



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, January 02, 2025
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Regular Meeting Minutes- December 2, 2021
- [2.](#) Work Session Meeting Minutes- November 7, 2024
- [3.](#) Regular Meeting Minutes- November 7, 2024
- [4.](#) Ratification of Tax Deadline Extension

MEMBER COMMENTS:

ELECTION OF THE VICE-MAYOR:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

STAFF REPORTS & PRESENTATIONS:

- [5.](#) Town Manager Report
- [6.](#) Community Development Report
- [7.](#) Public Works Department Monthly Report for
December 2024
- [8.](#) Bowling Green Police Dept.
- [9.](#) Finance Department Report
- [10.](#) Utility Report, IES

NEW BUSINESS:

- [11.](#) Resolution of Support- Virginia Department of Health Grant
- [12.](#) VDOT Smart Scale Project (ACTION REQUESTED), Kyle Bates

ADJOURNMENT:



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES**

December 2, 2021
7:00 p.m.
Town Hall
117 Butler Street, Bowling Green, VA 22427

CALL TO ORDER AND QUORUM ESTABLISHED:

Mayor Gaines called the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited.

PRESENT:

Mayor Mark Gaines
Vice-Mayor Valerie Coyle
Council Member Jean Davis
Council Member Tammie Gaines
Council Member Jerry Covington
Council Member Jeff Voit
Council Member Arthur Wholey

ABSENT:

Council Member Deborah Howard

DELEGATIONS:

None.

PUBLIC COMMENT:

Mayor Gaines opened the public comment period.

Ms. Karen Tignor, resident outside of Bowling Green – Addressed the members with concerns regarding the increase of Town Hall Rental Rates. Ms. Tignor noted the building was constructed for the use of the community and requested Council reconsider the increase.

Mayor Gaines closed the public comment period.

MEMBER COMMENTS:

Council Member Jean Davis noted a lot of complaints have been received regarding nepotism on the Town Council. Ms. Davis recommended the issue be placed on the January meeting for vote.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for November 2021.

- No further discussion.

Community & Economic Development Monthly Report for November 2021

- Review and discussion of previously requested breakdown for Expenditures and Revenue for the Harvest Festival. Council noted concern was noted of some inconsistency on the audit. Staff offered to do additional research would be conducted if requested and noted the implementation of new software will aid in matter.
- Council requested clarification regarding the allocation of funds from the 2021 Wine Festival to the 2021 Harvest Festival Fund.
- Council requested clarification regarding the total number food vendors and food tax collected. Concern was also noted of tax revenue loss from food vendors.
- Solutions for future events were discussed.

Police Department Monthly Report for November 2021

- No further discussion.

Town Clerk/Treasurer Monthly Report for November 2021

- No further discussion.

Town Manager Monthly Report for November 2021

- Update on participation of Rappahannock River Water Supply Withdrawal Permit. Caroline County provided assurance that the town is not financially obligated until implementation of the project and the Town may choose to opt out at that time.

- Update on previously noted concern regarding a missed deadline for ARPA COVID funds and noted the deadline was extended to April 30'h, 2022.

CONSENT AGENDA:

Mr. Wholey requested discussion on Consent Agenda Item 7.

On the motion of Ms. Gaines, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda Item 6 as presented.

On the motion of Mr. Voit, seconded by Ms. Gaines, which carried a vote of 7-0, the Town Council voted to accept Consent Agenda Item 7 as presented.

UNFINISHED BUSINESS:

Establish Public Hearing for Town Hall Rental Rates:

Ms. Finchum noted the addition of the \$47 per hour fee for police protection.

On the motion of Ms. Davis, seconded by Ms. Coyle, which carried a vote of 7-0, the Town Council voted to schedule the Town Hall Rental Rate Public Hearing for the January 6, 2022 meeting, with the addition of the \$4 7 hourly rate for police protection.

NEW BUSINESS:

Preliminary Engineering Report for Sewer upgrades:

Mr. Josh Irby introduced Mr. Danylo Villhauer, Dewberry Engineers Inc., to present the Preliminary Engineering Report to the members.

Mr. Villhauer presented and discussed the following:

- Purpose to evaluate improvements to existing waste water collection system;
- Identified concrete sewer mains in poor condition d in need • o be replacement;
- Identified sewer manholes in need replacement;
- Identified five waste water collection in place stations in need of improvements:
 - Emergency Generators put in place
 - Pumps in need of replacement
 - Addition of security fencing needed
- Discussed waste water treatment facility improvements and capacity increase:

- Recommended remaining at existing capacity;
- Need for increase must be justified;
- Expansion in capacity would require additional nutrient removal;
- Replacement of mechanical equipment;
- Recommended addition of new equalization basin;
- Recommended modern defused duration and blower system;
- Improvements needed to filtration systems;
- Recommended new dewatering facility;
- Upgrades to electrical room and control systems;
- Suggested plant wide control data system to track plant processes;
- Review of implementation schedules;
- Review of implementation schedule of three to four years; and
- Estimated project costs of \$16,000,000.00.

Mr. Voit asked for information about additional certifications or education needed for staff regarding the modernized systems. Mr. Irby explained training process and that time would be allocated for staff training.

Mayor Gaines inquired if project implementation would require the plant to shut down. Mr. Villhauer explained the project progress would be sequenced to ensure the plant remains operational throughout construction.

Mr. Wholey asked for information regarding water usage totals included the added use of new housing developments. Mr. Irby discussed existing capacity usage.

ADDITIONAL ITEMS:

On the motion of Mr. Wholey, seconded by Mr. Voit, which carried a vote of 7-0, the Town Council voted to approve the hiring of a part-time police officer, not to exceed the current allotted budget amount for the Police Department for the year.

INFORMATIONAL ITEMS:

None.

COMMITTEE REPORTS:

Council Member Voit - Committee did not meet this month and noted cancellation of the December meeting.

Council Member Jean Davis – No discussion

Vice-Mayor Valerie Coyle – No discussion

Council Member Tammie Gaines – No discussion

Council Member Jerry Covington – No discussion
Council Member Arthur Wholey – Committee did not meet this month.

ADJOURNMENT:

On the motion of Mr. Voit, seconded by Ms. Gaines, which carried a vote of 7-0, the Town Council voted to adjourn the December 2, 2021 meeting at 7:05 p.m.



TOWN OF BOWLING GREEN TOWN COUNCIL WORK SESSION

MINUTES

Thursday, November 7, 2024
6:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Council Members Present:

Honorable Mayor Mark Gaines, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember David Storke, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember Randy Hageman

Staff Members Present:

India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of Community Development; Tina Staples, Director of Finance; Jeff Gore, Town Attorney

INFORMATIONAL ITEMS:

1. *VDOT (Virginia Department of Transportation) Update, Kyle Bates, Professional Engineer*
 - At the request of Councilmember Hageman, Mr. Bates presented updates from VDOT, including the 301 and Chase Street improvements, which are progressing through the design phase. He outlined VDOT's dual focus on road maintenance and land development, emphasizing the importance of following structured plans and procedures to address issues like potholes, drainage, and damaged sidewalks. Mr. Bates also addressed questions about specific concerns, such as curb and guardrail repairs, tree removal after storms, safety hazards, and procedures allowing towns to set their own speed limits. The Town Manager was tasked with following up with Mr. Bates regarding damaged guard rails.

BUSINESS:

2. *2025 Legislative Agenda Discussion & Adoption, Town Council & Town Manager*
 - Town Manager, India Adams-Jacobs presented the highlights of the agenda for the upcoming General Assembly. The agenda focuses on three key priorities: funding for water system improvements, support for sewer system maintenance, and strengthening regional partnerships with Fort Walker to enhance National Guard operations.
 - Councilmember Voit Motioned to adopt the agenda, seconded by Vice-Mayor Coyle. The agenda was adopted after unanimous approval.
3. *Town Manager Evaluation Process, Town Council*
 - Ms. Adams-Jacobs presented a draft evaluation process to the Town Council based on their report. The draft included an evaluation timeline, performance areas, and plans for implementing a structured system. The council considered engaging a third-party organization, such as the Berkeley Group, to manage the evaluation process.
 - Mayor Gaines led Council to consensus to adopt the evaluation process. The process is set to begin in January 2025, with results to be reviewed by council with the Town Manger in February 2025.

ACTION ITEMS: None

ADJOURNMENT:

- Councilmember Voit motioned to adjourn, seconded by Councilmember Hageman. Mayor Gaines called for the meeting to adjourn at 6:47 PM.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, November 07, 2024
7:00 PM

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Mayor Gaines called to order at 7:00 PM, acknowledging the absence of council member Chinault. Following unanimous approval, quorum was established.

Council Members Present:

Honorable Mayor Mark Gaines, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember David Storke, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember Randy Hageman

Staff Members Present:

India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of Community Development; Tina Staples, Director of Finance; Jeff Gore, Town Attorney; Jamie Silveus, Inboden Environmental Services Operator; John Simmons, Inboden Environmental Services Chief Operating Officer

CONSENT AGENDA:

1. Work Session Minutes- October 3, 2024
 2. Regular Meeting Minutes- October 3, 2024
 3. Cancellation of December Town Council Meeting
- Mr. Voit motioned to adopt the consent agenda, seconded by Ms. Davis. The consent agenda was adopted unanimously by voice vote.

RECONVENE IN OPEN SESSION:

4. Proclamation for Mayor Mark Gaines
- Vice-Mayor Coyle presented Mayor Mark Gaines with a proclamation of appreciation. Ms. Adams-Jacobs presented the Mayor with a plaque commemorating his eight years of service. The Mayor reflected on his history, and welcomed Mayor-elect Tina Gambill.
5. Recognition of Town Councilmembers
- Town Manager Adams-Jacobs congratulated Councilmembers Coyle, Storke, Voit, and Chinault.
6. Recognition of CCPS International Teachers
- The Town recognized and welcomed J-1 visa teachers for Caroline County Public Schools.

STAFF REPORTS & PRESENTATIONS:

7. Police Department Report

8. Public Works Report
9. Utilities Report, IES
 - Mr. Silveus discussed improvements to the waste plant, including reduced grease, and a resolved issue with grit. The Virginia Department of Health has requested additional compliance readings with well 1A.
 - Mr. Simmons introduced the need for a fats, oils, and grease (FOG) ordinance in the future.
10. Community Development Report
 - Mr. LaRiviere discussed the Short Term Rental ordinance, and collaborations with Department of Environmental Quality for the Chesapeake Bay Preservation Act.
11. Finance Director/Treasurer's Report
 - Ms. Staples provided updates for the transition to Southern Software, as well as this year's annual real estate, personal property tax, and Utility bills.
12. Town Manager's Report
 - Ms. Adams-Jacobs provided updates for the FY2022 audit process, the transition to Southern Software, the finalization of an RFP for the Planning and Design grant, execution of an agreement with CivicPlus for the updated Town website, and the completion of the lead and copper inventory. The Town Hall was power washed, and a new humidifier was installed. The Town Manager provided insights to the Virginia Department of Health regulatory process, and shared the 2024 Harvest Festival was the most successful in the past five years. Ms. Adams-Jacobs notified Council that the Christmas Parade will be held on December 14th.
13. Stantec Update, Bryant Mountjoy
 - Mr. Mountjoy presented updates from Stantec regarding the Planning & Design grant. He detailed progress on addressing elevated gross alpha radiation in the Town's wells and the use of packer testing to help identify water quality issues at specific depths and guide future well construction. Mr. Mountjoy also reported that the Town's groundwater withdrawal permit application received draft approval, increasing the annual limit to 90.7 million gallons. New permit conditions include well replacements, pump adjustments, and water conservation measures. The council discussed timelines, and funding strategies
 - Mr. Voit requested sooner access to technical reports to better engage with future updates.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Sandra Pelter provided comments regarding a zoning discrepancy.
- Ms. Jessica Beale introduced the Town's application to the Virginia Main Street Program, pursuing the Mobilizing Main Street status until recently applying as Bowling Green Economic Partnership.
- Ms. Bonnie Cannon expressed safety concerns regarding streetlight outages in the Town, exacerbated by trick or treaters on Halloween. Ms. Cannon suggested performing a study to rout 18-wheelers around the Town.

PUBLIC HEARINGS:

14. Short-Term Rentals (STR) & Accessory Dwelling Units (ADU) Ordinance
 - Mr. LaRiviere led a presentation on the Short-Term Rental Ordinance. The process began in June when the Council referred the matter to the Planning Commission, which held multiple meetings, conducted public hearings, and ultimately recommended the ordinance for Council approval. The ordinance includes requirements for STR registration, emergency contact provisions, and transient occupancy tax compliance. It

also establishes regulations for ADUs, including size limits and integration into existing zoning. Key discussions focused on zoning impacts, utility connections for ADUs, and the potential for non-conforming uses if the ordinance is amended.

- Town resident Mickey Tingler voiced support for the proposed ordinance.

MEMBER COMMENTS:

- Vice-Mayor Coyle applauded the Harvest Festival's success.
- Mr. Storke discussed how street light outages were handled in the past.
- Mr. Voit commented on the Harvest Festival and Halloween, and discussed the upcoming veteran's ceremony, tree lighting, and Christmas Parade.

NEW BUSINESS:

15. Regional Planning Area (RPU) Appointment, India Adams- Jacobs, Town Manager

- To remain in state compliance, Ms. Adams-Jacobs is appointed as RPU. After a motion from Mr. Webb, seconded by Ms. Coyle, the motion was passed with unanimous approval.

16. Mobilizing Main Street Resolution Approval, BGEP

- Members of the community are collaborating with the Town Manager to pursue the Virginia Main Street Mobilizing Main Street grant program. "Bowling Green Economic Partnership" was chosen to operate under for the application. Mr. Webb motioned to approve the Resolution, seconded by Ms. Coyle. Following unanimous support from Council, the Resolution was approved.

17. Short-Term Rentals & Accessory Dwelling Unit Ordinance, J.C. LaRiviere, Director of Community Development & Partnerships

- Mr. Webb motioned to adopt the ordinance, seconded by Mr. Storke. The ordinance was adopted after unanimous approval.

CLOSED SESSION:

I MOVE that this meeting reconvene in a closed meeting for the purposes of:

- A discussion or consultation with legal counsel, staff members and/or consultants pertaining to actual or probable litigation, specifically regarding data privacy and security matters pursuant to Virginia Code Section 2.2-3711 (A)(7).

ADJOURNMENT:

- Honorable Mayor Gaines initiated a certification, role call was held, with all members present certifying. Upon motion to adjourn from Mr. Hageman with unanimous approval from council, the meeting was adjourned at 8:57 PM.



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of
Community Development & Partnerships
COPY: Jeff Gore, Town Attorney; Tina Staples, Director of Finance
SUBJECT: Retroactive Ratification of Tax Deadline Extension
DATE: January 2nd, 2025

SUMMARY:

Staff is requesting that Town Council retroactively approve the extension of real and personal property tax deadlines from December 5th, 2024 to December 13th, 2024.

BACKGROUND:

Due to mailing issues with the local post office and limited Town Hall operating hours, staff consulted the Town Attorney on extending the deadline. Based on Mr. Gore's advice, all Council members were informed of and supported the proposed extension on December 5th, 2024. The Town Attorney further advised staff to obtain retroactive approval from Council of this action as it involved the temporary suspension of late payment penalties as required by Town Code.

RECOMMENDATION:

Staff recommends that the Town Council move to retroactively authorize this extension.

DRAFT MOTION:

I move that Council ratify the extension of the personal and real property tax payment deadlines to December 13th, 2024, as proposed by staff.



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Town Manager's Report- December
DATE: January 2, 2025

Finance & Administration

- **FY22 Audit Process**
 - Continued oversight and coordination with the Finance Director and RFCA.
 - The final site visit occurred on December 18th.
- **Chesapeake Bay Act Audit**
 - The audit is underway, led by the Director of Community Development, serving as the primary staff contact.
- **Software System Conversion**
 - Partnered with the Finance Director to manage and facilitate the transition to a new financial software system.
- **Capital Improvement Plan**
 - Starting working with individual departments regarding capital needs for the following fiscal year budget process
- **Financial Planning Discussions**
 - Led financial planning meetings with the Finance Director and Davenport & Company to strategize and discuss future fiscal initiatives.
- **Staff Retreat**
 - Facilitated a staff retreat at Ft. Walker, focusing on team-building and strategic goal-setting.
- **Legislative Agenda**
 - Met with Senator Stuart and Delegate Pugh Kent regarding the Town's legislative priorities and followed up with their requests ahead of the upcoming General Assembly session
- **IT Transition**
 - Completed the transition of Town operations to the Microsoft platform.
- **New Town Website**
 - Held multiple meetings to discuss design and functionality enhancements.
 - Received and reviewed preliminary concept designs.
- **Surplus Vehicles**
 - Collaborated with Public Works staff to list surplus vehicles for online sale.

Clerk & Communications

- **December Special Meeting**
 - Coordinated with the Mayor & Town Attorney to schedule and plan the December special meeting.
 - Drafted and posted public notices for the meeting.
- **VML Elected Officials Conference**



Town Council Memorandum

- Registered Town Council members for the upcoming conference.
 - **FOIA Requests**
 - Responded to three (3) Freedom of Information Act requests.
 - **Town Newsletter**
 - Drafted a newsletter for distribution in upcoming utility bills.
 - **Holiday Notices**
 - Drafted and posted announcements regarding office closures and adjusted trash collection schedules during the holiday season.
-

Utilities & Infrastructure

- **VDH Planning and Design Grant**
 - Completed the procurement process and posted the Notice of Intent (NOI).
 - The town council authorized the awarding of the project.
 - **Technical Assistance**
 - Met with Moonshot Missions to explore and advance technical assistance opportunities.
 - **USDA Water Line Project**
 - Provided updated data to the engineer to support the Preliminary Engineering Report (PER) for the USDA-funded water line project.
 - **Smart Scale Project**
 - Met with VDOT representatives regarding the project's status.
 - VDOT will present updates and gather feedback at an upcoming Town Council meeting.
-

Strategic Partnerships & Compliance

- **George Washington Regional Commission**
 - Discussed grant opportunities and received updates on regional planning initiatives.
 - **Regional Water Planning**
 - Attended a regional water planning meeting with King George and Caroline Counties to coordinate efforts and comply with state mandates.
 - **Ft. Walker IGSA**
 - Followed up with Ft. Walker Public Works staff regarding the next phases of the Intergovernmental Support Agreement (IGSA).
-

Events

- **Christmas Parade**
 - Held a planning meeting with the Event Coordinator to ensure smooth execution.
 - Coordinated logistics and preparation in advance of the parade.



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Community Development Report- November & December 2024
DATE: January 2nd, 2025

Community Development

- Prepared Planning Commission agenda, minutes, staff report, and provided staff support at November PC meeting
- Prepared Short-Term Rental & Accessory Dwelling Unit ordinance documents for Council, provided staff support at Council meeting- Ordinance adopted
- Participated in staff strategic planning retreat
- Worked with Town Manager, Town Attorney, and Finance Director to extend tax deadline based on difficulties with the local post office and Town Hall hours, obtained preliminary approval from Council for the extension, developed documents for Council to retroactively ratify this action at the January meeting
- Conducted completeness reviews of permit applications. Met with permit applicants who submitted incomplete applications to reach completeness
- Participated in Christmas Parade
- Met with developers regarding potential future projects
- Responded to inquiries from applicants on zoning regulations

Partnerships, Compliance, & Grants

- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Facilitated collaboration with Caroline County to ensure DEQ could review all needed documents as part of CBPA Compliance Review
- Hosted DEQ on-site to review past construction projects in Town for CBPA Compliance Review
- Led procurement process for #RFP-2024-002, assisted Town Manager in developing RFP, responded to all questions from potential bidders, reviewed submittals to ensure bidders followed all submittal requirements, selected procurement committee, provided written instructions to members of procurement committee regarding procurement requirements under the Virginia Public Procurement Act, tabulated scoring sheets, invited top two firms to interview, developed interview questions based on Town needs, led interviews, compiled rankings of interviewed firms from



Town Council Memorandum

procurement committee, published notice of intent to award on eVA (Virginia's electronic procurement system), and developed the necessary Council documents to facilitate the Town's award of the contract to Stantec

- Met with Caroline County regarding the development of a Town zoning map layer in the County's Geographic Information System (GIS) on their website. To support this endeavor, worked with intern to identify discrepancies in County tax records, submitted to county GIS to ensure Town zoning will be as accurate as possible
- Led Town response to request from VDOT regarding modification to a Town-owned manhole to enable VDOT to add a new turn-lane on Route 301, facilitated Public Works, Langford Excavation, and VDOT pre-construction meeting for the project
- Collaborating with the U.S. Department of Education to verify the Town's governmental status to ensure current and future employees can register in the Public Service Loan Forgiveness program to provide the Town with a crucial recruiting tool for prospective employees with student loan debt. Submitted Town Charter and other needed information to prove governmental status. This has been a three-month process which is ongoing
- Worked with intern to develop grant application and council documents for a second Virginia Department of Health (VDH) Planning & Design Fund grant to fund the development of a Town GIS system to enable better tracking and asset management of Town utilities
- Worked with VDH to ensure Town complied with notice-requirements related to Lead and Copper Service Line inventory
- Attended cross-connection compliance program training in preparation for Town's Cross-Connection program Compliance Review which will be conducted by VDH
- Participated in meeting with Moonshot Missions regarding additional improvements in the Town's utility systems
- Met with Town Manager and Fort Walker IGSA team to support implementation of the IGSA program

Professional Development

- Attended week-long LEAD program at the Virginia Institute of Government at the University of Virginia's Weldon Cooper Center, a leadership training program for local government officials. Participation in this program was funded by a scholarship from the University of Virginia and a grant award from the Virginia Risk Sharing Association, both secured by the Town Manager
- Admitted by exam and sworn in to the Virginia State Bar



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

AGENDA ITEM: Public Works Department Monthly Report for
December 2024

DATE: December 23, 2024

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

- Drying Bed shoveling
 1. Removed drying bed on 12/4//2024
 2. Removed drying bed on 12/11//2024
- Leaf collection has continued it will end on 1/3/2025
- The angle iron to support the pipes in Heritage Pines Pump Station were replaced they all had rusted apart.
- Daily check of all Public Works vehicles has continued.
- All the lawn equipment was cleaned and stored for the winter.
- Bac T samples were collected for December 2024 they passed requirements.
- All the HVAC filters were changed in all of the buildings
- The grinder pump at Heritage Pines Pump Station had to be pulled and cleared of wipes on 12/2/24.
- Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
- The grinder pump at Maury Heights Pump station had to be pulled and cleared of wipes on 12/8/2024.
- All of the generators are started weekly manually.
- Christmas lights were put up.
- Christmas Parade set up and take down was on 12/13/2024 & 12/14/2024.
- Daily check of all the Pump Stations has continued.

ATTACHMENTS:

HEADS UP ITEMS:

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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- December, 2024
DATE: December 24th, 2024

Police Activity

28-Total calls for service

16-Assist other agencies

2-Motor Vehicle Accident

26-Traffic Summons / Warnings given

3- Destruction of property

42-Park walk and talks

66-Property checks/ Vacation checks/ Business Checks

Heads Up

- *Part-Time Officer Training/Academy in progress*



TO: Town Council
FROM: Tina Staples, Finance Director/Town Treasurer
SUBJECT: December 2024 Treasurer's Report
DATE: January 2, 2025

SUMMARY:

During the month of December, the finance department worked on the following items:
Finance Director/Treasurer

FY22 Audit Status

- Met with Auditors to complete onsite work for FY22.
- We are targeting completion by the first quarter, 2025.

Financial Planning & Budgeting

- Met with Davenport & Co for financial planning.
 - Currently working on historical financial data as requested by our financial advisors.
- Reviewed Revenue and Expense detail with Town Manager.

Software Conversions

- Southern Software was onsite to get FMS up and running. Go live date rescheduled to February, 2025.
- Collaborating with County COR to work with data imports for the new software system for tax billings moving forward.
- Met with invoice cloud to establish new online payment portal in collaboration with Southern Software, which will improve the billing experience for our customers.

Real Estate & Personal Property Tax

- Tax Bills for real estate and personal property have gone out and are due on **December 13th**.

Utility Billing

- Worked with Public Works and Sensus Analytics for meter reading.
- Analyzed incoming reads and consumption totals to check for leaks or incorrect reading imports.
- Bills will be mailed no later than **January 15th** and are due on **February 15th**.

Finance Department Front Desk and Customer Service Operations

(AP, Utility Billing, Payments, Events, Trash Requests, Business License Processing, Deposits, Mail, Zoning and all other Miscellaneous Requests)

- 150 front desk customers signed in and served at the window.



- Monthly AP processing.
- 2 town hall rental events.
- Work order processing for the utility system.
- Utility account assistance with questions and new account setup.
- Christmas Parade activities and assistance from Town Staff.



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-011010-0000-0000-000	***REAL ESTATE**	0.00	0.00	81.73	-81.73	0.00	R
100-011010-0001-0000-000	CURRENT YEAR TAXES	145,000.00	145,000.00	121,225.61	23,774.39	16.40	R
100-011010-0002-0000-000	DELINQUENT TAXES	450.00	450.00	1,118.15	-668.15	-148.48	R
Real Estate		145,450.00	145,450.00	122,425.49	23,024.51	15.83	
100-011011-0001-0000-000	CURRENT YEAR TAXES	29,000.00	29,000.00	23,482.96	5,517.04	19.02	R
Rt 301 Special Tax		29,000.00	29,000.00	23,482.96	5,517.04	19.02	
100-011020-0001-0000-000	CURRENT YEAR	3,000.00	3,000.00	0.00	3,000.00	100.00	R
Public Service		3,000.00	3,000.00	0.00	3,000.00	100.00	
100-011030-0001-0000-000	CURRENT YEAR TAXES	45,000.00	45,000.00	42,683.78	2,316.22	5.15	R
100-011030-0002-0000-000	DELINQUENT TAXES	500.00	500.00	974.43	-474.43	-94.89	R
Personal Property		45,500.00	45,500.00	43,658.21	1,841.79	4.05	
100-011060-0001-0000-000	PENALTY	2,000.00	2,000.00	0.00	2,000.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,600.00	1,600.00	17,082.62	-15,482.62	-967.66	R
Penalty & Interest		3,600.00	3,600.00	17,082.62	-13,482.62	-374.52	
100-016099-0003-0000-000	TRASH REVENUE	110,000.00	110,000.00	37,660.43	72,339.57	65.76	R
Refuse/Water/Sewer Revenues		110,000.00	110,000.00	37,660.43	72,339.57	65.76	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-020201-0001-0000-000	CONSUMER UTILITY TAX	0.00	0.00	229.90	-229.90	0.00	R
		0.00	0.00	229.90	-229.90	0.00	
100-030306-0001-0000-000	ZONING PERMITS/FEES	0.00	0.00	0.00	0.00	0.00	R
		0.00	0.00	0.00	0.00	0.00	
100-120101-0001-0000-000	SALES TAX	45,000.00	45,000.00	24,639.97	20,360.03	45.24	R
	Sales Tax	45,000.00	45,000.00	24,639.97	20,360.03	45.24	
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	21,721.70	8,278.30	27.59	R
	Consumer Utility Tax	30,000.00	30,000.00	21,721.70	8,278.30	27.59	
100-120301-0001-0000-000	BUSINESS LICENSE	95,000.00	95,000.00	10,592.91	84,407.09	88.85	R
	Business License	95,000.00	95,000.00	10,592.91	84,407.09	88.85	
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES(PP BILL	15,000.00	15,000.00	0.00	15,000.00	100.00	R
	Vehicle License & Registration Fees	15,000.00	15,000.00	0.00	15,000.00	100.00	
100-120601-0001-0000-000	BANK STOCK TAX	275,000.00	275,000.00	0.00	275,000.00	100.00	R
	Bank Stock Tax	275,000.00	275,000.00	0.00	275,000.00	100.00	



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100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	2,290.28	709.72	23.66	R
Transient Occupancy Tax		3,000.00	3,000.00	2,290.28	709.72	23.66	
100-121101-0001-0000-000	MEALS TAX	385,000.00	385,000.00	179,014.56	205,985.44	53.50	R
Meals Tax		385,000.00	385,000.00	179,014.56	205,985.44	53.50	
100-130306-0001-0000-000	ZONING PERMITS/FEES	2,000.00	2,000.00	16,976.51	-14,976.51	-748.83	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	700.00	700.00	0.00	700.00	100.00	R
Permits, Fees And Licenses		2,700.00	2,700.00	16,976.51	-14,276.51	-528.76	
100-130307-0002-0000-000	Cigarette Tax	45,000.00	45,000.00	23,837.48	21,162.52	47.03	R
CIGARETTE TAX		45,000.00	45,000.00	23,837.48	21,162.52	47.03	
100-140101-0001-0000-000	POLICE/COURT FINES	20,000.00	20,000.00	3,312.45	16,687.55	83.44	R
100-140101-0002-0000-000	RETURNED CHECK FEE	100.00	100.00	0.00	100.00	100.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	0.00	1,300.00	100.00	R
Fines And Forfeiture		21,400.00	21,400.00	3,312.45	18,087.55	84.52	
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	7,000.00	7,000.00	8,001.11	-1,001.11	-14.30	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	9,831.50	2,168.50	18.07	R
100-150201-0005-0000-000	TOWN HALL ACTIVITY FEES	500.00	500.00	0.00	500.00	100.00	R



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Rentals		19,500.00	19,500.00	17,832.61	1,667.39	8.55	
100-189000-0900-0000-000	MISCELLANEOUS	0.00	0.00	2,067.27	-2,067.27	0.00	R

Other Miscellaneous Revenue		0.00	0.00	2,067.27	-2,067.27	0.00	
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	15,256.00	9,244.00	37.73	R

VA Police Funding		24,500.00	24,500.00	15,256.00	9,244.00	37.73	
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	21,907.50	-7.50	-0.03	R

PPTRA State Reimbursement		21,900.00	21,900.00	21,907.50	-7.50	-0.03	
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	10,912.05	20,587.95	65.36	R

Communications Tax		31,500.00	31,500.00	10,912.05	20,587.95	65.36	
100-240407-0001-0000-000	LITTER GRANT	1,596.00	1,596.00	1,838.00	-242.00	-15.16	R

ARPA Grant FUNDS		1,596.00	1,596.00	1,838.00	-242.00	-15.16	
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	15,000.00	0.00	0.00	R

VA Fire Program		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-240502-0001-0000-000	INTERGOVERNMENTAL SERVICE AGREEME	100,000.00	100,000.00	0.00	100,000.00	100.00	R
100-240502-0003-0000-000	TRANSFERS IN	20,000.00	20,000.00	0.00	20,000.00	100.00	R



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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
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	VA FIRE PROGRAM	120,000.00	120,000.00	0.00	120,000.00	100.00	
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	General Fund	1,487,646.00	1,487,646.00	611,738.90	875,907.10	58.88	
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300-015000-0020-0000-000	USDA GRANT	26,000.00	26,000.00	0.00	26,000.00	100.00	R
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	USDA GRANT	26,000.00	26,000.00	0.00	26,000.00	100.00	
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300-021101-0005-0000-000	ARPA FUNDS (COVID-19)	259,827.00	259,827.00	0.00	259,827.00	100.00	R
300-021101-0007-0000-000	POLICE DEPT GRANTS	10,000.00	10,000.00	9,499.85	500.15	5.00	R
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		269,827.00	269,827.00	9,499.85	260,327.15	96.48	
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300-410501-0100-0000-000	TRANSFER FR GEN FUND TO CIP	70,000.00	70,000.00	0.00	70,000.00	100.00	R
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		70,000.00	70,000.00	0.00	70,000.00	100.00	
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	Capital Improvement	365,827.00	365,827.00	9,499.85	356,327.15	97.40	
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400-019050-0100-0000-000	HARVEST FESTIVAL	17,000.00	17,000.00	12,620.78	4,379.22	25.76	R
400-019050-0300-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	2,580.00	-1,580.00	-158.00	R
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	Events And Activities	18,000.00	18,000.00	15,200.78	2,799.22	15.55	



TOWN OF BOWLING GREEN
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400-410501-0100-0000-000	TRANSFER FROM GF TO EVENTS	14,500.00	14,500.00	0.00	14,500.00	100.00	R
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		14,500.00	14,500.00	0.00	14,500.00	100.00	
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Events / Activities		32,500.00	32,500.00	15,200.78	17,299.22	53.23	
500-016099-0001-0000-000	WATER SALES	505,000.00	505,000.00	197,050.00	307,950.00	60.98	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	1,000.00	1,000.00	400.00	600.00	60.00	R
500-016099-0004-0000-000	WATER RECONNECT FEES	100.00	100.00	150.00	-50.00	-50.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	2,249.00	2,249.00	100.00	2,149.00	95.55	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	18,000.00	18,000.00	0.00	18,000.00	100.00	R
500-016099-0015-0000-000	IRRIGATION SYSTEM APPLICATION FEE	100.00	100.00	0.00	100.00	100.00	R
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Refuse/Water/Sewer Revenues		531,449.00	531,449.00	197,700.00	333,749.00	62.80	
500-021101-0005-0000-000	ARPA Funds (COVID-19) - System Up	20,000.00	20,000.00	0.00	20,000.00	100.00	R
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		20,000.00	20,000.00	0.00	20,000.00	100.00	
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Water		551,449.00	551,449.00	197,700.00	353,749.00	64.15	
520-016099-0002-0000-000	SEWER SALES	495,000.00	495,000.00	204,545.76	290,454.24	58.68	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	0.00	2,250.00	100.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	18,000.00	18,000.00	0.00	18,000.00	100.00	R
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Refuse/Water/Sewer Revenues		515,250.00	515,250.00	204,545.76	310,704.24	60.30	
520-021101-0005-0000-000	ARPA Funds (COVID-19) - System Up	105,000.00	105,000.00	0.00	105,000.00	100.00	R
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		105,000.00	105,000.00	0.00	105,000.00	100.00	
520-410501-0100-0000-000	TRANSFER IN	120,000.00	120,000.00	0.00	120,000.00	100.00	R
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		120,000.00	120,000.00	0.00	120,000.00	100.00	
Sewer Operations		740,250.00	740,250.00	204,545.76	535,704.24	72.37	
Revenue		3,177,672.00	3,177,672.00	1,038,685.29	2,138,986.71	67.31	
100-010501-0002-0000-000	TRANSFER TO CIP	70,000.00	70,000.00	0.00	70,000.00	100.00	X
100-010501-0400-0000-000	TRNSFR TO EVENTS AND ACTIVITIES	14,500.00	14,500.00	0.00	14,500.00	100.00	X
100-010501-0520-0000-000	TRANSFER TO SEWER FUND	120,000.00	120,000.00	0.00	120,000.00	100.00	X
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		204,500.00	204,500.00	0.00	204,500.00	100.00	
100-012110-1101-0000-000	SALARIES	118,300.00	118,300.00	43,342.07	74,957.93	63.36	X
100-012110-1150-0000-000	PT Salaries and Wages	10,000.00	10,000.00	11,024.87	-1,024.87	-10.25	X
100-012110-2100-0000-000	FICA	7,880.00	7,880.00	0.00	7,880.00	100.00	X
100-012110-2210-0000-000	VRS	14,914.00	14,914.00	1,390.04	13,523.96	90.68	X
100-012110-2300-0000-000	HEALTH PLAN	1,112.00	1,112.00	0.00	1,112.00	100.00	X
100-012110-2400-0000-000	GROUP LIFE	1,380.00	1,380.00	0.00	1,380.00	100.00	X
100-012110-2500-0000-000	DISABILITY INSURANCE - VML	762.00	762.00	400.64	361.36	47.42	X



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100-012110-2600-0000-000	MAYOR EXPENSES	250.00	250.00	0.00	250.00	100.00	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	3,500.00	3,500.00	3,540.41	-40.41	-1.15	X
100-012110-3100-0000-000	CONTINGENCY	39,082.00	39,082.00	0.00	39,082.00	100.00	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	200.00	200.00	431.14	-231.14	-115.57	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	45,000.00	45,000.00	24,500.00	20,500.00	45.56	X
100-012110-3152-0000-000	WEB BASED SERVICES	13,000.00	13,000.00	10,404.14	2,595.86	19.97	X
100-012110-3600-0000-000	ADVERTISING	12,000.00	12,000.00	906.29	11,093.71	92.45	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	30,000.00	30,000.00	20,316.00	9,684.00	32.28	X
100-012110-5545-0000-000	CONFERENCE EXPENSES/TRAINING EXPEN	7,500.00	7,500.00	1,482.00	6,018.00	80.24	X
100-012110-5810-0000-000	MEMBERSHIP DUES	1,000.00	1,000.00	1,137.00	-137.00	-13.70	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	0.00	0.00	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	3,000.00	3,000.00	8,603.29	-5,603.29	-186.78	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,000.00	2,000.00	7,968.11	-5,968.11	-298.41	X
100-012110-6021-0000-000	PUBLIC RELATIONS	2,000.00	2,000.00	530.93	1,469.07	73.45	X
Council and Town Manager Office		314,080.00	314,080.00	135,976.93	178,103.07	56.71	
100-012410-1101-0000-000	SALARIES/WAGES	123,440.00	123,440.00	91,859.58	31,580.42	25.58	X
100-012410-2100-0000-000	FICA	9,436.00	9,436.00	4,755.08	4,680.92	49.61	X
100-012410-2210-0000-000	VRS	10,808.00	10,808.00	570.16	10,237.84	94.72	X
100-012410-2300-0000-000	HEALTH PLAN	23,870.00	23,870.00	15,053.08	8,816.92	36.94	X
100-012410-2400-0000-000	GROUP LIFE	1,266.00	1,266.00	0.00	1,266.00	100.00	X
100-012410-2500-0000-000	HYBRID DISBILITY INSURANCE	699.00	699.00	0.00	699.00	100.00	X
100-012410-3120-0000-000	AUDIT	90,000.00	90,000.00	34,009.00	55,991.00	62.21	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	200.00	200.00	2,089.79	-1,889.79	-944.90	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	50,000.00	50,000.00	53,540.38	-3,540.38	-7.08	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	4,000.00	4,000.00	1,675.88	2,324.12	58.10	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	55,000.00	55,000.00	41,992.33	13,007.67	23.65	X
100-012410-5210-0000-000	POSTAGE	5,000.00	5,000.00	617.22	4,382.78	87.66	X
100-012410-5230-0000-000	TELECOMMUNICATIONS	2,500.00	2,500.00	0.00	2,500.00	100.00	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	989.96	1,010.04	50.50	X
100-012410-5810-0000-000	MEMBERSHIP DUES	700.00	700.00	0.00	700.00	100.00	X



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100-012410-5840-0000-000	MISCELLANEOUS	100.00	100.00	1,832.38	-1,732.38	-1,732.38	X
100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING	6,000.00	6,000.00	284.05	5,715.95	95.27	X
Treasurer		385,019.00	385,019.00	249,268.89	135,750.11	35.26	
100-021100-6022-0000-001	INFORMATION & TECHNOLOGY SECURITY	22,000.00	22,000.00	19,067.40	2,932.60	13.33	X
		22,000.00	22,000.00	19,067.40	2,932.60	13.33	
100-031100-1101-0000-000	SALARIES/WAGES	70,000.00	70,000.00	100,874.39	-30,874.39	-44.11	X
100-031100-1150-0000-000	PART-TIME SALARY AND WAGES	69,000.00	69,000.00	13,447.00	55,553.00	80.51	X
100-031100-2100-0000-000	FICA	10,634.00	10,634.00	0.00	10,634.00	100.00	X
100-031100-2210-0000-000	VRS	6,650.00	6,650.00	0.00	6,650.00	100.00	X
100-031100-2300-0000-000	HEALTH PLAN	271.00	271.00	0.00	271.00	100.00	X
100-031100-2400-0000-000	GROUP LIFE	938.00	938.00	0.00	938.00	100.00	X
100-031100-2500-0000-000	HYBRID DISABILITY INSURANCE	518.00	518.00	0.00	518.00	100.00	X
100-031100-2720-0000-000	BUILDING REPAIRS/MAINTENANCE	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-031100-3310-0000-000	VEHICLE MAINTENANCE	3,000.00	3,000.00	2,023.29	976.71	32.56	X
100-031100-3312-0000-000	EQUIPMENT REPAIR	200.00	200.00	0.00	200.00	100.00	X
100-031100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	635.00	-635.00	0.00	X
100-031100-5110-0000-000	ELECTRICITY	1,800.00	1,800.00	4,787.36	-2,987.36	-165.96	X
100-031100-5230-0000-000	TELECOMMUNICATIONS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-031100-5540-0000-000	EDUCATION/TRAINING	1,500.00	1,500.00	200.00	1,300.00	86.67	X
100-031100-5810-0000-000	MEMBERSHIP DUES/SUBSCRIPTIONS	2,500.00	2,500.00	1,019.94	1,480.06	59.20	X
100-031100-6001-0000-000	OFFICE SUPPLIES & PRINTING	1,000.00	1,000.00	1,712.16	-712.16	-71.22	X
100-031100-6008-0000-000	VEHICLE FUEL/OIL	4,500.00	4,500.00	0.00	4,500.00	100.00	X
100-031100-6010-0000-000	EQUIPMENT/SUPPLIES	5,000.00	5,000.00	2,127.66	2,872.34	57.45	X
100-031100-6011-0000-000	UNIFORMS	2,000.00	2,000.00	0.00	2,000.00	100.00	X
Police Department		183,511.00	183,511.00	126,826.80	56,684.20	30.89	



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100-031200-0003-0000-000	USE OF E-SUMMONS FEES	3,500.00	3,500.00	4,133.16	-633.16	-18.09	X
		3,500.00	3,500.00	4,133.16	-633.16	-18.09	
100-032000-5650-0000-000	FIRE PROGRAM FUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	X
		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-043100-0000-0000-000	***PUBLIC WORKS***	0.00	0.00	6,880.90	-6,880.90	0.00	X
100-043100-1101-0000-000	SALARIES	77,354.00	77,354.00	62,651.97	14,702.03	19.01	X
100-043100-1201-0000-000	SALARIES/WAGES- OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-043100-2100-0000-000	FICA	5,918.00	5,918.00	0.00	5,918.00	100.00	X
100-043100-2210-0000-000	VRS	9,162.00	9,162.00	39,853.88	-30,691.88	-334.99	X
100-043100-2300-0000-000	HEALTH PLAN	20,293.00	20,293.00	21,206.94	-913.94	-4.50	X
100-043100-2400-0000-000	GROUP LIFE	1,037.00	1,037.00	0.00	1,037.00	100.00	X
100-043100-2500-0000-000	HYBRID DISABILITY INSURANCE	572.00	572.00	116.22	455.78	79.68	X
100-043100-3311-0000-000	VEHICLE MAINT	10,000.00	10,000.00	2,912.04	7,087.96	70.88	X
100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS	24,000.00	24,000.00	17,683.62	6,316.38	26.32	X
100-043100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-5300-0000-000	INSURANCE	5,000.00	5,000.00	4,591.22	408.78	8.18	X
100-043100-5540-0000-000	EDUCATION/ TRAINING	500.00	500.00	320.00	180.00	36.00	X
100-043100-5840-0000-000	MISCELLANEOUS	0.00	0.00	505.70	-505.70	0.00	X
100-043100-6001-0000-000	OFFICE SUPPLIES & PRINTING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6006-0000-000	HAND TOOLS	500.00	500.00	0.00	500.00	100.00	X
100-043100-6007-0000-000	REPAIR/ MAINT TOWN BUILDINGS	14,000.00	14,000.00	2,559.40	11,440.60	81.72	X
100-043100-6008-0000-000	VEHICLE FUEL/ OIL	3,000.00	3,000.00	103.72	2,896.28	96.54	X
100-043100-6009-0000-000	EQUIPMENT/ SUPPLIES	11,000.00	11,000.00	4,360.60	6,639.40	60.36	X
100-043100-6011-0000-000	UNIFORMS/ SAFETY EQUIP	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-7110-0000-000	PARKING LOT/STREET/SIDEWALK MAINT	7,000.00	7,000.00	2,139.22	4,860.78	69.44	X
100-043100-7120-0000-000	PARK MAINTENANCE/GATEWAY BEAUTIFI	11,500.00	11,500.00	2,522.06	8,977.94	78.07	X
100-043100-7130-0000-000	REFUSE COLLECTION	98,500.00	98,500.00	61,141.89	37,358.11	37.93	X
100-043100-7140-0000-000	LITTER GRANT	1,200.00	1,200.00	0.00	1,200.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-043100-7200-0000-000	TOWN HALL EXPENSES	30,000.00	30,000.00	12,073.49	17,926.51	59.76	X
100-043100-7201-0000-000	Grant Matching Funds	25,000.00	25,000.00	0.00	25,000.00	100.00	X
Public Works		360,036.00	360,036.00	241,622.87	118,413.13	32.89	
General Fund		1,487,646.00	1,487,646.00	791,896.05	695,749.95	46.77	
300-000100-8233-0000-000	TOWN HALL RENOVATIONS	104,827.00	104,827.00	53,035.36	51,791.64	49.41	X
		104,827.00	104,827.00	53,035.36	51,791.64	49.41	
300-021101-0006-0000-000	Police Grants	0.00	0.00	0.00	0.00	0.00	X
		0.00	0.00	0.00	0.00	0.00	
300-031100-5715-0000-000	Police Department	0.00	0.00	0.00	0.00	0.00	X
Police Department		0.00	0.00	0.00	0.00	0.00	
300-100201-0002-0000-000	POLICE CAGE, FIREARMS, SAFETY EQU	10,000.00	10,000.00	0.00	10,000.00	100.00	X
		10,000.00	10,000.00	0.00	10,000.00	100.00	
300-100301-0004-0000-000	KEYSTONE FMS CONVERSION	55,000.00	55,000.00	31,193.50	23,806.50	43.28	X
		55,000.00	55,000.00	31,193.50	23,806.50	43.28	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
300-100401-0005-0000-000	CAPITAL PROJECTS RESERVE	50,000.00	50,000.00	0.00	50,000.00	100.00	X
		50,000.00	50,000.00	0.00	50,000.00	100.00	
300-100500-0003-0000-000	WATER SYSTEM REPLACEMENTS AND UPG	120,000.00	120,000.00	0.00	120,000.00	100.00	X
		120,000.00	120,000.00	0.00	120,000.00	100.00	
300-300100-8700-0000-000	REFINANCING AND USDA PROJECTS	26,000.00	26,000.00	0.00	26,000.00	100.00	X
		26,000.00	26,000.00	0.00	26,000.00	100.00	
Capital Improvement		365,827.00	365,827.00	84,228.86	281,598.14	76.98	
400-071200-1210-0000-000	HARVEST FESTIVAL	25,000.00	25,000.00	25,765.50	-765.50	-3.06	X
400-071200-1230-0000-000	MUSIC ON THE GREEN	4,500.00	4,500.00	3,213.56	1,286.44	28.59	X
400-071200-1250-0000-000	PARADE/HOLIDAY EVENTS	2,000.00	2,000.00	1,600.00	400.00	20.00	X
400-071200-1310-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	1,015.00	-15.00	-1.50	X
		32,500.00	32,500.00	31,594.06	905.94	2.79	
Events & Activities		32,500.00	32,500.00	31,594.06	905.94	2.79	
Events / Activities		32,500.00	32,500.00	31,594.06	905.94	2.79	
500-500100-0000-0000-000	***WATER OPERATIONS***	0.00	0.00	636.16	-636.16	0.00	X
500-500100-1101-0000-000	SALARIES	143,115.00	143,115.00	68,848.45	74,266.55	51.89	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500100-1201-0000-000	SALARIES/WAGES-OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-2100-0000-000	FICA	10,948.00	10,948.00	0.00	10,948.00	100.00	X
500-500100-2210-0000-000	VRS	15,884.00	15,884.00	4,574.79	11,309.21	71.20	X
500-500100-2300-0000-000	HEALTH PLAN	27,114.00	27,114.00	0.00	27,114.00	100.00	X
500-500100-2400-0000-000	GROUP LIFE	1,918.00	1,918.00	0.00	1,918.00	100.00	X
500-500100-2500-0000-000	HYBRID DISABILITY	1,059.00	1,059.00	0.00	1,059.00	100.00	X
500-500100-3139-0000-000	CONTINGENCY (3100)	12,575.00	12,575.00	0.00	12,575.00	100.00	X
500-500100-3140-0000-000	ENGINEERING/PROF. SERVICES	10,000.00	10,000.00	10,283.20	-283.20	-2.83	X
500-500100-3311-0000-000	VEHICLE MAINT	1,350.00	1,350.00	0.00	1,350.00	100.00	X
500-500100-3320-0000-000	COMPUTER LICENSES/SUPPORT	8,500.00	8,500.00	0.00	8,500.00	100.00	X
500-500100-5110-0000-000	ELECTRICITY	20,000.00	20,000.00	12,459.19	7,540.81	37.70	X
500-500100-5210-0000-000	MAILING COSTS	5,000.00	5,000.00	3,263.24	1,736.76	34.74	X
500-500100-5230-0000-000	TELECOMMUNICATIONS	4,200.00	4,200.00	2,730.90	1,469.10	34.98	X
500-500100-5300-0000-000	TOWN INSURANCE-WATER	4,700.00	4,700.00	1,074.00	3,626.00	77.15	X
500-500100-5540-0000-000	Education/Training/License/Permit	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-5810-0000-000	FEES AND DUES	3,100.00	3,100.00	3,127.00	-27.00	-0.87	X
500-500100-5820-0000-000	LICENSES AND PERMITS	18,500.00	18,500.00	0.00	18,500.00	100.00	X
500-500100-5840-0000-000	MISCELLANEOUS	500.00	500.00	2,559.25	-2,059.25	-411.85	X
500-500100-5899-0000-000	Miss Utility Costs	500.00	500.00	0.00	500.00	100.00	X
500-500100-6001-0000-000	OFFICE SUPPLIES/EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6005-0000-000	Janitorial Supplies	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-6006-0000-000	HAND TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	165,000.00	165,000.00	39,699.79	125,300.21	75.94	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,000.00	2,000.00	11,449.54	-9,449.54	-472.48	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	1,000.00	1,000.00	1,156.03	-156.03	-15.60	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	5,000.00	5,000.00	2,135.58	2,864.42	57.29	X
500-500100-6022-0000-000	WATER TESTING	11,500.00	11,500.00	2,260.44	9,239.56	80.34	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	3,337.60	50,648.40	93.82	X
Water Operations		551,449.00	551,449.00	169,595.16	381,853.84	69.25	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	116,519.40	-116,519.40	0.00	X
Water CIP		0.00	0.00	116,519.40	-116,519.40	0.00	
Water		551,449.00	551,449.00	286,114.56	265,334.44	48.12	
520-500100-1101-0000-000	SALARIES	176,752.00	176,752.00	194,453.79	-17,701.79	-10.02	X
520-500100-1201-0000-000	OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-2100-0000-000	FICA	13,522.00	13,522.00	0.00	13,522.00	100.00	X
520-500100-2210-0000-000	VRS	21,892.00	21,892.00	5,793.55	16,098.45	73.54	X
520-500100-2300-0000-000	HEALTH INSURANCE	27,311.00	27,311.00	0.00	27,311.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	2,368.00	2,368.00	0.00	2,368.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	1,308.00	1,308.00	0.00	1,308.00	100.00	X
520-500100-3160-0000-000	TESTING	41,000.00	41,000.00	6,873.00	34,127.00	83.24	X
520-500100-3180-0000-000	SLUDGE REMOVAL	65,000.00	65,000.00	25,614.94	39,385.06	60.59	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	24,630.82	5,369.18	17.90	X
520-500100-5120-0000-000	PROPANE	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	750.00	750.00	0.00	750.00	100.00	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	806.32	693.68	46.25	X
520-500100-5300-0000-000	INSURANCE	4,250.00	4,250.00	984.50	3,265.50	76.84	X
520-500100-5540-0000-000	Education/Training/License	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5613-0000-000	VPDES FEES/DEQ	4,000.00	4,000.00	4,326.48	-326.48	-8.16	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	200.00	200.00	12,760.74	-12,560.74	-6,280.37	X
520-500100-5899-0000-000	MISS UTILITY COST	500.00	500.00	259.90	240.10	48.02	X
520-500100-6001-0000-000	OFFICE SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	17,500.00	17,500.00	6,787.48	10,712.52	61.21	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6006-0000-000	SMALL TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
520-500100-6007-0000-000	REPAIR / MAINTENANCE	150,000.00	150,000.00	174,411.47	-24,411.47	-16.27	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,000.00	2,000.00	525.72	1,474.28	73.71	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	300.00	300.00	0.00	300.00	100.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	3,337.60	157,932.40	97.93	X
Water Operations		738,323.00	738,323.00	461,566.31	276,756.69	37.48	
520-500999-0001-0000-000	CONTINGENCY (3100)	1,927.00	1,927.00	0.00	1,927.00	100.00	X
		1,927.00	1,927.00	0.00	1,927.00	100.00	
Sewer Operations		740,250.00	740,250.00	461,566.31	278,683.69	37.65	
Expense		-3,177,672.00	-3,177,672.00	-1,655,399.84	-1,522,272.16	47.91	
Report Total		0.00	0.00	-616,714.55	616,714.55	0.00	

UTILITY REPORT



NOVEMBER 2024

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
020 – Pizza Hut 150 East Broaddus Avenue	11/6/2024	Absent
050 – Dr. Hylton’s Office 135 South Main Street	11/6/2024	Absent

Water Treatment

The water treatment plant met the Town’s water demand with a total monthly well yield of 3.4345 MG for an average daily production rate of 0.1145 MGD.

Operational Notes:

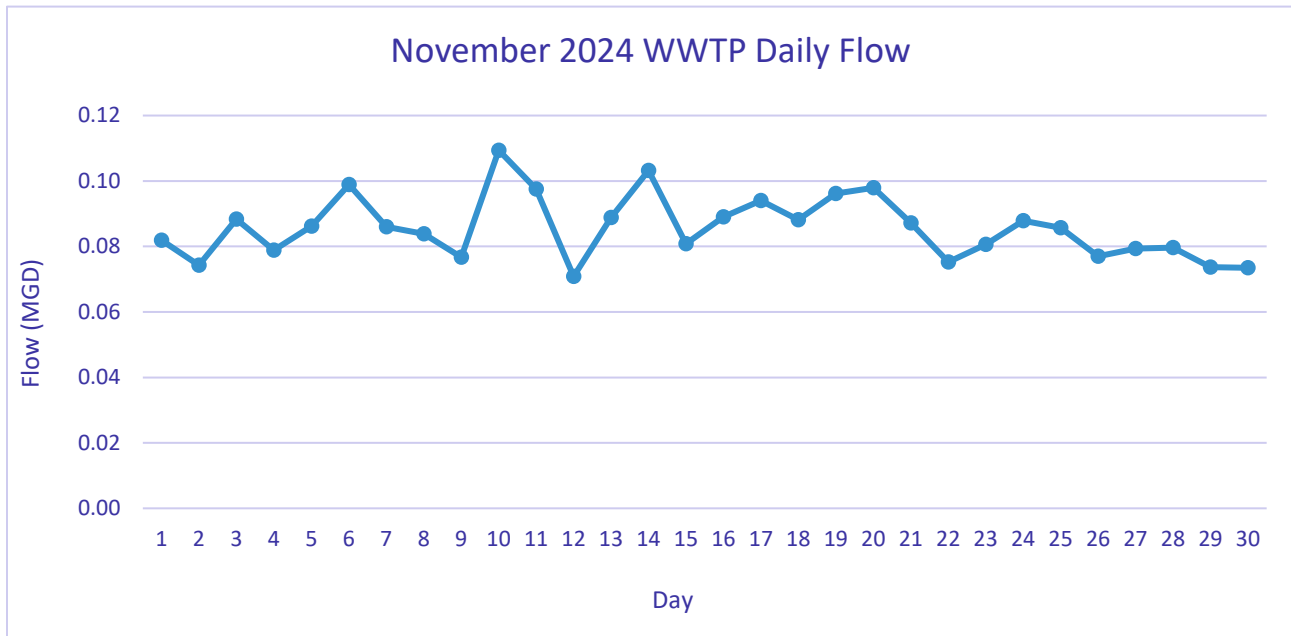
Treatment plants were visited, and an analysis of water quality was performed every day. Testing Instruments were calibrated at least twice a week.

- Effectively dosing sodium hypochlorite for proper disinfection for drinking water.
- All P/A samples collected and passed.
- Monthly report sent to VDH successfully.
- The faulty meter at Well 5 was successfully repaired by Ferguson.
- Well 1, Well 5, and booster pump building pressure gauges are scheduled for replacement.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.086 MGD for a total monthly effluent discharge of 2.571 MG.



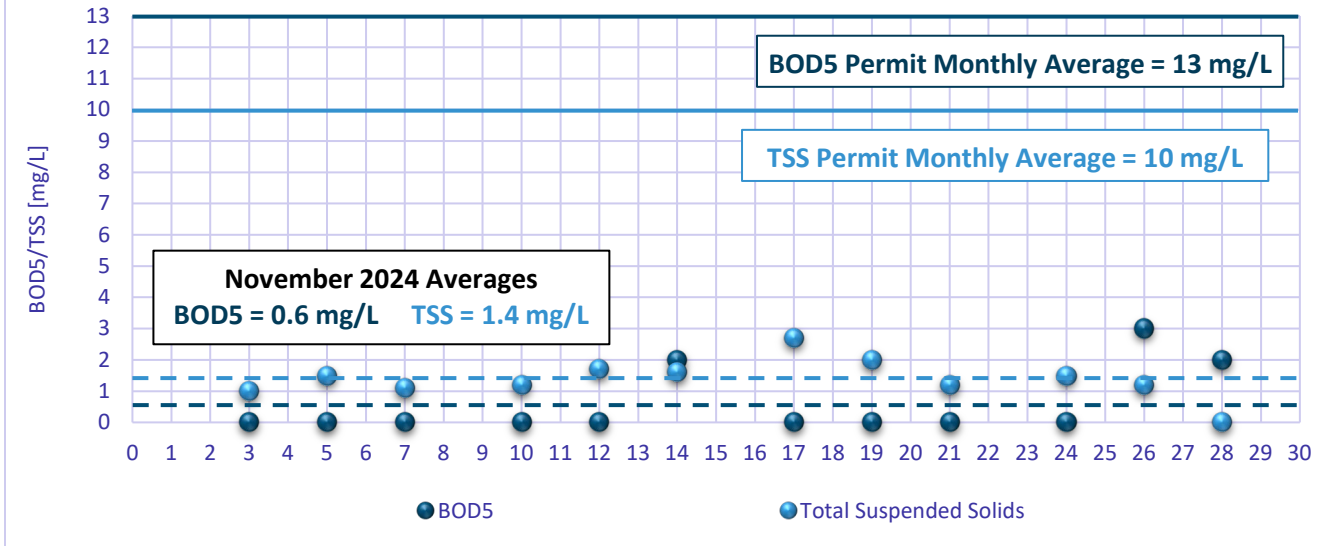
Operational Notes:

Testing instruments were calibrated every day. BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

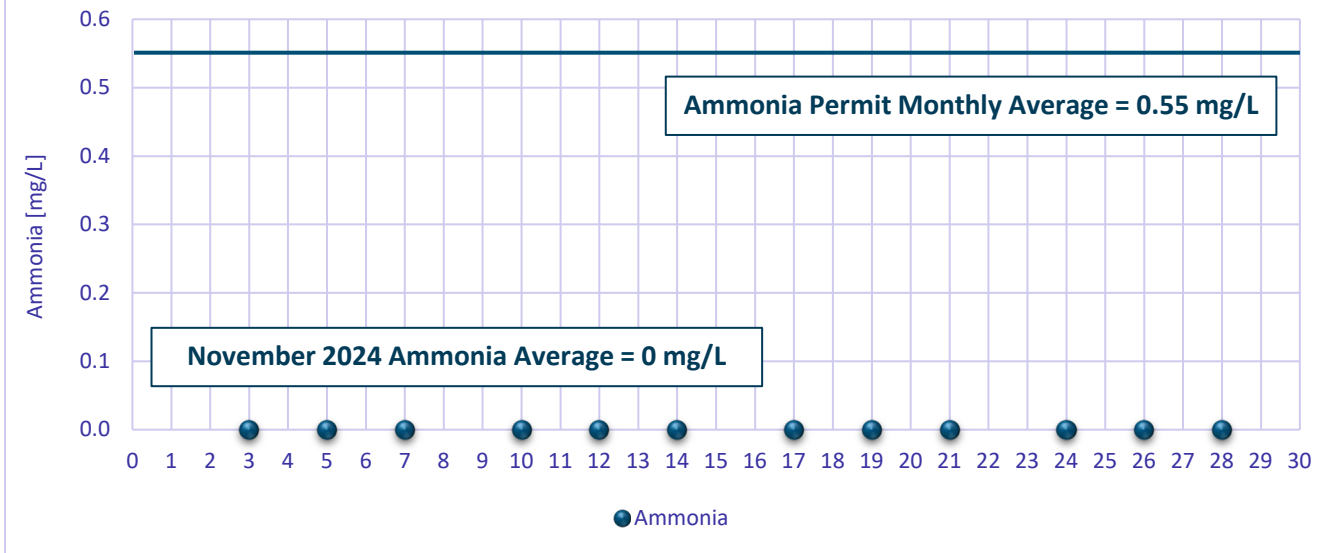
- Increased wasting rates to combat lingering filamentous and grease issues.
- IES quoted blower packages; BG maintenance ordered them. Scheduled to install at Bowling Green Meadows, Maury Heights, and Heritage Pines. IES quoted bacteria to inoculate the lift stations with the proper bacteria to oxidize grease.
- IES Introduced the idea of starting a FOG inspection program to help reduce the grease coming into the wastewater plant.
- IES staff increased the frequency of cleaning the UV system.
- Still alternating clarifiers in and out of service for operational efficiency.
- Pumping and hauling sludge from the digester has been reduced to one load on Monday and one load on Friday.

Sample Results:

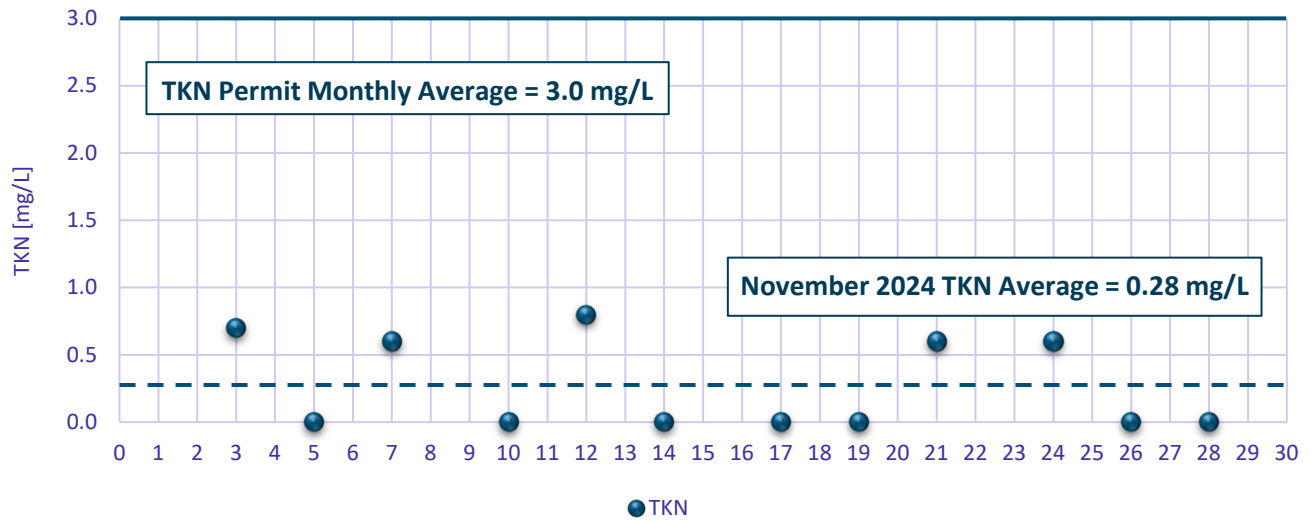
BOD5/TSS November 2024



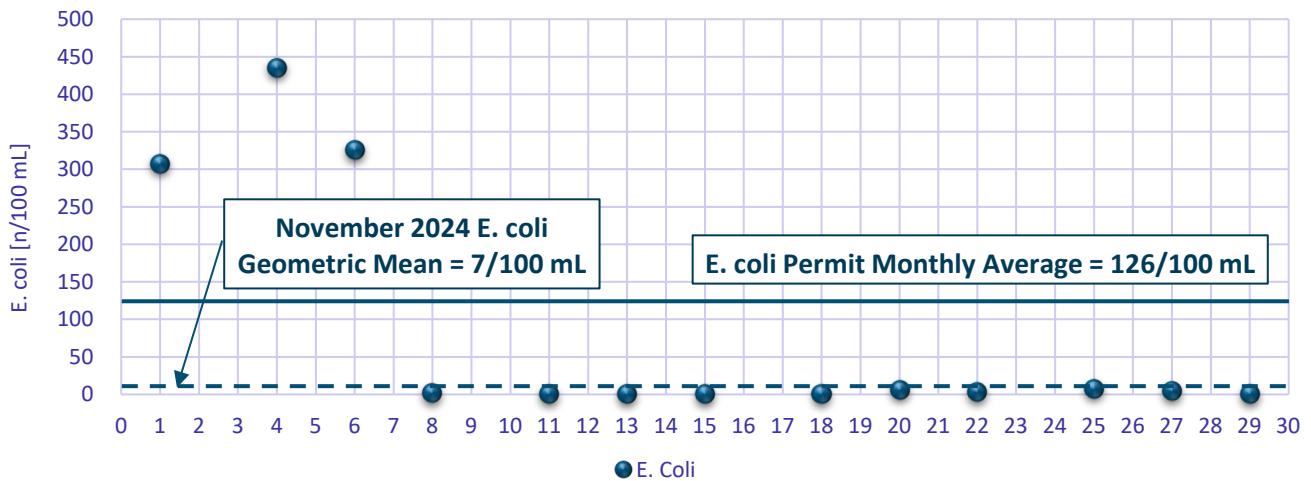
Ammonia November 2024



TKN November 2024



E. coli November 2024



Glossary

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



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships;
Jeffrey Smith, Intern
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Resolution of Support for Grant Application to Virginia Department of Health
(VDH) Planning & Design Fund- GIS Mapping Project
DATE: January 2nd, 2025

SUMMARY:

Staff is requesting that Town Council adopt the attached resolution of support as required by the VDH Planning & Design Fund program to support the Town's grant application for the Town of Bowling Green Public Utility GIS Mapping project.

BACKGROUND:

The Town of Bowling Green's public utility infrastructure has faced numerous challenges due to deferred maintenance, limited budget, and a lack of a comprehensive asset management plan. Since January 2023, the Town has experienced 29 water main breaks, which has strained financial resources and operational capacity. To address these issues, the Town proposes to develop an internal Geographic Information System (GIS) map for public utility infrastructure, which will provide accurate and detailed information on the location and condition of critical assets in our utility systems. In 2024, the Town Manager and staff successfully obtained \$45,000 from this program for the Hydrological Source Evaluation project which is currently underway.

ALTERNATIVES:

The alternative would be to not adopt the resolution of support, which would prevent the submission of the Town's grant application, which would leave staff with few alternatives for funding sources for a project of this type.

FISCAL IMPACT:

This grant program requires no local match, and the Town is requesting the program's maximum award amount of \$45,000 in the grant application. The completion of this project will lead to accurate capital budgeting and allow for better planning for infrastructure costs.

RECOMMENDATION:

Staff recommends that the Town Council adopt the resolution of support to authorize the municipal government to apply to the VDH Planning & Design Fund to obtain funding for the Town of Bowling Green Public Utility GIS Mapping project.

DRAFT MOTION:

I move that Council adopt the attached resolution of support for the Town's grant application to the Virginia Department of Health Planning and Design Fund to obtain funding for the Town of Bowling Green Public Utility GIS Mapping project.

**TOWN of BOWLING GREEN
RESOLUTION OF SUPPORT**

Application to Virginia Department of Health Planning & Design Fund

WHEREAS, the Town of Bowling Green recognizes the importance of maintaining and improving its public utility infrastructure to ensure the delivery of reliable and high-quality services to its residents; and

WHEREAS, the Town currently faces challenges in managing its public utility systems due to a lack of a comprehensive asset management plan and limited budget, which has resulted in deferred maintenance and unanticipated system failures; and

WHEREAS, the development of a Geographic Information System (GIS) map for public utility infrastructure will provide accurate and detailed information regarding the location and condition of critical assets, thereby enabling the Town to implement an effective asset management plan; and

WHEREAS, the implementation of the Asset Management Plan will allow the Town to proactively make improvements to public utility infrastructure; and

WHEREAS, the GIS mapping project is expected to be completed within 12 months and will include phases for record research, system development, field verification, staff training, and implementation; and

WHEREAS, the Town Manager and staff were successful in obtaining \$45,000 from this program for the Town of Bowling Green Hydrogeologic Source Evaluation Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL: That the Bowling Green Town Council fully supports the Town's application to the Virginia Department of Health Planning & Design Fund to secure the resources necessary to develop a GIS map for public utility infrastructure, to achieve the project's goals of improving service reliability, water quality, and infrastructure management.

This Resolution was approved this 2nd day of January 2025, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Tina Gambill, Mayor

Attest:

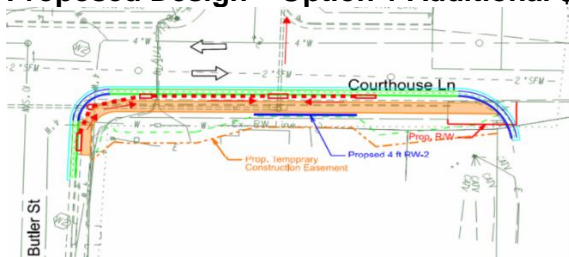
India Adams-Jacobs, Clerk of the Council

**UPC 119109 CHASE STREET / ROUTE 301 DESIGN FEATURES
COURTHOUSE LANE FROM BUTLER STREET TO FIRE STATION
12/19/24**

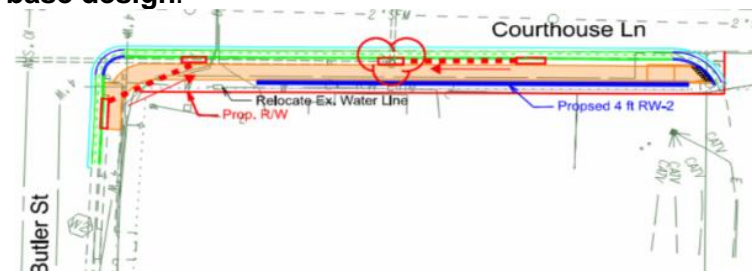
The SmartScale Project in the Town of Bowling Green is currently in the initial design phase and VDOT is taking this opportunity to advise the Town Council of the specific design considerations for the sidewalk planned on Courthouse Lane between Butler Street and the Volunteer Fire Station which borders the Town Hall property. Due to steepness of the slope ratio between the Town Hall and Courthouse Lane, a retaining wall will be required to stabilize the slope and protect the sidewalk and pedestrians. The location of the retaining wall will conflict with the waterline that runs along the side of the building.

To mitigate the cost of the retaining wall, waterline relocation and required easement needs, VDOT plans to eliminate the street parking on this section of Courthouse Lane so the sidewalk can be placed without conflict to the waterline and the length of the retaining wall can be reduced. This is not an expression of cost savings to the project as these conflicts were not transparent when the application was developed. These conflicts were discovered because of survey findings and design development starting.

Proposed Design – Option 1 Additional \$150,000 to base design, loss of street parking:



Maintaining Existing Road Conditions & street parking – Option 2 Additional \$240,000 to base design:



The decision to extend the sidewalk and omit parking at this block will keep the schedule on track and prevent unbudgeted costs. The edge of pavement for the roadway will be the same linear alignment as the block of Courthouse Road between Main and Ennis Streets. Please note these costs do not include the right of way costs for easements or recording and are in addition to the base cost of the sidewalk itself. As a reminder, overages in SmartScale projects are the responsibility of the locality submitting the application.