councilmember's appointment to the Planning Commission has expired, creating a vacancy in this designated position.

Discussion:

The Planning Commission plays a vital role in reviewing land use applications, advising the council on zoning matters, and ensuring that development aligns with the town's comprehensive plan and community goals. Having a council representative on the commission facilitates stronger communication between the council and the commission, ensures policy consistency, and provides accountability in planning-related decision-making.

To maintain the full membership of the Planning Commission and to uphold the requirements of the town's governing documents, the council must appoint one of its members to serve in this capacity.

Recommendation:

Staff recommends that the Town Council consider discussion and appointment of one of its members to the Planning Commission for the remainder of the 2025 calendar year.

Proposed Action:

That the Town Council formally appoint one councilmember to serve on the Planning Commission for the remainder of 2025, effective immediately upon approval.



Town of Bowling Green Legislative Agenda 2025

Bowling Green Town Council

The Honorable Mark Gaines, Mayor

The Honorable Valarie Coyle, Vice Mayor

The Honorable David Storke

The Honorable Randy Hageman

The Honorable Jean Davis

The Honorable Jeff Voit

The Honorable Daniel Webb

The Honorable Dr. John Chinault

Town Manager

Ms. India Adams-Jacobs, Town Manager

Town Attorney

Mr. Jeff Gore, Town Attorney

***TOWN OF BOWLING GREEN
FEDERAL & STATE
REPRESENTATIVES***

U.S. Senator Tim Kaine (D)
919 East Main Street Suite 970
Richmond, VA 23219
Phone: (804) 771-2221

U.S. Senator Mark Warner (D)
919 East Main Street Suite 630
Richmond, VA 23218
Phone: (804) 775-2314

U.S. Congresswoman Abigail Spanberger (D), 7th District
562 Cannon House Office Building
Washington, D.C. 20515-4607
Richmond, VA 23218
Phone: (202) 225-2815

State Senator Richard Stuart (R), 25th Senate District
General Assembly Building
Room No: 510
Senate of Virginia
P. O. Box 396
Richmond, VA 23218
Phone: (804) 698-7525
Fax: (804) 698-7651

State Delegate Hillary Pugh Kent(R), 67th House District
General Assembly Building
201 North 9th Street
Richmond, Virginia 23219
Room: 1018
Office: 804-698-1067

Preface

The Town Council of Bowling Green respectfully submits this 2025 State Legislative Package for your review, consideration, and support of the items contained within.

These initiatives were thoroughly vetted by the town's Council and administrative leadership. The town's adopted mission statement is:

Our mission is to serve the citizens of Bowling Green and the Town's visioning principles are as follows:

- Vibrant, lively, thriving community
- Sustainable/resilient
- Connected regionally
- Walkable/connected neighborhoods
- A destination for visitors
- Small town vibe; a village with historic charm
- A cultural & business center of Caroline County
- Beautiful public spaces and streetscapes

The enclosed legislative requests are addressed within aligning with the Town Council's Strategic Work Plan. The Bowling Green Action Plan goals that align with our legislative requests are as follows:

- Utilities – Improve and maintain the Town's water and sewer system infrastructure, including water supply, treatment facilities and distribution/collection systems.
- Economic Development – Support business development and expansion that enhances the tax base and provided gainful employment.
- Smart Growth – Support development that improves community vitality.
- Vibrant Downtown – Act to ensure that the Town remains an attractive, historic, and convenient center for commerce, culture, and services as the County seat.
- Government Performance – Improve organizational efficiency and effectiveness in service delivery through the adoption of appropriate policies, procedures, and practices; adapt and implement best practice.
- Financial Management – Provide fiscally responsible, sustainable, and resilient financial management that addresses both current and future needs.

In closing, please know that the Bowling Green Council members are ever grateful for the coordinated and collaborative partnership we share with you on matters of importance to the historic town of Bowling Green, the County seat of Caroline County. We seek your support for our legislative initiatives and any other legislative and budgetary matters impacting the Town of Bowling Green, which may arise during the 2025 legislative session. Lastly, we thank you for your service to our town and the Commonwealth, and we look forward to working with you again in the upcoming legislative sessions.

**A RESOLUTION OF THE TOWN OF BOWLING GREEN
COUNCIL ADOPTING THE 2025 LEGISLATIVE AGENDA**

WHEREAS, The Town of Bowling Green is impacted by action taken by the U.S. Congress; Virginia Legislature; and others;

WHEREAS, The Town Council wishes to adopt a legislative agenda that includes legislative priorities, positions, sponsors, and action for each item on the agenda; and

WHEREAS, Adoption of the agenda provides direction to Town Staff and Legislative Advocates, as well as requests for action and support from legislative representatives; and

WHEREAS, once adopted, Council wishes for the agenda to be submitted to each of the Town's legislative representatives and legislative advocates.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Town of Bowling Green, Virginia, that the Town of Bowling Green, hereby approves and adopts the 2025 Legislative Agenda.

BE IT FURTHER RESOLVED, by the Town Council of the Town of Bowling Green, Virginia, that the Town Council directs the Town Manager to take all necessary actions to support the Town's legislative priorities, positions, sponsors, and action items and to provide a copy of the agenda to each of the Town's legislative representatives and legislative advocates.



Mark Gaines, Mayor

ATTEST: 

India Adams-Jacobs, Clerk of Council

Adopted by the Town of Bowling Green, Virginia, this 7 day of November, 2024

Town of Bowling Green 2025 Legislative Requests

<u>Item</u>	<u>Goal Area Alignment</u>	<u>Requested by</u>	<u>Position</u>
1. Request funding for water system improvements (State)	Utilities	Town Council/Town Manager	Request sponsor
2. Request funding assistance with sewer system improvements (Federal & State)	Utilities	Town Council/Town Manager	Request sponsor
3. Support & Advocacy for Ft. Walker (Federal & State)	Economic Development/Smart Growth	Town Council/Town Manager	Support

Town of Bowling Green Policy Positions

The Town of Bowling Green hereby supports the Virginia Municipal League's policy position. In addition, the Town specifically holds the following policy positions as adopted by the Town Council as part of this legislative agenda.

The general legislative policy stance of the Town of Bowling Green is that local governments need broad authority from the General Assembly to address specific local problems and issues. While counties, cities, and towns across the Commonwealth experience similar challenges, the appropriate response may vary from locality to locality. Therefore, the General Assembly should empower local governments without dictating one statewide solution to complex issues.

Listed in alphabetical order.

Land Use: The Town of Bowling Green supports maintaining and expanding local authorities to plan and regulate land use and **opposes** any legislation that weakens these key local responsibilities.

Specifically, the Town asks the General Assembly to:

- Oppose the mandated expansion of by-right uses.
- Oppose the modification of procedures guaranteeing public participation in the review and approval process for land use applications; and
- Oppose the classification of land within localities by state agencies that limits the development of properties or that requires changes to uses identified in a localities comprehensive plan.

The Town supports local government authority to promote affordable and mixed income housing as well as local government decision making on designing and building infrastructure as needed to facilitate in-fill development, redevelopment and/or mixing of uses. Any mandate from the state should include full funding for the locality, but no mandate should negate local government autonomy.

Local Control (Tax Policy Changes): Local governments must retain control of their existing revenue sources to have a reliable revenue base to meet citizen needs. To ensure the stability and long-term viability of Virginia local governments, the General Assembly must broaden, not restrict, the revenue sources available to local governments. Any changes to Virginia's system of local taxation authority should provide flexibility for local governments to provide tax relief, not arbitrary caps on rates or assessment increases or blanket moratoriums. It is the town's position that local governing bodies are better positioned to make these types of policy decisions with input from the communities they serve.

Local Excise Taxes: The Town of Bowling Green supports statewide authority for local governments to establish an excise tax on the sale of vaping products. We also support the statewide authority for local governments to establish and excise tax on the sale of cannabis products.

Relationship of Towns to Counties: Towns and Counties have a unique, often mutually beneficial relationship, built on trust and respect for processes and plans. Historically, towns are essential units of local government, providing enhanced services to incorporated, urbanized areas of counties. The General Assembly must carefully review all legislation dealing with local governments to enact only such laws that support collegial partnership between towns and their surrounding counties.

Sovereign Immunity: Expanding liability and eroding immunities at state levels across the nation have had a chilling effect on the actions of local government officials contributing to local government insurance problems, creating immense financial risks (particularly for legal cost), and posing a substantial obstacle to the provision of needed public service. The Virginia General Assembly should strengthen and must maintain the principles of sovereign immunity for local governments and their officials.

Support Law Enforcement: The Town of Bowling Green asks the General Assembly to support Law Enforcement in Bowling Green and throughout the Commonwealth:

- Support ongoing funding to ensure that law enforcement personnel are appropriately compensated.
- The General Assembly should honor its commitment to local governments and public safety by funding the HB599 program as stipulated in the Code of Virginia.

Taxation: The General Assembly should authorize additional alternative and equivalent revenue sources for local governments prior to any repeal of the current authority for machinery and tools taxes and business professional occupation license taxes. Actions should be careful not to provide a tax preference or tax policy advantage for any sector of the market at the expense of another sector in the competitive field, but instead should seek to preserve state and local revenue; should ensure safety, reliability, and access for consumers, providers, and the public and should protect local government's ability to regulate businesses whether they are traditional, electronic, Internet-based, virtual or otherwise. The General Assembly should set the Virginia Communications Sales and Use Tax rate at the same level as the state sales tax rate and broaden the coverage of the tax to include audio and video streaming services, prepaid calling cards, and internet-based applications that are not internet service providers.

Transportation: The Town of Bowling Green supports an increase in state allocation for transportation needs throughout the Commonwealth in a manner that results in a fair distribution among transportation needs and geographic areas in such a manner that does not prioritize interstate highway funding over local roadway needs or limit consideration of alternative modes of transportation like pedestrian and bicycle project.