



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, September 05, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Notice of Application to USDA for Loan/Grant Funds

DELEGATIONS:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Bowling Green Police Council Monthly Report for August 2019
- [3.](#) Public Works Monthly Report to Council August 2019
- [4.](#) Events & Economic Dev. Coordinator Monthly Report to Council August 2019
- [5.](#) Town Clerk/Treasurer's Monthly Report to Council August 2019
- [6.](#) Town Manager's Monthly Report to Council August 2019

CONSENT AGENDA:

- [7.](#) August 2019 Bills
- [8.](#) Town Council Meeting Minutes August 1, 2019
- [9.](#) Residential Traffic Calming Program Guide
- [10.](#) Recommendation of Donation to CCPS Education Foundation

NEW BUSINESS:

- [11.](#) Invocation Parameters

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

CLOSED SESSION:

- [12.](#) Amendment to Town Manager's Contract

RECONVENE IN OPEN SESSION

ADJOURNMENT



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

AGENDA ITEM: Notice of Application to USDA for Loan/Grant Funds
ITEM TYPE: Public Hearing - Duly Advertised
PURPOSE OF ITEM: Discussion Only
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

As a condition of our approval for loan and grant funds for water distribution system improvements, the USDA requires public notice of the application and discussion at a public meeting. This Public Hearing serves to meet those requirements. No action by Council is necessary at this time as application has already been made.

ATTACHMENTS:

- Advertisement ran in the Free-Lance Star on August 20th
- Obligation of Funds letter
- Application

REQUESTED ACTION:

None.

**Town of Bowling Green
Notice of Application to
USDA – Rural Development**

The Town of Bowling Green has made application to the U.S. Department of Agriculture, Rural Development for loan and grant funds to replace water lines and meters throughout its entire service area. This matter will be discussed at a public meeting at 7:00 pm on September 5, 2019 at Town Hall, located at 117 Butler St. Bowling Green, VA 22427. Questions or comments concerning this application, or the project, can be directed Reese Peck, Town Manager at Town Hall. (804-633-6212).



Rural Development

State Office

August 12, 2019

1606 Santa Rosa Rd
Suite 238
Richmond, VA 23229

Voice 804-287-1565
Fax 804-287-1780

Mr. Reese Peck, Town Manager
Town of Bowling Green
P. O. Box 468
Bowling Green, Virginia 22427

Dear Mr. Peck:

We are attaching Form RD 1940-1, Request for Obligation of Funds, as notification that Rural Development loan funds in the amount of \$5,693,000 and Rural Development grant funds in the amount of \$1,542,000 have been approved to replace water meters, replace water lines and make well improvement/modifications.

You should proceed with meeting the requirements in the Letter of Conditions (LOC) dated August 8, 2019.

Sincerely,

Elizabeth W. Green
Virginia State Director

Attachment

cc: Harrisonburg, Virginia

USDA is an equal opportunity provider, employer, and lender.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ()
Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.

1. CASE NUMBER ST CO BORROWER ID 54-022-*****4151		LOAN NUMBER	FISCAL YEAR 2019	
2. BORROWER NAME Town of Bowling Green P.O. Box 468 Bowling Green, Virginia 22427		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)		
		4. STATE NAME Virginia		5. COUNTY NAME Caroline
GENERAL BORROWER/LOAN INFORMATION				
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AI/AN 4 - HISPANIC 5 - A/PI	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC OF FARMERS 6 - ORG OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLLEGE/UNIVERSITY 11 - OTHER	8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - RLF ACCT	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC	
10. SEX CODE 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 1 - YES 2 - NO	13. CREDIT REPORT 1 - YES 2 - NO	
14. DIRECT PAYMENT 2 (See FMI)	15. TYPE OF PAYMENT 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 2 - YES 1 - NO		
17. COMMUNITY SIZE 1 - 10 000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000		18. USE OF FUNDS CODE (See FMI)		
COMPLETE FOR OBLIGATION OF FUNDS				
19. TYPE OF ASSISTANCE 067 (See FMI)	20. PURPOSE CODE 4	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION	
23. TYPE OF SUBMISSION 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN \$5,693,000.00		25. AMOUNT OF GRANT \$1,542,000.00	
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR 03-08-2019	28. INTEREST RATE 2.1250 %	29. REPAYMENT TERMS 40	
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS				
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT				
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION		
31. DISASTER DESIGNATION NUMBER (See FMI)		32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY		
33. OBLIGATION DATE MO DA YR		34. BEGINNING FARMER/RANCHER (See FMI)		

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0045. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Approval of financial assistance is subject to the requirements outlined in the letter of conditions and any of its amendments, as well as any closing instructions issued by our office of our Office of General Counsel.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date August 8, 20 19

X Reese Peck, Town Manager

(Signature of Applicant)

Date _____, 20 _____

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

Elizabeth Walker Green (Signature of Approving Official)

Typed or Printed Name:

ELIZABETH WALKER GREEN

Date Approved: August 8, 2019

Title: State Director

38. TO THE APPLICANT: As of this date August 8, 2019, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.



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

AGENDA ITEM: Bowling Green Police Council Monthly Report for August 2019

DATE: 8/26/19

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

28 Calls for Service (None Reportable)

35 Advice Calls

57 Park walk and talk

2 DUI arrests (Jett, Lipscomb)

118 Virginia uniform summonses issued

11 Extra patrols

14 Traffic control

4 Assist another agency

6 Motorist assists

7 Court appearances

Chief's Report:

This month we started the process to obtain our own Virginia criminal information network (VCIN) terminal at the Police Department. This connection will allow us to obtain driver transcripts and criminal history checks. This will allow units to better equip themselves for court and while conducting investigations. This process will take some time as this is a first for the agency. At this point this project appears to have little to no financial impact.

Secured a \$500 donation from a town resident for the purchase of two police shotguns. Currently the BYPD has no police shotguns for use. The versatility of these types of weapons are of the utmost importance as they can be used not only for lethal rounds but also for specialty impact rounds which are also known as less than lethal. (Bean bag rounds.)

National Night Out was huge success for the BGPD. It was well attended by citizens and council members alike. We wish to thank town council for your continued support of your police department.

I have spoken with a local contractor who has offered the use of his commercial motor vehicles, as positive median barriers, for the upcoming Harvest Festival.

The paving of the entire town commenced this month. As you are aware the roads here in town have been subject to multiple projects for some time. The BGPD continues to address the issues associated with traffic as well as violations of law. Effective July 1st of this year it is now illegal to even hold a cell phone while in a work zone. We have been aggressively enforcing this new law.

ATTACHMENTS:

The BGPD received a letter of thanks for our response and support during the escape from the Caroline Detention Center.

HEADS UP ITEMS:

Police Policy Manual needs approval



**U.S. Immigration
and Customs
Enforcement**

July 30, 2019

Town of Bowling Green Police Department
Chief Warner Lipscomb
117 Butler Street
P.O. Box 468
Bowling Green, VA 22427

Dear Chief Lipscomb,

Please allow me to express my deepest gratitude for the outstanding efforts by you and your officers to help contain and locate an escaped ICE detainee on Wednesday. As you know, an ICE detainee escaped the Caroline Detention Facility by scaling the outer perimeter fences and running into the woods on the grounds of Fort A.P. Hill. Your officers, along with other nearby sheriff's deputies, quickly established a perimeter to contain the escapee and began an extensive search effort in heavily wooded terrain. You and your officers continued working well into the evening to locate the escapee. My staff and I are very appreciative of their efforts, and are very impressed with the skill, professionalism, and dedication they displayed.

This week we were on the receiving end of our law enforcement partnership. We value that partnership and hope that we can contribute in the future to your efforts to keep your community safe. Please do not hesitate to contact me if you need our assistance. Many thanks.

Sincerely,

A handwritten signature in blue ink that reads "Lyle A. Boelens".

Lyle Boelens
Acting Field Office Director
Enforcement and Removal Operations
Washington Field Office



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

AGENDA ITEM: Council Monthly Report for August 2019

DATE: August 27, 2019

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Water:

- A waterline was hit while VDOT was making repairs, our Public Works fixed issue
- Normal hydrant maintenance and flushing is still being performed
- Meters were read the week of August 19th
- Water leak at Heritage Pines was repaired by David Brooks
- A couple water meters and tops were replaced throughout Town

Wastewater:

- Sewer line break on Milford St, Kelvic repaired
- The old filter building at the WWTP has been cleared of old debris and painted
- Sludge samples were processed and sent to Waste Management, and was within limits. The Sludge Profile to haul sludge has been processed and renewed for three years.
- The WWTP is running well, with no exceptions to report

Public Works:

- Normal grass cutting/trimming is occurring throughout Town
- Set up/tear down of Music on the Green throughout August
- Handled the signage for National Night Out

HEADS UP ITEMS:

July 30, 2019 – Set up tents and delivered tables/equipment to the Back to School Event.

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

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

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

Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

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

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

MONITORING PERIOD						
YEAR	MO	DAY	YEAR	MO	DAY	
2019	07	01	TO	2019	07	31

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

Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW	REPORTD	0.12	0.82		*****	*****	*****		0	CONT	TIRE	
PARAM CODE: 001	REQMNT	0.25	NL	MGD	*****	*****	*****			CONT	TIRE	
pH	REPORTD	*****	*****		7.0	*****	7.6		0	1/DAY	GRAB	
PARAM CODE: 002	REQMNT	*****	*****		6.0	*****	9.0	SU		1/DAY	GRAB	
TSS	REPORTD	<QL	0.17		*****	0.3	0.63		0	3D/W	8HC	
PARAM CODE: 004	REQMNT	9.5	14	KG/D	*****	10	15	MG/L		3D/W	8HC	
DO	REPORTD	*****	*****		5.4	*****	*****		0	1/DAY	GRAB	
PARAM CODE: 007	REQMNT	*****	*****		5.0	*****	*****	MG/L		1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	0.48	1.2		*****	0.99	1.2		0	3D/W	8HC	
PARAM CODE: 068	REQMNT	2.8	4.2	KG/D	*****	3.0	4.5	MG/L		3D/W	8HC	
E. COLI	REPORTD	*****	*****		*****	1	*****		0	3D/W	GRAB	
PARAM CODE: 120	REQMNT	*****	*****		*****	126	*****	N/CML		3D/W	GRAB	
CBOD5	REPORTD	<QL	<QL		*****	<QL	<QL		0	3D/W	8HC	
PARAM CODE: 159	REQMNT	9.5	14	KG/D	*****	10	15	MG/L		3D/W	8HC	

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

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

Address	Street Name	Work Type	Date Flagged	Description	Comments
16033	Fredericksburg Tpke, Well 5,Well1,Well4	Water Sampling	8/26/2019 11:02:55 AM	Collect TTHm,Haa5,Mprn,Nitrate and nitrite 17266 White Meadows Dr	
17266	White Meadows Dr	Service Disconnect	8/26/2019 10:22:13 AM	Please disconnect water service- thank you	
117	Butler St.	Garbage	8/23/2019 2:12:14 PM	Dump cans at playground	
117	Butler St.	Special Events Set-up	8/23/2019 2:11:13 PM	Setup Town Hall for Music on The Green	Summer help assisted
16047	Tyler Ct,Pizza Hut,137 South Main	Water Sampling	8/23/2019 2:08:27 PM	Deliver lead and copper samples to lab for 16047,collect bac t samples for pizza hut and 137	
0	CM B6,16055 Harding Dr	Water Sampling	8/23/2019 2:04:10 PM	Deliver lead and copper samples to lab	
0	Elm St,White Meadows	Meter Read	8/23/2019 2:01:31 PM	Read meters	
0	Harding Drive, Tyler Ct,Grant Ct,Jackson Cooldidge, School Rd,Richmond tpke,Chase St,Hilldale	Meter Read	8/23/2019 1:58:36 PM	Read meters	
0	South Main, Gill St.,Lafayette, Cary,Hoomes Circle, Maury Ave,Dorsey, Tinder,Crystal Ct,Farmer Drive, Fredericksburg	Meter Read	8/23/2019 1:55:27 PM		
0	Tpke	Meter Read	8/23/2019 1:52:04 PM	Read meters	
0	North Main, East Broaddus, Lakewood,	Meter Read	8/23/2019 1:52:04 PM	Read meters 117 Butler Street	
117	Butler St	Special Events Set-up	8/22/2019 3:02:16 PM	The MOTG has been moved to the Town Hall due to inclement.Please plan to set up 100 Chairs for the event and place corn hole boards in the back. Thank you 214 W Broaddus Ave	
214	W Broaddus Ave	Garbage	8/20/2019 11:43:37 AM	Please deliver trash can and recycle can to residence Thank you	
0	Wells and Liftstations Milford St., Anderson Ave, Lee St., Heritage Pines, Caroline Manor, Coghill,Trewalla, Chase St., Dickinson, Meadow Lane, Roper,Ennis	Other - PW	8/20/2019 9:11:37 AM	Check all well and liftstation readings and sample chlorine reading	Came in at Five
0		Meter Read	8/20/2019 9:08:39 AM	Read meters	
0	Harding Drive	Water Sampling	8/20/2019 9:04:55 AM	Collect lead and copper samples 214 W Broaddus Ave	Received three out of five delivered to lab
214	W Broaddus Ave	Garbage	8/16/2019 10:45:00 AM	Please take a recycle trash can to this customer. Thank you	
117	Butler St.	Mowing	8/15/2019 11:35:47 AM	Mow Town Hall	Summer help assisted
167	East Broaddus	Hydrant Maintenance	8/15/2019 9:38:00 AM	Hydrant maintenance	
206	N Main St	Landscaping	8/14/2019 2:00:00 PM	Water Planters	Summer help completed
100	N Main St	Lighting	8/14/2019 11:09:30 AM		
117	Butler St.	Mowing	8/14/2019 10:06:58 AM		Justin Perry assisted
0	Bowling Green Meadows Park	Mowing	8/14/2019 10:05:25 AM	Mow park	Justin Perry assisted
208	North Main St.	Garbage	8/13/2019 9:13:53 PM	Dump trash cans in front Dollar General	
163	East Broadus	Hydrant Maintenance	8/13/2019 3:08:42 PM		
17130	Elm St.	Service Connect	8/13/2019 12:38:40 PM	Cut water on	
219	Anderson Ave	General Maintenance	8/13/2019 11:15:19 AM	Deliver manhole risers, valve boxes and barrel tires to cedar warehouse	Summer help assisted
219	Anderson Ave	General Maintenance	8/13/2019 11:13:21 AM	Load up old metal at plant and take to scrap yard	
117	Butler St.	Landscaping	8/13/2019 11:12:20 AM	Pull grass out of playground area	Summer help completed
102	North Main	Lighting	8/13/2019 7:51:01 AM	Light is out at Milford and Main Street need bulbs	Replaced bulb Repaired with two compression couplings
118	Maury Ave	Water Leak	8/13/2019 6:52:52 AM	Leak caused by vibrations	
0	Richmond Turnpike	Trimming	8/13/2019 6:47:44 AM	Weed eat Median at the overpass 109 Cedar Lane - Friday, August 16, 2019 * Please retrieve Atlantic Union Bank banner and cornhole boards from Cedar Lane warehouse and take, with	Summer help completed
109	Cedar Ln	Special Events Set-up	8/12/2019 4:46:33 PM	stage and tent, to Courthouse Lawn. Secure the AUB banner to tent with bungee cords.	Summer help assisted
117	Butler St.	Landscaping	8/12/2019 11:46:42 AM	Pull grass out of mulch	Summer help completed
16366	Heritage Pines Circle	Detect Water Leak	8/12/2019 11:41:23 AM	Water before meter	David Brooks repaired
16366	Heritage Pines Circle	Install/Set Meter	8/9/2019 1:46:49 PM	Install new meter	
124	US-301-BR	Install/Set Meter	8/9/2019 1:45:56 PM	Install new meter low water pressure	
0	Courthouse Lawn	Special Events Set-up	8/9/2019 10:21:01 AM	Take down Music On The Green 7/10/19	Matthew assisted
0	Courthouse lawn	Special Events Set-up	8/9/2019 10:19:22 AM	Music on The Green setup	Summer help assisted
143	Chase St	Meter Re-Read	8/8/2019 3:21:54 PM	re-read meter high usage 143 Chase St	Reading 00,042,045
161	S Main St	Landscaping	8/7/2019 4:53:17 PM	Spoke with Justin on this. Complaint regarding tall grass on fire hydrant. ok to trim only please. want to keep grass close to bottom to hide black pipe. Thank you 124 S Main Street	
124	S Main St	Customer Complaint	8/7/2019 4:48:17 PM	Please check water pressure. Customer would like a call before you come to residents, wants her husband to talk with you. 540-226-9121 Mr Gaughen Thank you 117 Butler St	Replaced water meter
117	Butler St	Other - PW	8/7/2019 9:34:13 AM	please set up 2 new tables with 10 good chairs in the front room today. Thanks 117 Butler Street	
117	Butler St	Other - Water Utility	8/6/2019 11:44:42 AM	08/15 & 08/16 Utility cut-offs Please adjust work hours to have available someone to work until 5:00 for these two days thank you	

17147	Elm St.	Landscaping	8/6/2019 10:22:31 AM	Pickup cones from water leak and return to cedar	
0	Bowling Green Meadows liftstation	Mowing	8/6/2019 10:18:55 AM	Mow liftstation	Summer help completed
0	Bowling Green Meadows Park	Mowing	8/6/2019 10:18:28 AM	Mow Bowling Green Meadows Park	Summer help completed
101	Butler St.	Mowing	8/6/2019 10:02:48 AM	Mow Police Department, well 1,Playground	Summer help completed
101	Bu	Mowing	8/6/2019 9:42:37 AM		
109	Cedar Ln	Other - Water Utility	8/6/2019 8:36:17 AM	Service chlorine feed and clean vat and sweep out building	
101	Butler St	Other - Water Utility	8/6/2019 8:33:32 AM	Service chlorine feed at well 1 and clean vat 16368 Heritage Pines Circle Disconnect service effective 08/05/19	
16368	Heritage Pines Cir	Service Disconnect	8/5/2019 1:39:59 PM	Thank you	
120	Maury Ave	Water Leak	8/5/2019 12:54:53 PM	Water service line got bent had to cut off water for about 30 to 45 minutes to replace a section of it	
113	Milford St	Other - PW	8/5/2019 10:08:18 AM	Paint entrance curbs to businesses	Justin Perry assisted
0	South Main St.	Other - PW	8/5/2019 10:07:18 AM	Paint entrance curbs to driveways	Justin Perry assisted
117	North Main	Special Events Set-up	8/3/2019 8:16:41 PM	Music on the Green setup and take down 148 S Main St re-read meter please	Summer help assisted
148	S Main St	Meter Re-Read	8/2/2019 4:09:33 PM	high usage	Touch 8569 manual 0,856,945
22427		Mowing	8/2/2019 3:45:00 PM	on the north side of Town at the Town of Bowling Green sign please weed eat around it 107 Butler St On Tuesday 08/06/2019 please bring 2 10X10 tents,3 tables, 4 chairs,2 trash cans to the Police Station for the National Night Out	
107	Butler St	Other - PW	8/2/2019 3:41:00 PM	National Night Out	
117	Butler St	Special Events Set-up	8/1/2019 8:51:57 AM	Set up for Council meeting and take down	
17147	Elm St	Mowing	8/1/2019 8:17:00 AM		
104	North Main	Landscaping	8/1/2019 8:16:51 AM	Water planters	Summer help completed
17147	Elm St	Detect Water Leak	8/1/2019 8:14:35 AM	Water main leak	Cut out 4 ft section of pipe and replaced
206	N Main St	Landscaping	7/31/2019 2:00:00 PM	Water Planters	
107	Butler St	Landscaping	7/31/2019 1:33:05 PM	Chase Street - beside the police department. Turning left onto Chase Street tall grass is blocking the view for tho	Summer help assisted
219	Anderson Ave	Other - PW	7/31/2019 11:14:23 AM	Clean grease off influent walls	Summer help assisted
102	West Broaddus	Other - PW	7/31/2019 9:35:42 AM	Pickup tables,chairs,cones,coolers and cones returned to Cedar Lane shop	Summer help assisted
219	Anderson Ave	Mowing	7/31/2019 9:33:02 AM	Mow wastewater plant	Summer help assisted
117	Butler St.	Mowing	7/31/2019 9:32:16 AM	Mow Town Hall	Summer help assisted
219	Anderson Ave	Other - PW	7/30/2019 9:50:17 AM	Unload stage of delivery truck	Summer help assisted Changed meter pressure returned to normal
106	Lee St.	Install/Set Meter	7/30/2019 9:48:52 AM	Low water pressure	
0	Maury Ave	Other - PW	7/30/2019 9:46:48 AM	Kelvic asked could we remark water main and services	
106	Maury Ave	Other - PW	7/30/2019 9:45:00 AM	Kelvic asked could we camera sewer line to help find a lateral	
102	West Broaddus	Special Events Set-up	7/30/2019 9:10:57 AM	Deliver 17 tables,51 chairs,10 cones,2 tents,4 trash cans for back to school event	Summer help assisted Shoveled for one hour with help from summer help
219	Anderson Ave	Other - PW	7/30/2019 9:03:25 AM	Shovel grit out of influent	



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

AGENDA ITEM: Events & Economic Dev. Coordinator Council Monthly Report for August 2019

DATE: 08/28/19

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Music on the Green – (5) Event days in August – 8/2, 8/9, 8/16, 8/23, 8/30

- Coordinate with Town business office for entertainers' payment
- Coordinate with Public Works for tent/stage set up.
- Poster distribution
- Social media promotion
- Coordinate with the Arts Center for access to bathrooms
- Coordinate with entertainers for information about parking, unloading/loading, access, etc.
- Send letter to Atlantic Union Bank requesting sponsorship
- Collect banner from Atlantic Union Bank
- Coordinate with BGVMS to print "What do you LOVE about Bowling Green?" fliers for Community Heart & Soul booth.
- Transport corn hole boards/bags to Courthouse Lawn and back to warehouse
- Stage mentions/announcements

Bowling Green Virginia Main Street (BGVMS)

- Create and distribute press release announcing VMS affiliate status and Community Heart & Soul program *See attached

USO Big Band Concert & Dance – Saturday, September 21, 2019

- Meet with the Caroline Historical Society to understand partnership on the event.
 - CHS is requesting 50% of the proceeds to be donated to the organization. See attached.
- Coordinate with graphic designer to update marketing graphic. *See attached
- Send ticket design to printer.
- Create event on EventBrite for online ticket sales
 - bigbandconcertanddance.eventbrite.com
- Create event on Facebook
- Print/distribute posters
- Send invitation to regional swing dance clubs. *See attached
- Create/send blanket email promoting the event.
- Coordinate with the Fredericksburg Big Band for performance and promotion.
- Request to borrow large American flag from Fort A.P. Hill

Fall Clean Sweep

- Coordinate with graphic designer for marketing graphic *See attached
- Coordinate with Goodwill for unsold item pickup
- Recruit volunteers for event day
- Create Facebook event

Harvest Festival

- Coordinate with graphic designer for final media assets *See attached
- Vendor recruitment
- Review/approve vendor applications
- Update vendor spreadsheet
- Coordinate with business offices to process vendor payments
- Sponsorship request to Dominion
- Sponsorship request to Waste Management
- Sponsorship request to Sydnor
- Sponsorship request to Kelvic
- Send "Community Outreach Proposal" to McKesson for sponsorship and managing the pumpkin decorating station.
- Sponsorships secured with REC, Atlantic Broadband and McKesson.
- Create/mail letters to merchants on Main Street for complimentary vendor space *See attached
- Finalize entertainment schedule
- Apply for LUP for street closures through VDOT
- Apply for ABC license
- Media buy with B101.5
- Poster distribution
- Create Facebook event

Economic Development Authority

- Revise updated development package for Rt. 301 Commercial Corridor
- Assemble materials for direct mail
- Correspond with prospects
- Prepare meeting minutes from July meeting for review/approval
- Determine availability for members to attend 8/26 meeting.
- Cancel 8/26 meeting

Community Relations

- Keynote speaker for Caroline Ruritans at 8/8 meeting
- Attend partnership workshop at Fort A.P. Hill on 8/14
- Meeting with CCPS Superintendent, Assistant Superintendent and Old Mansion owner to discuss holiday art project.

Bowling on the Green Virginia Wine Festival

- Donation to CCPS

Misc.

- General social media posts
- Town Council meeting on 8/1/19
- Weekly staff meetings
- Monthly staff report

ATTACHMENTS:

See attached

HEADS UP ITEMS:

As leaders in the Town of Bowling Green, attending community events is a great way to show residents that you are engaged in the community. Please mark your calendars and bring your families!

Upcoming Events in 2019:

- 8/30/19 – Music on the Green
- 9/6/19 – Music on the Green
- 9/13/19 – Music on the Green
- 9/21/19 – USO Dance
- 9/28/19 – Fall Clean Sweep
- 10/19/19 – 30th Annual Bowling Green Harvest Festival
- 12/07/19 – Bowling Green Christmas Parade of Lights



FOR IMMEDIATE RELEASE

Community Heart & Soul Program is a First Step in Revitalization Through New Affiliate Status With Virginia Main Street

Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427
(804) 633-6212

Contact: Jo-Elsa Jordan, Town of Bowling Green; Events & Economic Development Coordinator
bgtownevents@gmail.com
(804) 516-5045 (Office/Cell)

Bowling Green, VA. – September 9, 2019; As a new Affiliate of the Virginia Main Street (VMS) program, the Town of Bowling Green is launching a revitalization program through the Orton Foundation called Community Heart & Soul which focuses on building stronger, healthier and more economically vibrant towns across America. Community Heart & Soul was developed by Orton as a catalyst for positive change in towns and small cities. By actively seeing the collective wisdom of all residents, including those whose voices are often missing, Community Heart & Soul brings people together to build stronger, healthier and more economically vibrant communities. While Orton boasts 70 towns across the nation to have successfully completed or engaged in the program, the Town of Bowling Green is one of the first municipalities in the Commonwealth to participate in Community Heart & Soul.

Seeing a need for economic growth, a group of local business owners approached the Town of Bowling Green about becoming an affiliate of Virginia Main Street, a community economic development program through the Department of Housing and Community Development (DHCD). Because the Bowling Green Virginia Main Street (BGVMS) group was new and in the early stages of organizing, the Town of Bowling Green agreed to submit two applications to DHCD on their behalf. The first application was for an Affiliate grant in the amount of \$7,000 which will be used in part to establish a website, along with legal fees associated with becoming a 501(c) 3 non-profit. The second application submitted to DHCD was for BGVMS to be recognized as an Affiliate of VMS. Anticipating

(more)

acceptance of the VMS Affiliate status, on July 11, 2019, the Bowling Green Town Council voted in favor of a resolution to support participation in Community Heart & Soul.

Mayor Jason Satterwhite stated, “The Town of Bowling Green is happy to see this level of participation and engagement from local business owners and volunteers. The program will only be successful if it’s collaboration between government, business owners, local organizations and residents. We hope this resolution sends a message that our local government is fully supportive in seeing Bowling Green thrive.”

On July 24, 2019 at the VMS Downtown Intersection Conference in Lynchburg, VA, the Town of Bowling Green was awarded Affiliate status and Affiliate grant funding in full.

Mark Gaines, who serves on Town Council and is also a member of BGVMS and a business owner in town, stated, “Getting established as an independent non-profit and having the resources to be able to do that was a fundamental step toward bigger things. The next step is launching Community Heart & Soul and getting our community involved.”

The Community Heart & Soul is not a turnkey program, but rather a process that is broken into four phases and takes up to two years to complete. The early phases focus on volunteer recruitment, setting goals and identifying what matters most to a broad mix of people in the community. Mike Manns of BGVMS stated, “We’re inviting anyone in the Bowling Green and Caroline County community that has an interest in the revitalization of our town to join us. It’s important for the people in our community to know that their feedback matters and we’re here to listen. We need everyone’s involvement in order to create a sustainable vision for Bowling Green.”

BGVMS will have a booth at Music on the Green held every Friday in August and the first two Friday’s in September from 6:30 p.m. to 8:30 p.m. Members of the community are encouraged to come out and learn more about what Community Heart & Soul looks like in Bowling Green.

###

About Orton Family Foundation: The Orton Family Foundation is focused on building stronger, healthier and more economically vibrant towns and small cities across America. Founded in Vermont in 1995, with offices in Vermont and Colorado, the foundation devoted more than a decade to working with small towns to create a community development model that helps build trust and empowers residents to shape the future of their communities. Community Heart & Soul projects are underway across the country creating positive change that is resident-driven and recognizes the value in the unique character of each place and the deep emotional connection of the people who live there.



———— *Guided by what matters most* ————



Caroline Historical Society

INC.

20

Bowling Green, Virginia. 22427

August 26, 2019

Ms. Jo-Elsa Jordan
Events Coordinator
Town of Bowling Green
P O Box 468
Bowling Green, Virginia 22427

RE: Big Band Dance Planning

Dear Jo-Elsa,

As a follow-up to our recent conversations, the Caroline Historical Society, Inc. (CHS), would be very pleased to continue working with you and the Town of Bowling Green on the next planned Big Band Dance event.

The CHS Board of Directors affirmed this commitment to the Town by a unanimous vote at their last meeting. As a part of the motion, the Board requested that the Town and CHS split any profits generated by this event. CHS is willing to provide refreshments, cups, plates, etc., and volunteers for setup, event night and clean-up. In addition, CHS will assist in promoting the event through handouts, social media (our Facebook & Website) and other means or costs as agreed upon.

CHS is currently raising funds to rehabilitate the Old Jail in Bowling Green. We have applied to the Virginia Department of Historic Resources for the structure to be placed on the National Register. Final approval is expected next month. Our plan is to complete the design and construction through fund raising projects, yards sales, donations and local, state, federal grants.

It is our desire to develop and maintain a positive working relationship with the Town by jointly participating in the planning, promoting and execution of events, activities or other projects beneficial to both the Town and CHS. We look forward to making this another successful event.

Your very truly,

R. Wayne Brooks, President

Caroline Historical Society, Inc.

TOWN OF BOWLING GREEN &
CAROLINE HISTORICAL SOCIETY
3RD ANNUAL



*Big Band
Concert & Dance!*

Featuring:
THE FREDERICKSBURG BIG BAND

SATURDAY
SEPTEMBER 21, 2019

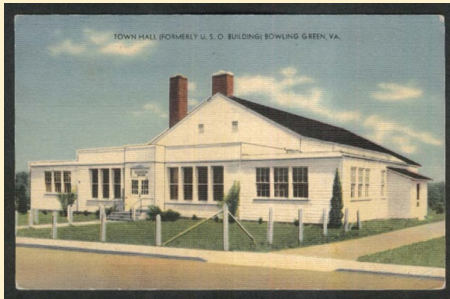
8:00 PM TO 11:00 PM

BYOB

TICKETS

\$15 IN ADVANCE
\$20 AT THE DOOR

Location:
BOWLING GREEN TOWN HALL
(FORMER USO BLDG)
117 BUTLER STREET
BOWLING GREEN, VA 22427
(804) 633-6212



*SWING DANCE AND JITTERBUG
WITH BIG BAND MUSIC IN AN
ORIGINAL USO BUILDING.*

Package Deal!

PURCHASE (8) TICKETS IN ADVANCE FROM
TOWN HALL & RESERVE A TABLE FOR FREE
LIMITED AVAILABILITY!

TICKETS MAY BE PURCHASED ONLINE AT
**BIGBANDCONCERTANDDANCE.
EVENTBRITE.COM**

*1940's Period
Dress Costume Contest*

TOWN OF BOWLING GREEN PRESENTS

F A L L

Clean Sweep

ALL AROUND TOWN

28 TH

SEPTEMBER

FARMER'S MARKET
MERCHANT SPECIALS
RESTAURANTS

8 A.M. - 1 P.M. RAIN OR SHINE

30+ YARD SALES

MAIN STREET, TOWN HALL & BEYOND

Yard sale spaces available in the Town Hall parking lot for all Caroline County residents. Call 804-633-6212 by Wednesday, September 25 to register your sale. Goodwill takes what you don't sell. (No TVs, mattresses or box springs.)

TOWN OF BOWLING GREEN HARVEST FESTIVAL

30TH ANNIVERSARY

SATURDAY
OCT. 19, 2019

9:00 A.M. - 4:00 P.M.
ON MAIN STREET

CLASSIC CAR &
TRUCK SHOW

MOTORCYCLE
SHOW

ANTIQUE
TRACTOR SHOW

FARMER'S
MARKET

LIVE ENTERTAINMENT ALL DAY

FREE
ADMISSION

FEATURING PERFORMANCES BY:
REUNION, THE ATKINSONS,
STUART CHAPMAN & THE NEW HORIZON BAND -
A TRIBUTE TO ELVIS PRESLEY,
AND CACTUS JACK

FEATURED IN THE BEER GARDEN

MIGHTY JOSHUA

& THE ZION #5

2:00 p.m. - 5:30 p.m.

ARTISAN
CRAFTS

FOOD
VENDORS

CHILDREN'S
ACTIVITIES

PETTING
ZOO

NO
DOGS
PLEASE



The Usual Lindy Suspects are invited!

We want to invite your talented dancers to dress in your 1940's best and dance the night away at our 3rd annual

Big Band Concert & Dance
featuring
The Fredericksburg Big Band

SATURDAY, SEPTEMBER 21ST
8:00 P.M. – 11:00 P.M.

Tickets can be purchased online at:

BIGBANDCONCERTANDDANCE.EVENTBRITE.COM

Join several swing dance clubs from around the region for a night of fun in an original USO building!

We can't wait to see the Suspects light up the dance floor!

Jo-Elsa Jordan, Events Coordinator
bgtownevents@gmail.com ♦ (804) 516-5045

The Jazz Den, RVA Swing, the Richmond Area Swingdance Society, Swing Dance Club at VCU, and The Usual Lindy Suspects. Associated events include: I *Heart* Bal, Jammin' On The James, and Richmond Lindy Exchange.



◆ 30th Annual Harvest Festival ◆

August 12, 2019

Greetings from the Town of Bowling Green!

The annual Harvest Festival is scheduled for Saturday, October 19th and it's just around the corner! As a valued merchant on Main Street, the Bowling Green Town Council would like to offer you a complimentary 10' x 10' vendor space (valued at \$80) in front of your business. This opportunity allows for you to open the doors to your business and **also** have a 10' x 10' booth space **on Main Street**, capturing the attention of thousands of festival goers and gaining exposure for your business.

We understand that staffing both your store and a space on Main Street may not be feasible. To help us plan for vendor space assignments and avoid any gaps in our vendor layout at the festival, please take the time to fill out the form below, along with the enclosed vendor application, and return to the Bowling Green Town Hall Business Offices or by mail to the address below **no later than Monday, September 30, 2019:**

Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427

Name of Business: _____

Contact Person: _____

Business Address: _____

Business Phone: _____

Cell Phone: _____

Email Address: _____

YES, I have filled out the vendor application and would like a complimentary 10' x 10' booth space reserved for my business at Harvest Festival.

NO, my business will be open, but I will NOT need a 10' x 10' booth space for my business.

* Complimentary booth spaces are reserved for **merchants only** and must promote the associated business. Spaces may not be sold or given to outside businesses, organizations or nonprofits.



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

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council August 2019

DATE: September 1, 2019

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

Utility Billing:

- Worked with Caroline County Public Utilities to resolve outstanding sewer billing issues.
- Contacted Sensus Technicians to troubleshoot handheld meter errors.
- Adjusted Utility Model in Bright to reflect changes in water rates, decoupling from sewer rate.

Payroll/Human Resources:

- Processed Short-Term Disability Claim for one employee.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff. Reporting and paying State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to VRS and ICMA-RC for VRS Hybrid Retirement Employees following each payroll.

Treasurer/Financial:

- Completed bank reconciliations and monthly close outs.
- Reviewed and posted Accounts Payable and Receivable transactions.
- Reviewed and reconciled bank deposits and online payments.
- Supplied USDA with requested information in relation to grant application.
- Completed and submitted application for Litter Grant.
- Working on Fire Prevention grant application and submission.

Town Clerk:

- Annual assessment and disposal of records to maintain compliance with Library of Virginia records retention standards.
- Responded to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, recorded and prepared minutes, prepared packets for distribution

Meeting attended:

- August Town Council Meeting
- 4 weekly staff meetings
- 1 Recodification Meeting
- Payment request meeting with USDA
- Meeting with CPA to set timeline for FY18 and FY19 Audit
- Intergovernmental Services Meeting at Fort A.P. Hill
- Sewer project progress meeting

Attachments:

- August 2019 Town Hall Rental Report

Town Hall Rental Report

August 2019

# of Uses	Name of User	Activity	Fee
21	Activities Program	Yoga/Pitaiyo	\$320.00
1	Private Event	Wedding	\$675.00
1	Music on the Green	Concert	N/C
1	Town Council	Meeting	N/C
1	EDA	Meeting	N/C
2	Council Committees	Meeting	N/C
1	VDOT	Public Meeting	N/C
<hr/>			
28	Total		\$995.00



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

AGENDA ITEM: Town Manager’s Monthly Report for August 2019

DATE: 8/30/19

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Meeting:

Town Council: August 1, 2019 regular meeting, policy & budget, and facilities committee meetings.

Commission and Authority Meetings: None

Other Meetings: Weekly sewer project updates and monthly sewer project coordination meeting.

USDA: Letter of Commitment (LOC) for Water Project

ATTACHMENTS:

USDA Water Project LOC

HEADS UP ITEMS:

Under the LOC the Town Council will need to receive training on the financial management of municipal water systems.



Rural Development

August 5, 2019

RD Sub Office

351 Lakeside Drive
Culpeper, VA 22701

Voice: 540-317-7734
Fax: 855-636-4613

Mr. Reese Peck, Town Manager
Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427

Dear Mr. Peck:

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application for financial assistance from Rural Development. The Rural Development staff administers this financial assistance on behalf of the Rural Utilities Service (RUS). Any changes in project costs, source of funds, scope of services, or any other significant changes in the project or applicant must be reported to and approved by Rural Development by written amendment to this letter. Any changes not approved by Rural Development shall be cause for discontinuing processing of the application.

This letter is not to be considered as approval of financial assistance or as a representation as to the availability of funds. The financial package may be completed on the basis of a Rural Development loan not to exceed \$5,693,000; a Rural Development regular grant not to exceed \$1,542,000; and two previously approved Rural Development SEARCH grants in the amount of \$60,000, for a total project cost of \$7,295,000.

By accepting this loan, you agree to refinance (graduate) the unpaid loan balance, in whole or in part, upon Rural Development's request. If at any time Rural Development determines you are able to obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms, we will request that you refinance. Your ability to refinance will be assessed every other year on loans that are five years old or older.

Extra copies of this letter are being provided for use by your engineer, attorney, bond counsel, and accountant. All parties may access information and regulations referenced in this letter at our website located at www.rd.usda.gov. **Any form, bulletin, or guide identified in this letter will be provided upon request.**

The conditions referred to in the first paragraph of this letter are as follows:

1. Project Description and Budget – Funds will be used to replace water meters; replace water lines; and make well improvements/modifications. Facilities will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies. The proposed facility design must be based on the Preliminary Engineering Report (PER) as concurred in by Rural Development.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Funding from all sources has been budgeted for the estimated expenditures as follows:

<u>Project Costs</u>	<u>Total Budgeted</u>
Construction	\$ 5,549,375
Land and Rights-of-Way	50,000
Legal and Bond Counsel Fees	14,000
Engineering Fees:	
PER and Environmental Report	60,000
Basic	539,736
Inspection	270,400
Additional	170,000
Interest	86,551
Project Contingency	<u>554,938</u>
TOTAL PROJECT COSTS	\$ 7,295,000

2. Project Funds – Project funding is planned from the following sources and amounts:

<u>Project Funding Source</u>	<u>Funding Amount</u>
Rural Development Loan	\$ 5,693,000
Rural Development Regular Grant	1,542,000
Rural Development SEARCH Grant #1	30,000
Rural Development SEARCH Grant #2	<u>30,000</u>
TOTAL PROJECT FUNDING	\$ 7,295,000

Prior to closing, any increase in non-Rural Development funding will be applied first as a reduction to Rural Development grant funds (up to the total amount of the grant) and then as a reduction to Rural Development loan funds.

Any changes in funding sources following obligation of Rural Development funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. You must assure that all project funds are expended only for the eligible items included in the project budget of this letter of conditions or as amended by Rural Development in writing at a later date.

After providing for all authorized costs, any remaining Rural Development project funds will be considered to be Rural Development grant funds and refunded to Rural Development. If the amount of unused Rural Development project funds exceeds the Rural Development grant, that part would be Rural Development loan funds and applied as an extra payment to your loan.

3. American Iron and Steel (AIS) - Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A – Agriculture, Rural Development, Food

and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference applies an AIS requirement to obligations made after May 5, 2017:

- a. No Federal funds made available for this fiscal year for the rural water, wastewater, waste disposal, and solid waste management programs authorized by the Consolidated Farm and Rural Development Act (7 USC 1926 et seq.) shall be used for a project for the construction, alteration, maintenance, or repair of a public water or wastewater system unless all of the iron and steel products used in the project are produced in the United States.
- b. The term “iron and steel products” means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.
- c. The requirement shall not apply in any case or category of cases in which the Secretary of Agriculture (in this section referred to as the “Secretary”) or the designee of the Secretary finds that:
 1. Applying the requirement would be inconsistent with public interest;
 2. Iron and steel products are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
 3. Inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.

Owners are ultimately responsible for compliance with AIS requirements and will be responsible for the following:

- a. Signing letters of intent to meet conditions which include AIS language, accepting AIS requirements in those documents and in the letter of conditions.
- b. Signing change orders (i.e. C-941 of EJCDC) and partial payment estimates (i.e. C-620 of EJCDC) and thereby acknowledging responsibility for compliance with American Iron and Steel requirements.
- c. Obtaining the certification letters from the consulting engineer upon substantial completion of the project and maintaining this documentation for the life of the loan.
- d. Where the owner provides their own engineering and/or construction services, providing copies of engineers’, contractors’, and manufacturers’ certification letters (as applicable) to the Agency to insert into the Agency file. All certification letters must be kept in the engineer’s project file and on site during construction. For owner construction (force

account), all clauses from this section must be included in the Agreement for Engineering Services.

- e. Where the owner directly procures AIS products, including AIS clauses in the procurement contracts and obtaining manufacturers' certification letters and providing copies to consulting engineers and contractors.
4. Interim Financing – For all loans exceeding \$500,000, where loan funds can be borrowed at reasonable interest rates on an interim basis from commercial sources for the construction period, such interim financing will be used to preclude the necessity for multiple advances of Rural Development loan funds. The approving official may make an exception when interim financing is cost prohibitive or unavailable. Prior to advertising for bids, you must provide Rural Development with a copy of the tentative agreement reached in connection with interim financing for review and approval. Rural Development grant funds will be disbursed by multiple advances through electronic transfer of funds after interim financing or when Rural Development loan funds are expended.
 5. Disbursement of Funds – Rural Development or interim financing funds will be advanced as they are needed in the amount necessary, over thirty-day periods, to cover Rural Development's proportionate share of any disbursements required of your organization. The Debt Collection Improvement Act (DCIA) of 1996 requires that all Federal payments be made by Electronic Funds Transfer/Automated Clearing House (EFT/ACH). You will have funds directly deposited to a specified account at a financial institution with funds being available to the recipient on the date of payment. You should complete Form SF-3881, Electronic Funds Transfer Payment Enrollment Form, for each account where funds will be electronically received. The completed form(s) must be submitted to Rural Development prior to advertising for bids.

You must establish a construction account for all funds related to the project. Construction funds will be deposited with an acceptable financial institution or depository that meets the requirements of 31 Code of Federal Regulations (CFR), Part 202. A separate account will not be required for Federal funds and other funds; however, the recipient must be able to separately identify, report, and account for all Federal funds, including the receipt, obligation, and expenditure of funds. Financial institutions or depositories accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge adequate, acceptable securities as collateral in accordance with 31 CFR, Part 202. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the construction account at any one time. Your financial institution can provide additional guidance on collateral pledge requirements.

Rural Development grant funds will be advanced as they are needed in the amounts necessary to cover Rural Development's proportionate share of obligations due and payable. Upon receipt, Federal funds must be deposited in an interest-bearing account in accordance with 2 CFR 200, Section 200.35, except as follows:

- a. Federal grant awards (includes all federal funding sources) less than \$120,000 per year.
- b. The best reasonably available interest-bearing account would not be expected to earn in excess of \$500 per year on Federal cash balances.
- c. The depository would require an average or minimum balance so high that it would not be feasible within the executed Federal and non-Federal cash resources.
- d. A foreign government or banking system prohibits or precludes interest-bearing accounts.

Interest earned on Federal advance payments in excess of \$500 per year will be submitted to Rural Development annually.

6. Loan Repayment – The loan will be scheduled for repayment over a period of 40 years. The payments due the first 24 months will consist of interest only and will be paid annually on the first and second anniversaries of the bond. Payments for the remaining 456 months will be equal amortized monthly installments. For planning purposes, use a 2.125% interest rate and a monthly amortization factor of .00320, which provides for a monthly payment of \$18,218.00.

Unless you choose otherwise, the interest rate will be the lower of the rate in effect at the time of loan approval or the time of closing. Should the interest rate outlined above be reduced at closing, your payment will be recalculated based on the lower rate. The payment due date will be established as the day the loan closes. If closing takes place on the 29th, 30th, or 31st, the payment due date will be the 28th.

Payments will be made on the day your payment is due through an electronic preauthorized debit system. You will be required to complete Form RD 3550-28, Authorization Agreement for Preauthorized Payments, for all new **AND** existing indebtedness to Rural Development prior to closing, which will allow for your payment to be electronically debited from your account on the day your payment is due.

7. Prepayment and Extra Payments – Prepayments of scheduled installments, or any portion thereof, may be made at any time with no penalty. Security instruments, including bond documents, must contain the following language regarding extra payments:

Prepayments of scheduled installments, or any portion thereof, may be made at any time. Refunds, extra payments, and loan proceeds obtained from outside sources for the purpose of paying down this debt shall, after payment of interest, be applied to the installments last to become due and shall not affect the obligation to pay the remaining installments as scheduled.

8. Security – The loan must be secured by a Revenue Bond, a pledge of the net revenues of your water utility of first priority, and other agreements between you and Rural Development as set forth in the Bond Resolution, which must be properly adopted and executed by the appropriate officials of your organization.

The bond and any resolution relating thereto must not contain any provisions in conflict with RUS Bulletin 1780-27, applicable regulations, or authorizing law. In particular, there must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 United States Code (USC) 1983.

Additional security requirements are contained in RUS Bulletin 1780-27, Loan Resolution, and RUS Bulletin 1780-12, Grant Agreement. A copy of the minutes from the meeting at which the Loan Resolution is adopted must be provided to Rural Development.

A draft of all security instruments, including the bond resolution, form of bond, and bond counsel opinion, must be reviewed and concurred in by Rural Development prior to advertising for bids. Both the Bond and Loan Resolutions must be fully executed prior to closing.

9. Bond Counsel – The services of a recognized bond counsel are required. In accordance with 7 CFR 1780, Subpart D, bond counsel will prepare the form of Bond Resolution to be used. You should immediately provide your bond counsel with a copy of this letter of conditions. The bond documents must reflect that you must maintain a 10% debt service reserve.

The final bond transcript must include a copy of the adopted Rate Ordinance/Resolution, along with the rules and regulations of the water utility.

10. Reserves – Reserves must be properly budgeted to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated, emergency maintenance and repairs and assist with debt service should the need arise. The following reserves are required to be established as a condition of this financial assistance:
 - a. Short-Lived Asset Reserve – You must establish a short-lived asset reserve fund. Based on the Preliminary Engineering Report, you must deposit at least \$4,760 annually into this reserve fund for the life of the loan to pay for repairs and/or replacement of major system assets. It is your responsibility to assess your utility's short-lived asset needs on a regular basis and adjust the amount deposited to meet those needs.
 - b. Operation and Maintenance Reserve – Current assets will be used to establish and maintain a reserve for unanticipated operation and maintenance expenses. The amount required to be set aside is \$63,972, which equates to a 25% reserve based on estimated operation and maintenance expenses during the first full year of operation after construction.
 - c. Debt Service Reserve – As a part of this loan proposal, you must establish a restricted debt service reserve fund equal to at least one annual loan

installment. Deposits into the reserve fund will begin at the same time amortized loan installments begin. The reserve will be accumulated at the rate of 10% of each loan installment for a period of 10 years. Ten percent of the proposed loan installment would equal \$1,822.00 per month and should be deposited monthly until a total of \$218,616.00 has been accumulated. This reserve must be maintained throughout the life of the loan, and prior written concurrence from Rural Development must be obtained before funds may be withdrawn from the account. If funds are withdrawn, deposits will continue as outlined above until the reserve is fully replenished.

11. System Users – This letter of conditions is based upon your indication (at the application stage) that there will be at least 797 residential and 96 non-residential users on the water system when construction is completed.

Before Rural Development can agree to the project being advertised for construction bids, you must certify that the number of users specified at the application stage are currently using the system and/or have signed up to use the system once it is operational. If the actual number of existing and/or proposed users is less than the number indicated at the time of application, you must provide Rural Development with a written plan on how you will obtain the necessary revenue to adequately cash flow the expected operation, maintenance, debt service, and reserve requirements of the proposed project, i.e., increase user rates, sign up an adequate number of other users, reduce project scope, etc. Similar action is required if there is cause to modify the anticipated flows or volumes.

Evidence of users will consist of your written certification as to the number of users actually connected to and using the existing system (paying monthly bills).

12. Delayed Payment Penalty – On all user accounts not paid in full within twenty (20) days from the date of bill, ten percent (10%) will be added to the net amount due. If any bill is not paid within sixty (60) days after the due date, service to the customer will be discontinued. Service will not be restored until all past due bills have been paid in full and all accrued penalties, plus a reconnection charge, have been paid.
13. Proposed Operating Budget and User Rate Analysis – Prior to written authorization from Rural Development to proceed with the bidding phase, you will be required to submit a copy of your proposed annual operating budget and rate analysis which supports the proposed loan repayment. The operating budget should be based on a typical year's cash flow subject to completion of this project in the first full year of operation. The rate analysis will be required to show the number of users, their average consumption based on a twelve-month consecutive average, and a rate structure to support the necessary revenue to make the operating budget cash flow. Form RD 442-7, Operating Budget, or similar form may be utilized for this purpose.

You must establish, adopt, and maintain a rate schedule that provides adequate income to meet the minimum requirements for operation and maintenance, debt service, and reserves. This rate schedule must provide for

a minimum monthly EDU cost of \$35.45. Prior to requesting authorization to bid, you must provide:

- a. **A draft rate resolution**
- b. **A use and income analysis and operating budget. These documents must be based on the anticipated active customers, and the budget must show repayment ability.**

Prior to closing or the start of construction, whichever occurs first, you must provide evidence that the rate resolution has been adopted, as well as evidence indicating the rates will be placed into effect at the beginning of the first full year of operation after construction of this project.

It is expected that operation and maintenance will change over each successive year, and user rates will need to be adjusted on a regular basis. Technical assistance is available at no cost to help you evaluate and complete a rate analysis on your system. If you are interested, please contact our office for more information.

14. Legal Services Agreement – You will be required to execute a legal services agreement with your attorney and bond counsel, if applicable, for any legal work needed in connection with this project. The agreement should stipulate an hourly rate for the work, as well as a “not to exceed” amount for the services, including reimbursable expenses. RUS Bulletin 1780-7 may be used as a guide in preparing the agreement. The agreement must be concurred in by Rural Development prior to advertising for bids. Any changes to the fees or services outlined in the original agreement must be reflected in an amendment to the agreement and have prior Rural Development concurrence.
15. Organizational Documents – The documents creating your entity have been reviewed and found to be acceptable.
16. Litigation – You are required to notify Rural Development within 30 days of receiving notification of being involved in any type of litigation. Additional documentation regarding the situation and litigation may be requested by Rural Development.
17. Property Rights – Prior to advertising for bids, you and your legal counsel must furnish satisfactory evidence that you have or can obtain adequate, continuous, and valid control over the lands and rights-of-way needed for the project. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Such control over lands and rights will be evidenced by the following:
 - a. Right-of-Way Map – Your engineer will provide a map clearly showing the location of all lands and rights-of-way needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof.

- b. Form RD 442-20, Right-of-Way Easement – This form may be used to obtain any necessary easements for the proposed project. If this form is not utilized, a copy of the easement to be used must be approved by Rural Development. Each executed easement need not be provided this office; however, each must be available for Rural Development review.
- c. Form RD 442-21, Right-of-Way Certificate – You will provide a certification on this form that all rights-of-way have been obtained for the proposed project. This form may contain a few exceptions, such as properties that must be condemned, and you must provide the estimated date for obtaining any rights-of-way listed as exceptions. Prior to start of construction or closing, whichever occurs first, a new Form 442-21, which does not provide for any exceptions, must be provided.
- d. Form RD 442-22, Opinion of Counsel Relative to Rights-of-Way – Your attorney will provide a certification and legal opinion on this form addressing rights-of-way. This form may contain a few exceptions, such as properties that must be condemned, and your attorney must provide the estimated date for obtaining any rights-of-way listed as exceptions. Prior to start of construction or closing, whichever occurs first, a new Form 442-22, which does not provide for any exceptions, must be provided.
- e. Preliminary Title Opinion – When applicable, your attorney will provide a preliminary title opinion for all property, both currently owned and to be acquired, related to the facility. Copies of deeds, contracts, or options must also be provided. Form RD 1927-9, Preliminary Title Opinion, may be used.
- f. Final Title Opinion – Prior to closing or start of construction, whichever occurs first, your attorney must furnish a final title opinion for all property, both currently owned and newly acquired, related to the facility. Copies of recorded deeds for any newly acquired property must also be provided. Form RD 1927-10, Final Title Opinion, may be used.

The Rural Development approval official may waive title defects or restrictions, such as utility easements, that do not adversely affect the suitability, successful operation, security value, or transferability of the facility. Any such waivers must be provided by the approval official in writing prior to closing or the start of construction, whichever occurs first.

You are responsible for the acquisition of all property rights necessary for the project and for determining that prices paid are reasonable and fair. Rural Development may require an appraisal by an independent appraiser or Rural Development employee in order to validate the price to be paid.

If rights-of-way are not needed for the proposed project, a certification to that effect from your attorney will satisfy items a through d above.

- 18. Reporting Requirements Related to Expenditure of Funds – An annual audit under the Single Audit Act is required if you expend \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended

from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

All audits are to be performed in accordance with 2 CFR Part 200, as adopted by the United States Department of Agriculture (USDA), through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from Rural Development. The audit must be prepared by an independent licensed Certified Public Accountant and must be submitted within nine (9) months of your fiscal year-end.

If an audit is required, you must enter into a written agreement with the auditor and submit a copy to Rural Development prior to the advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit to be completed, the time frame in which the audit will be completed, and how irregularities will be reported.

Compensation for the preparation of this audit is not included in project funds and should be paid from the revenues generated from your system's operation.

19. Annual Financial Reporting/Audit Requirements – You are required to submit an annual financial report at the end of each fiscal year. The annual report will be certified by the appropriate organization official and will consist of financial information and a rate schedule. Financial statements must be prepared on the accrual basis of accounting in accordance with generally accepted accounting principles (GAAP) and must include, at a minimum, a balance sheet and income and expense statement. **The annual report will include separate reporting for each water and waste disposal facility and itemize cash accounts by type (debt service, short-lived assets, etc.) under each facility.** All records, books, and supporting materials are to be retained for three years after the issuance of the annual report. Technical assistance is available at no cost to assist with the preparation of financial reports.

The criteria for determining the type of financial report to be submitted are specified below:

- a. Audits – An annual audit under the Single Audit Act is required if you expend \$750,000 or more in Federal financial assistance per fiscal year. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Expenditures of interim financing are considered Federal expenditures.

All audits are to be performed in accordance with 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400. Further guidance on preparing an acceptable audit can be obtained from Rural Development. It is not intended that audits required by this part be separate and apart from audits performed in accordance with State and local laws. To the extent feasible, the audit work should be done in conjunction with those audits. The audit must be

prepared by an independent licensed Certified Public Accountant and must be submitted within nine (9) months of your fiscal year-end.

If an audit is required, you must enter into a written agreement with the auditor and submit a copy to Rural Development prior to the advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit or financial statements to be completed, the time frame in which the audit or financial statements will be completed, what type of reports will be generated from the services provided, and how irregularities will be reported.

- b. Financial Statements – If you expend less than \$750,000 in Federal financial assistance per fiscal year, you may submit financial statements in lieu of an audit. These financial statements must include, at a minimum, a balance sheet and an income and expense statement. You may use Form RD 442-2, Statement of Budget, Income and Equity, and Form RD 442-3, Balance Sheet, or similar format to provide the financial information. The financial statements must be signed by the appropriate official and submitted within 60 days of your fiscal year-end.
 - c. Quarterly Reports – Quarterly income and expense statements will be required until the processing office waives this requirement. You may use Form RD 442-2 or similar format to provide this information. The reports are to be signed by the appropriate borrower official and submitted within 30 days of each quarter's end. Rural Development will notify you in writing when the quarterly reports are no longer required.
20. Annual Budget and Projected Cash Flow – Thirty days prior to the beginning of each fiscal year, you will be required to submit an annual budget and projected cash flow to this office. With the submission of the annual budget, you will be required to provide a current rate schedule, and a current listing of the Board or Council members and their terms. The budget must be signed by the appropriate borrower official. Form RD 442-2 or similar format may be used.

Technical assistance is available at no cost to assist with the evaluation and completion of a rate analysis and the preparation of your annual budget. If you are interested, please contact our office for information.

21. Insurance and Bonding Requirements – Prior to the start of construction or closing, whichever occurs first, you must acquire and submit to Rural Development proof of the types of insurance and bond coverage. The use of deductibles may be allowed, provided you have the financial resources to cover potential claims requiring payment of the deductible. Rural Development strongly recommends that you have your engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is your responsibility to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

- a. General Liability Insurance – Include vehicular coverage.
- b. Workers' Compensation – In accordance with appropriate State laws.
- c. Fidelity or Employee Dishonesty Bonds – Include coverage for all persons who have access to funds, including persons working under a contract or management agreement. Coverage may be provided either for all individual positions or persons or through blanket coverage providing protection for all appropriate workers. During construction, each position should be bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The coverage may be increased during construction based on the anticipated monthly advances. After construction and throughout the life of the loan, the amount of coverage must be for at least the total annual debt service of all outstanding Rural Development loans. Rural Development will be identified in the fidelity bond for receipt of notices. Form RD 440-24, Position Fidelity Schedule Bond, or similar format may be used.
- d. National Flood Insurance – If the project involves acquisition or construction in designated special flood or mudslide prone areas, you must purchase a flood insurance policy at the time of closing.
- e. Real Property Insurance – Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all above-ground structures, to include machinery and equipment housed therein, in an amount equal to the insurable value thereof. This does not apply to water reservoirs, standpipes, elevated tanks, or noncombustible materials used in treatment plants, clearwells, filters, and the like. Rural Development will be listed as mortgagee on the policy if Rural Development has a lien on the property.

Insurance types described above are required to be continued throughout the life of the loan.

22. Forms – You will be required to execute certain Agency forms in order to obtain financial assistance from Rural Development. A Resolution of Governing Body appointing an authorized representative to execute all forms must be provided. You must also provide minutes from the meeting at which the Resolution of Governing Body is adopted. Your signature on all required forms indicates your agreement to abide by all covenants outlined in the forms.
23. Technical, Managerial and Financial Capacity – It is required that members of the Board of Directors, Council members, trustees, commissioners, and other governing members possess the necessary technical, managerial, and financial capacity skills to consistently comply with pertinent Federal and State laws and requirements. It is recommended members receive training within one year of appointment or election to the governing board, as well as a refresher training for all governing members on a routine basis. The content and amount of training should be tailored to the needs of the particular individual and the utility system. Technical assistance providers are available to provide this training for your

organization, often at no cost. You may contact Rural Development for information.

24. Code of Conduct/Conflict of Interest Policy – You must adopt and maintain a written code or standards of conduct which shall govern the performance of your officers, employees, or agents engaged in the award and administration of contracts supported by Rural Development funds. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Rural Development funds if a conflict of interest, real or apparent, would be involved.
25. Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions – Your responsibilities as a recipient of Federal funding will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," in all lower tier transactions and in all solicitations for lower tier transactions that are expected to exceed \$25,000. Should the proposed transaction be entered into, you agree you shall not knowingly enter into any lower tier transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in the transaction, unless authorized by the Department or Agency entering into this transaction.

You may rely upon a certification of a prospective participant in a lower tier transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know the certification is erroneous. Each participant must execute Form AD-1048, and the executed form must remain a part of your files. You may, but are not required to, check the Non-Procurement List. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, we may terminate this transaction for cause or default.

For additional information regarding responsibilities and reporting requirements, refer to 2 CFR Part 170, Appendix A.

26. Notice of Intent to Apply – Within sixty (60) days of filing an application for financial assistance from Rural Development, you must publish a notice of intent to apply in a newspaper of general circulation in the proposed service area.
27. Public Meeting Requirement – You will be required to inform the general public about the proposed project by holding at least one public information meeting prior to the approval of your financial package. This meeting will give the citizenry an opportunity to become acquainted with the proposed project and

voice any comments and/or concerns. Ten (10) days prior to the meeting, you will be required to publish a notice of the meeting in a newspaper of general circulation in the proposed service area. You will be required to provide Rural Development with a copy of the published notice, along with minutes from the meeting.

28. Vulnerability Assessment (VA) and Emergency Response Plan (ERP) – Rural Development requires all financed water and sewer systems to have a VA and ERP in place. Prior to bid authorization, you must provide certification that a VA and ERP are complete.

Every three years after the start of operations, you will be required to provide a certification that both the VA and ERP are complete and current. Technical assistance providers are available to provide on-site assistance if needed.

29. System for Award Management (SAM) – As the recipient, you must maintain the currency of your information in SAM.gov until (a) you submit to Rural Development the final financial report required by this award and (b) all funds under this award have been disbursed or cancelled, whichever is later. This requires that you review and update your information at least annually after the initial registration and more frequently if required by changes in your information or another award term. Recipients can register online at www.sam.gov.

30. Environmental – At the conclusion of this proposal's environmental review process, a Categorical Exclusion with No Report, specific actions were determined necessary to avoid or minimize adverse environmental impacts. The following actions are required for successful completion of the project and must be adhered to during project design and construction:

- a. All required Federal, State, and local permits will be obtained prior to beginning any construction activities.
- b. For any land-disturbing activities equal to or exceeding 10,000 square feet, or equal to or exceeding 2,500 square feet in all areas subject to the Chesapeake Bay Preservation Act, an erosion and sediment control (ESC) plan must be approved by the appropriate local agency and approval official. Depending on local requirements, the area of land disturbance requiring an ESC plan may be less. The ESC plan must be approved by the locality prior to any land-disturbing activity at the project site. All regulated land-disturbing activities associated with the project, including on- and off-site access roads, staging areas, borrow areas, stockpiles, and soil intentionally transported from the project must be covered by the project specific ESC plan. [References: Virginia Erosion and Sediment Control Law, Virginia Code 62.1-44.15, et seq.; Virginia Erosion and Sediment Control Regulations, 9 VAC 25-840-30, et seq.]
- c. If Karst features are encountered during the project, please coordinate with Wil Orndorff at the Virginia Department of Conservation and Recreation (DCR) to document and minimize any adverse impacts. If the project

involves filling or “improvement” of sinkholes or cave openings, DCR would like detailed location information and copies of the design specifications. In cases where sinkhole improvement is for stormwater discharge, copies of the Virginia Department of Transportation’s (VDOT) Form EQ-120 will suffice. A link to the “Karst Assessment Guidelines” developed by the Virginia Cave Board for land development can be found at <http://www.dcr.virginia.gov/natural-heritage/cavehome>. Mr. Orndorff may be reached at (540) 553-1235 or Wil.Orndorff@dcr.virginia.gov.

- d. Fugitive dust caused by the movement of construction materials and construction equipment will be controlled by adherence to the Virginia Department of Environmental Quality’s (DEQ) regulations and 9 VAC 5-50-60, et seq., which governs the abatement of visible emissions and fugitive dust emissions. Measures include, but are not limited to, the following: use, where possible, of water or chemicals for dust control; installation and use of hoods, fans, and fabric filters to enclose and vent the handling of dusty materials; covering of open equipment for conveying materials; and prompt removal of spilled or tracked dirt or other materials from paved streets and removal of dried sediments resulting from soil erosion. Land-clearing wastes (vegetative debris) generated during construction should be properly managed in accordance with applicable regulations and local ordinances. Shredding/chipping of vegetative debris and reuse on-site is recommended over open burning. If project activities include open burning or the use of special incineration devices, this activity must meet the requirements under 9 VAC 5-130-10 through 9 VAC 130-60 and 9 VAC 5-130-100 of the regulations for open burning. In addition, the regulations provide for, but do not require, the local adoption of a model ordinance concerning open burning. The applicant should contact local fire officials to determine what local requirements, if any, exist. Contact the local DEQ Regional Office with questions related to air pollution control and permitting.
- e. Construction will be limited to normal daylight hours, Monday through Friday, except in emergency situations.
- f. When encountering inadvertent or unanticipated discoveries, the following requirements will be implemented and included in on-site construction documents:
 1. When encountering previously unidentified cultural materials, human remains, or burial places (post-review inadvertent or unanticipated discoveries), the applicant and their consultants minimally are required to immediately cease all work and vehicular traffic within a 50-foot radius of the discovery. Work should also stop in the surrounding area where further subsurface archaeological resources can reasonably be expected to occur, or in accordance with Tribal, State, or local law, in the area of discovery if circumstances dictate [pursuant to 36 CFR Section 800.13(b)(3) and (c)].
 2. If discoveries are made that contain burial sites or human remains, work, including vehicular traffic, shall immediately cease within a 100-foot

radius and in the surrounding area where further subsurface human remains can reasonably be expected to occur, at a minimum, or, in accordance with Tribal, State or local law, if circumstances dictate, in the area of discovery. The relevant law enforcement authorities will be immediately contacted by the USDA Rural Development (RD) responsible official, or on-site personnel to reduce delay times, in accordance with Tribal, State, or local laws. If the remains are determined by law enforcement to not be part of a criminal investigation or a crime scene, the appropriate State Historic Preservation Officers (SHPO) and concerned Indian tribes will be notified.

- a. The evaluation of human remains will be conducted at the site of discovery. Remains that have been removed from their primary context and where that context may be in question may be retained in a secure location, pending further decisions on treatment and disposition.
- b. Within 24 hours of the following business day of receipt of notification of an inadvertent or unanticipated discovery, the responsible official will inspect the work site to ensure that all work, including vehicular traffic, has ceased; protect the area of discovery from looting and vandalism; and notify the relevant SHPO and concerned Indian tribes.
- c. All archaeologists or other specialists, as appropriate, employed in response to post-review discoveries will be Secretary of the Interior (SOI) qualified and have the knowledge to assess the resources within an undertaking's area of potential effects.
- d. Work may continue in other areas of the project area where no cultural materials, human remains, or burial places are present. If the inadvertent discovery appears to be a consequence of illegal activity such as looting, the local RD responsible official or on-site personnel will contact the appropriate legal authorities immediately if the landowner has not already done so.
- e. Work may not resume in the area of the discovery until a notice to proceed has been issued by the RD responsible official. RD will not issue the notice to proceed until it has determined that the appropriate local protocols and consulting parties have been consulted. The RD official is responsible for notification of and consultation with the appropriate SHPOs and concerned Indian tribes.
- g. All work with the potential to effect roadways or other transportation facilities will be reviewed and coordinated with the VDOT District Office and the Local Residency Office. Construction along roadways will require some flagging of traffic; however, road closures will be limited and will be coordinated with VDOT and the County. Road signs should be provided to alert drivers, bicyclists, and pedestrians of utility and construction work ahead and any detours necessary to navigate around the utility work. All VDOT permits will be obtained prior to construction.

- h. Depending on local requirements, a Stormwater Management (SWM) plan may be required. SWM requirements should be requested from the appropriate County/Town office. [References: Virginia Stormwater Management Act, Virginia Code 62.1.44.15, et seq.; Virginia Stormwater Management Program Permit Regulations, 9 VAC 25-870-54, et seq.] Additional guidance may be obtained from DEQ's Office of Stormwater Management.
- i. For any land-disturbing activities equal to or exceeding one acre, or equal to or exceeding 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act, the operator or owner of a construction project is required to register for coverage under the General Permit for Discharges of Stormwater from Construction Activities (VAR10) and develop a project-specific stormwater pollution prevention plan (SWPPP). The SWPPP must be prepared prior to submission of the registration statement for coverage under the general permit, and it must address water quality and quantity in accordance with the Virginia Stormwater Management Program (VSMP) Permit Regulations. General information and registration forms for the General Permit are available from DEQ at <http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/VSMPPPermits/ConstructionGeneralPermit.aspx>. [References: Virginia Stormwater Management Act, Virginia Code Section 62.1.44.15, et seq.; VSMP Permit Regulations, 9 VAC 25-870-10, et seq.]
- j. Solid wastes generated at the site will be reduced at the source, reused, or recycled. All hazardous wastes will be minimized. Any soil or groundwater that is suspected of contamination or wastes that are generated during construction-related activities must be tested and disposed of in accordance with applicable Federal, State, and local laws and regulations. All construction waste, including excess soil, must be characterized in accordance with the Virginia Hazardous Waste Management Regulations prior to disposal at an appropriate facility. It is the generator's responsibility to determine if solid waste meets the criteria of a hazardous waste and is subsequently managed appropriately. If evidence of a petroleum release is discovered during implementation of this project, it must be reported to DEQ, authorized by Virginia Code Section 62.1-44.34.8 through 9 and 9 VAC 25-580-10, et seq. The removal, relocation, or closure or the installation and operation of any regulated petroleum storage tanks [above-ground storage tank (AST) or underground storage tank (UST)] must be conducted in accordance with the requirements of the Virginia Tank Regulations 9 VAC 25-91-10, et seq. (AST) and/or 9 VAC 25-580-10, et seq. (UST). Contact the local DEQ Regional Office concerning the location and availability of waste management facilities in the project area, report petroleum contamination, or to register fuel storage tanks.
- k. The use of herbicides or pesticides for construction or landscape maintenance should be in accordance with the principles of integrated pest management.

The least toxic pesticides that are effective in controlling the target species will be used.

1. Principles of pollution prevention are to be incorporated into the project to maximum extent possible, including the consideration of environmental attributes of purchased materials; contractors' commitments to the environment; use of sustainable practices and materials in the infrastructure, construction, and design; and maintenance and operation activities to include source reduction (fixing leaks, energy efficient products).
- m. For unavoidable impacts to streams and wetlands, the following practices will be implemented: use of directional drilling from upland locations; operation of machinery and construction vehicles outside of stream-beds and wetlands; use of synthetic mats when in-stream work is unavoidable; stockpiling of material excavated from the trench for replacement if directional drilling is not feasible; and preservation of the top 12 inches of trench material removed from wetlands for use as wetland seed and root stock in the excavated area.
- n. If the project will impact any streams and/or wetlands, a Joint Permit Application (JPA) will be required. The Virginia Marine Resources Commission (VMRC) serves as the clearinghouse for the JPA used by:
 1. U.S. Army Corps of Engineers for issuing permits pursuant to Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbours Act;
 2. DEQ for issuance of Virginia Water Protection Permit pursuant to Section 401 of the Clean Water Act, Virginia Code Section 62.1-44.2, et seq., Virginia Code Section 62.1-44.15:5, and Virginia Administrative Code 9 VAC 25-210-10, et seq.; and
 3. VMRC regulates encroachments on or over state-owned subaqueous beds as well as tidal wetlands pursuant to Virginia Code Sections 28.2-1200 through 1400.
- o. Any impacts to floodplains will be unavoidable and temporary. No permanent structures will be constructed within the 100-year floodplain. All disturbed areas will be restored to pre-construction contours and all denuded areas will be re-vegetated immediately.
- p. Under Virginia regulations, 10 Day Notifications to the Virginia Department of Labor and Industry (DOLI) are required for **all** demolition projects, regardless of a structure's size or purpose and whether asbestos-containing materials are or are not present in the structure. An owner or operator planning the abatement or removal of asbestos-containing materials must notify the DOLI at least 10 days prior to start of removal/abatement activities.

If the project or any element thereof deviates or is modified from the originally approved project, additional environmental review may be required.

31. Permits – Prior to advertising for bids, the owner or responsible party is required to obtain all applicable permits for the project. With submission to Rural Development of the final plans, specifications, and bid documents, the consulting engineer must identify and address the need and adequacy of all certificates, permits, licenses, etc., needed for the construction and operation of the facility. Written evidence must also be submitted that all applicable permits needed prior to construction have been obtained.
32. Certified Operator – Evidence must be provided that your system has, or will have, as defined by applicable State or Federal requirements, a certified operator prior to the system becoming operational. Otherwise, a suitable supervisory agreement with a certified operator must be in place.
33. Agreement for Engineering Services – You will be required to complete an Agreement for Engineering Services, which should consist of the Engineers Joint Contract Documents Committee (EJCDC) documents as indicated in RUS Bulletin 1780-26, Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance and supplemented by Virginia’s “Agreement for Engineering Services Guidance.” Rural Development will provide concurrence prior to advertising for bids and must approve any modifications to the agreement.
34. Resident Inspection – Full-time inspection is required for this project. Inspection services are to be provided by the consulting engineer unless other arrangements are requested in writing and concurred in by Rural Development. Prior to the preconstruction conference, a resume’ of qualifications of any resident inspector(s) will be submitted to the owner and Rural Development for review and approval. The owner will provide a letter of acceptance for all proposed inspectors to the consulting engineer and Rural Development. The resident inspector(s) must also attend the preconstruction conference.
35. Contract Documents/Procurement – Construction contracts will be competitively bid. Contract documents, final plans, and specifications must comply with RUS Instruction 1780, Subpart C, and must be submitted for Rural Development concurrence prior to advertising for bids. Contract documents must consist of the EJCDC construction contract documents, as well as the following:
 - a. The documents as listed in Virginia’s “Construction Contract Documents Guidance,” supplemented by RUS Bulletin 1780-26.
 - b. Plans and specifications and all addenda.
36. Bid Authorization – Rural Development may authorize you to advertise the project for construction bids once all the conditions outlined in this letter have been met. Such advertisement must be in accordance with appropriate State statutes. Immediately after bid opening, you must provide Rural Development with (a) a bid tabulation, (b) recommendations from you and your engineer as to the acceptability of the bids received, (c) your recommendations for contract awards, and (d) a revised project budget based upon current prices. The revised project budget will not include a construction contingency greater than five (5)

percent of the construction items. If, after bidding, it is determined there are Rural Development funds in excess of that necessary to complete the project, you will work with Rural Development to cancel funds not needed for successful completion of the project.

Once all parties agree the construction bids received are acceptable; adequate funds are available to cover the total facility costs; and all administrative conditions for approval of financial assistance have been satisfied, Rural Development will authorize you to issue the Notice of Award and closing instructions will be issued. The closing instructions, a copy of which will be forwarded to you, will set forth any further requirements that must be met prior to closing.

Closing instructions must be obtained prior to advertising for bids, and closing will not be scheduled until these instructions are received from Rural Development. When all parties agree that the closing requirements can be met, a mutually acceptable date for the closing will be scheduled.

Grant closing will take place at such time grant funds are needed to pay project costs. You will be required to execute RUS Bulletin 1780-12, Association Water or Sewer System Grant Agreement, at the time of closing.

37. Cost Overruns – If bids are higher than expected, or if unexpected construction problems are encountered, you must utilize all options to reduce cost overruns. Negotiations, redesign, use of bidding alternatives, rebidding, or other means will be considered prior to commitment of subsequent funding from Rural Development. Any requests for subsequent funding to cover cost overruns will be contingent on the availability of funds. Cost overruns exceeding 20% of the development cost at time of loan or grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date.
38. Contract Review – Your attorney will certify that the executed contract documents, including performance and payment bonds, if required, are adequate and that the persons executing these documents have been properly authorized to do so. Once your attorney has certified that they are acceptable, the contract documents will be submitted to Rural Development for concurrence. The Notice to Proceed cannot be issued until Rural Development has concurred with the construction contracts.
39. Preconstruction Conference – A preconstruction conference will be held prior to the issuance of the Notice to Proceed. The consulting engineer will review the planned development with Rural Development, owner, resident inspector, attorney, contractor, other funders, and other interested parties and will provide minutes of this meeting to the owner and Rural Development.
40. Change Orders – Prior Rural Development concurrence is required for all change orders.

41. Inspections – Rural Development requires pre-final and final inspections, as well as a warranty inspection. Your consulting engineer will schedule a warranty inspection with the contractor and Rural Development before the end of the warranty period to address and/or resolve any warranty issues. Rural Development will conduct an inspection with you of your records management system at the same time and will continue to inspect the facility and your records system every three years for the life of the loan.
42. Payments – Prior Rural Development concurrence is required for all invoices and partial payment estimates before Rural Development and/or interim financing funds will be released. Requests for payment related to a contract or service agreement will be signed by the owner, project engineer, and contractor or service provider prior to Rural Development concurrence. Invoices not related to a construction contract or service agreement will include the owner’s written concurrence.
43. Use of Remaining Funds – Applicant contribution and connection or tap fees, if any, will be the first funds expended in the project, followed by non-Rural Development sources of funds. Remaining funds may be considered in direct proportion to the amounts obtained from each source and handled as follows:
 - a. Remaining funds may be used for eligible loan and grant purposes provided the use will not result in major changes to the original scope of work and the purpose of the loan and grant remains the same.
 - b. Grant funds not expended for authorized purposes will be cancelled after final completion of project. Prior to actual cancellation, you and your attorney and engineer will be notified of Rural Development’s intent to cancel the remaining funds and given appropriate appeal rights.
 - c. Loan funds that are not needed will be cancelled (de-obligated) prior to loan closing.
44. Construction Completion Timeframe – All projects are required to be completed and all funds disbursed within five (5) years of obligation. If funds are not disbursed within five (5) years of obligation, you must submit a written waiver request with adequate justification of extenuating circumstances beyond your control for an extension of time. Requests for waivers beyond the initial extension will be submitted through the State Office to the Assistant Administrator for concurrence.
45. Security/Operational Inspections – Rural Development will inspect the facility and conduct a review of your operations and records management system every three years for the life of the loan. You must participate in these inspections and provide the required information.
46. Compliance Reviews and Data Collection – Rural Development will conduct regular compliance reviews of the borrower and its operation in accordance with 7 CFR Part 1901, Subpart E, and 36 CFR 1191, Americans with Disabilities Act

(ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines.

The first compliance review will be conducted concurrent with closing or the start of construction, whichever occurs first, with subsequent compliance reviews conducted every three to six years. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter. If beneficiaries (users) are required to complete an application or screening for the use of the facility or service that you provide, you must request and collect data by race (American Indian or Alaska Native, Asian, Black or African American, White); ethnicity (Hispanic or Latino, Not Hispanic or Latino); and by sex. Rural Development will utilize this data as part of the required compliance review.

47. Statutory and National Policy Requirements – As a recipient of Federal funding, you are required to comply with U.S. statutory and public policy requirements, including but not limited to:
 - a. Section 504 of the Rehabilitation Act of 1973 – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Rural Development financial assistance.
 - b. Civil Rights Act of 1964 – All borrowers are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.
 - c. The Americans with Disabilities Act (ADA) of 1990 – This Act (42 U.S.C. 12101 *et seq.*) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.
 - d. Age Discrimination Act of 1975 – This Act (42 U.S.C. 6101 *et seq.*) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
 - e. Limited English Proficiency (LEP) under Executive Order 13166 – LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. You must

take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information your organization provides. These protections are pursuant to Executive Order 13166 entitled “Improving Access to Services by Persons with Limited English Proficiency” and further affirmed in the USDA Departmental Regulation 4330-005, “Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA.”

Rural Development financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. You must display posters (provided by Rural Development) informing users of these requirements, and Rural Development will monitor your compliance with these requirements during regular compliance reviews.

As a recipient of federal financial assistance, you must also comply with all applicable Federal, state, and local statutes, ordinances, regulations, and codes. The major portions of existing rules and regulations which must be met are included in RD Instruction 1780, Subparts B, C, and D. No modifications or waiver of any portion of these regulations is authorized. Such regulations shall govern regardless of any misinterpretation, omission, misunderstanding, or statements made by any Rural Development employee. The most critical requirements of the instructions have been highlighted or clarified in this letter.

We believe the information herein clearly sets forth the action which must be taken; however, if you have any questions, please do not hesitate to contact my office.

Please complete Form RD 1942-46, Letter of Intent to Meet Conditions, and Form RD 1940-1, Request for Obligation of Funds, if you desire that further consideration be given to your application.

If the conditions set forth in this letter are not met within twelve (12) months from the date hereof, Rural Development reserves the right to discontinue processing of the application. In the event the project has not advanced to the point of closing within twelve (12) months and it is determined the applicant still wishes to proceed, it may be necessary to review the conditions outlined in this letter. If during that review it is determined the conditions are no longer adequate, Rural Development reserves the right to require that the letter of conditions be revised or replaced.

Sincerely yours,

STEVEN DAVIS
Area Director
USDA, Rural Development

cc: State Director, Rural Development, Richmond, VA

Mr. Reese Peck, Town Manager
Town of Bowling Green - Water Improvements
RUS Loan - \$5,693,000; RUS Grant - \$1,542,000
Letter of Conditions – August 5, 2019

Attorney
Bond Counsel
Accountant
Engineer



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

AGENDA ITEM: August 2019 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in August 2019

ATTACHMENTS:

Check Reports:

- 8/07/19
- 8/09/19
- 8/16/19
- 8/28/19

REQUESTED ACTION:

Approve invoices.

5
 #

CH#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24608	11	RAPPAHANNOCK ELEC COOP	000	8/07/2019	578.83	.00
24609	75	SYDNOR HYDRO INC	000	8/07/2019	8,950.00	.00
24610	863	WILLIAMS MULLEN	000	8/07/2019	660.00	.00
		CLASS TOTAL			10,188.83	.00
		ACH TOTAL			.00	
		CHECK TOTAL			10,188.83	
		EPY TOTAL			.00	
		FINAL TOTAL			10,188.83	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 10,188.83- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

57

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000011	RAPPANNOCK ELRC COOP	2019-06	8/07/2019		4100-043100-5110-	70.29	24608			ELECTRICITY-STREETLIGHTS	00757 CEDAR LANE WAREHOUSE
00000 000011		2019-06	8/07/2019		4500-500100-5110-	308.70	24608			ELECTRICITY	00757 WELL #4
00000 000011		2019-06	8/07/2019		4500-500100-5110-	51.72	24608			ELECTRICITY	00757 TRANS CEDAR LN
00000 000011		2019-06	8/07/2019		4500-500100-5110-	21.00	24608			ELECTRICITY	00757 RT 2 TOWER LITE
00000 000011		2019-06	8/07/2019		4520-500100-5110-	24.90	24608			ELECTRICITY	00757 OAK RIDGE PMP STAT
00000 000011		2019-06	8/07/2019		4530-500100-5110-	102.22	24608			ELECTRICITY	00757 LAKEWOOD PMP STAT
	DISC. TOTAL					.00					
00000 000075	SYDOR HYDRO INC	BGI	8/07/2019		4500-500100-6007-	1,500.00	24609			REPAIR/MAINTENANCE	00757 CREDIT 319 N MAIN
00000 000075		41206	8/07/2019		4500-500100-6007-	10,450.00	24609			REPAIR/MAINTENANCE	00757 INSTALL 219 N MAIN
	DISC. TOTAL					.00					
00000 000863	WILLIAMS MILLER	2019-05	8/07/2019		4320-032100-0100-	660.00	24610			BDA LOANS AND GRANTS	00757
	DISC. TOTAL					.00					
	CHECK TOTAL					10,188.83					
	ACH PMT TOTAL					.00					
	CPA PMT TOTAL					.00					
	EPY PMT TOTAL					.00					
	TOTAL					10,188.83					

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DATE _____ TOWN MANAGER _____

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TR	TR#	VEN#	VEN	CLASS	DATE	AMOUNT	DISCOUNT
24611	600	BENNETT	DEBORAH T	000	8/09/2019	70.00	.00
24612	1039	BIG DOG	AUTOMOTIVE, LLC	000	8/09/2019	20.00	.00
24613	47	CAROLINE	GARAGE	000	8/09/2019	605.00	.00
24614	898	JAMES	MARY	000	8/09/2019	175.00	.00
24615	836	JOHN	ALLISON	000	8/09/2019	105.00	.00
24616	1026	MIKE	LUCCI BAND	000	8/09/2019	400.00	.00
24617	918	STAPLES	ADVANTAGE	000	8/09/2019	608.62	.00
24618	228	VIRGINIA	DEPARTMENT OF	000	8/09/2019	100.00	.00
24619	930	WEBB	EMILY	000	8/09/2019	280.00	.00
		CLASS TOTAL				2,363.62	.00
		ACH TOTAL				.00	
		CHECK TOTAL				2,363.62	
		EPY TOTAL				.00	
		FINAL TOTAL				2,363.62	.00

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DATE _____ TOWN MANAGER _____

PAYOR NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	BATCH INV. DESCRIPTION
00000	000600	BENNETT DEBORAH T	2019-07	8/09/2019	ACH PMT TOTAL	4400-071200-1310-.00 CPA PMT TOTAL	70.00	24611		TOWN HALL ACTIVITIES	00758 CLASSES
00000	001039	BIG DOG AUTOMOTIVE, LLC	1475	8/09/2019	ACH PMT TOTAL	4100-043100-3311-6.67	6.67	24612		VEHICLE MAINT	00758 TR #1 INSPECTION
00000	001039		1475	8/09/2019	ACH PMT TOTAL	4500-500100-3311-6.66	6.66	24612		VEHICLE MAINTENANCE	00758 TR #1 INSPECTION
00000	000477	CAROLINE GARAGE	23782	8/09/2019	ACH PMT TOTAL	4100-031100-3310-605.00	605.00	24613		VEHICLE MAINTENANCE	00758 05 CV BRAKES & BALLS
00000	000898	JAMES MARY	2019-07	8/09/2019	ACH PMT TOTAL	4400-071200-1310-175.00	175.00	24614		TOWN HALL ACTIVITIES	00758 HAPPY YOGA
00000	000836	JOHN ALLISON	2019-07	8/09/2019	ACH PMT TOTAL	4400-071200-1310-105.00	105.00	24615		TOWN HALL ACTIVITIES	00758 YOGA
00000	001026	MIKE LUCCI BAND	20190809	8/09/2019	ACH PMT TOTAL	4400-071200-1230-400.00	400.00	24616		MUSIC ON THE GREEN	00758 BAND FOR MOG
00000	000918	STAPLES ADVANTAGE	722156787301	8/09/2019	ACH PMT TOTAL	4100-012410-6001-97.98	97.98	24617		OFFICE SUPPLIES & PRINTING	00758 3 HOLE & PAPER
00000	000918		722161908201	8/09/2019	ACH PMT TOTAL	4100-043100-6005-47.00	47.00	24617		JANITORIAL SUPPLIES	00758 PENS, PLOWELS, SOAP
00000	000918		722161908201	8/09/2019	ACH PMT TOTAL	4500-500100-6005-47.00	47.00	24617		JANITORIAL SUPPLIES	00758 WIPES, INK
00000	000918		722161908201	8/09/2019	ACH PMT TOTAL	4520-500100-6001-103.55	103.55	24617		JANITORIAL SUPPLIES/EQUIPMENT	00758 WIPES, PLOWELS, SOAP
00000	000918		722161908201	8/09/2019	ACH PMT TOTAL	4520-500100-6005-47.01	47.01	24617		JANITORIAL SUPPLIES	00758 PENS, INK
00000	000918		722161908201	8/09/2019	ACH PMT TOTAL	4100-012410-6001-58.99	58.99	24617		OFFICE SUPPLIES & PRINTING	00758 PENS, INK
00000	000228	VIRGINIA DEPARTMENT OF	20190809	8/09/2019	ACH PMT TOTAL	4400-071200-1210-100.00	100.00	24618		HARVEST FESTIVAL	00758 LAND USE H FIRST
00000	000930	WEBB EMILY	2019-07	8/09/2019	ACH PMT TOTAL	4400-071200-1310-280.00	280.00	24619		TOWN HALL ACTIVITIES	00758 CARDIO RES CLASS
					CHECK TOTAL						
					CHECK TOTAL						
					CHECK TOTAL						

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DATE _____ TOWN MANAGER _____

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000 000944	ATLANTIC BROADBAND /	2019-08	8/16/2019		4100-012410-5230-	118.20	24622		TELECOMMUNICATIONS	00759 TH
00000 000944		2019-08	8/16/2019		4520-500100-5230-	76.45	24622		TELECOMMUNICATIONS	00759 WWTPT
						.00				194.65
DISC. TOTAL										
00000 000047	CAROLINE GARAGE	23793	8/16/2019		4100-031100-3310-	452.34	24623		VEHICLE MAINTENANCE	00759 05 CV BATTERY, THERMO
DISC. TOTAL						.00				452.34
00000 000950	CAROLINE HEATING & AIR	16391	8/16/2019		4100-043100-7200-	250.00	24624		TOWN HALL EXPENSES	00759 AC BALL ROOM
DISC. TOTAL						.00				250.00
00000 000536	CAS SEVERN	434580	8/16/2019		4100-012410-3320-	105.00	24625		COMPUTER LICENSES/SUPPORT	00759 T & M SERVICES
DISC. TOTAL						.00				105.00
00000 000897	CINTAS CORPORATION	8404265158	8/16/2019		4500-500100-6011-	13.07	24626		UNIFORMS/SAFETY EQUIP	00759 FIRST AID
DISC. TOTAL						.00				13.07
00000 001020	CONSOLIDATED PIPE & SUP	6290900	8/16/2019		4500-500100-6050-	85.25	24627		METER/FIRE HYDRANTS	00759 RISERS
DISC. TOTAL						.00				85.25
00000 001062	CROSON BARBARA	0404327	8/16/2019		4100-012110-3100-	256.32	24628		CONTINGENCY	00759 CHRISTMAS DECORATION
DISC. TOTAL						.00				256.32
00000 001062		29917	8/16/2019		4100-012110-3100-	246.32	24628		CONTINGENCY	00759 LIGHTS FOR CHRISTMAS
DISC. TOTAL						.00				502.64
00000 000679	DAVID L BROOKS HAULING & 22238		8/16/2019		4500-500100-6007-	822.92	24629		REPAIR/MAINTENANCE	00759 MAURY AVE
DISC. TOTAL						.00				822.92
00000 001058	DIAMOND SPRINGS	2019-07	8/16/2019		4100-043100-5840-	31.95	24630		MISCELLANEOUS	00759 WATER COOLER
DISC. TOTAL						.00				31.95
00000 001058		2019-07	8/16/2019		4100-043100-7200-	58.20	24630		TOWN HALL EXPENSES	00759 WATER COOLER
DISC. TOTAL						.00				58.20
00000 001058		2019-07	8/16/2019		4500-500100-5840-	31.95	24630		MISCELLANEOUS	00759 WATER COOLER
DISC. TOTAL						.00				31.95
DISC. TOTAL						154.05				154.05
00000 000010	DOMINION VIRGINIA POWER	2019-07	8/16/2019		4100-043100-7200-	576.69	24631		TOWN HALL EXPENSES	00759 TH
DISC. TOTAL						.00				576.69
00000 000010		2019-07	8/16/2019		4100-031100-5110-	107.18	24631		ELECTRICITY	00759 PC
DISC. TOTAL						.00				107.18
00000 000010		2019-07	8/16/2019		4100-043100-5110-	46.53	24631		ELECTRICITY-STREETLIGHTS	00759 MAIN ST LITERS
DISC. TOTAL						.00				46.53
00000 000010		2019-07	8/16/2019		4100-043100-5110-	1,670.94	24631		ELECTRICITY-STREETLIGHTS	00759 STREET LIGHTS
DISC. TOTAL						.00				1,670.94
00000 000010		2019-07	8/16/2019		4500-500100-5110-	130.38	24631		ELECTRICITY	00759 GRAND TNR BUTLER
DISC. TOTAL						.00				130.38
00000 000010		2019-07	8/16/2019		4500-500100-5110-	376.79	24631		ELECTRICITY	00759 WATER TWR BUT/CHASE
DISC. TOTAL						.00				376.79
00000 000010		2019-07	8/16/2019		4500-500100-5110-	657.99	24631		ELECTRICITY	00759 WATER TWR BUT/CHASE
DISC. TOTAL						.00				657.99
00000 000010		2019-07	8/16/2019		4520-500100-5110-	2,095.53	24631		ELECTRICITY	00759 WWTPT
DISC. TOTAL						.00				2,095.53
00000 000010		2019-07	8/16/2019		4520-500100-5110-	13.75	24631		ELECTRICITY	00759 RGR CLARK PMP STAT
DISC. TOTAL						.00				13.75
00000 000010		2019-07	8/16/2019		4520-500100-5110-	19.48	24631		ELECTRICITY	00759 LACY PMP STAT
DISC. TOTAL						.00				19.48
00000 000010		2019-07	8/16/2019		4520-500100-5110-	81.15	24631		ELECTRICITY	00759 SCHOOL RD PMP STAT
DISC. TOTAL						.00				81.15
00000 000010		2019-07	8/16/2019		4520-500100-5110-	61.40	24631		ELECTRICITY	00759 CHASE ST PMP STAT
DISC. TOTAL						.00				61.40
DISC. TOTAL						5,837.81				5,837.81
00000 001052	ENCO UTILITY SERVICES FLO 3857		8/16/2019		4100-012110-3152-	538.54	24632		WEB BASED SERVICES	00759 UTILITY BILLS
DISC. TOTAL						.00				538.54
00000 000055	GALLI'S LLC	013311157	8/16/2019		4100-031100-6011-	207.74	24633		UNIFORMS	00759 SHORTS OF OFFICERS
DISC. TOTAL						.00				207.74

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV.	DESCRIPTION
00000	000958 HOCKADAY PATRICIA	20190816	8/16/2019		4400-071200-1230-	600.00	24634			MUSIC ON THE GREEN	00759	MOG BAND
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	600.00	
00000	000546 JOHNSON'S EXTERMINATING	20190816	8/16/2019		4100-043100-7200-	350.00	24635			TOWN HALL EXPENSES	00759	SET UP BRK DWN
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	350.00	
00000	000519 MILFORD STATION	20190816	8/16/2019		4400-071200-1230-	600.00	24636			MUSIC ON THE GREEN	00759	MOG BAND
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	600.00	
00000	001021 MUNICIPAL CODE CORP	00331692	8/16/2019		4100-012110-3152-	2,200.00	24637			WEB BASED SERVICES	00759	AGENDA MANAGEMENT
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	2,200.00	
00000	000257 ON SITE PC	4401	8/16/2019		4100-012410-3320-	345.00	24638			COMPUTER LICENSES/SUPPORT	00759	JO ELSA COMPUTER
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	345.00	
00000	000421 SILVER WINGS BAND	20190816	8/16/2019		4400-071200-1230-	600.00	24639			MUSIC ON THE GREEN	00759	MOG BAND
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	600.00	
00000	000659 SOSMETAL PRODUCTS INC	1382416	8/16/2019		4100-043100-6007-	195.91	24640			REPAIR/ MAINT TOWN BUILDINGS	00759	PAINT FOR CURBING
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	195.91	
00000	000659 SYDNOR HYDRO INC	1382416	8/16/2019		4500-500100-6007-	139.19	24640			REPAIR/ MAINTENANCE	00759	FOOD GRADE SILICONE
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	139.19	
00000	000075	1382416	8/16/2019		4500-500100-6007-	165.75	24640			PLANT & LAB SUPPLIES/CHEMICAL	00759	HYZYMES
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	165.75	
00000	001043 STATE OF ESCAPE, LLC	117004	8/16/2019		4100-012110-3160-	955.00	24641			COMPENSATION - COUNCIL/COMMITTEES	00759	TOWN COUNCIL MEETING
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	955.00	
00000	000075	41232	8/16/2019		4500-500100-6007-	2,834.48	24642			REPAIR/MAINTENANCE	00759	109 DORSEY LN
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	2,834.48	
00000	000075	41233	8/16/2019		4500-500100-6007-	1,715.15	24642			REPAIR/MAINTENANCE	00759	MARYR AVE & S MAIN
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,715.15	
00000	000075	41413	8/16/2019		4500-500100-6007-	11,600.00	24642			REPAIR/MAINTENANCE	00759	VALVES MARYR & MAIN
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	11,600.00	
00000	000148 THE FREE LANCE STAR	2019-07	8/16/2019		4100-012110-3600-	395.20	24643			ADVERTISING	00759	08/01/19 EH
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	395.20	
00000	000291 USA BLUE BOOK	959744	8/16/2019		4520-500100-6030-	141.00	24644			PLANT & LAB SUPPLIES/CHEMICAL	00759	CERT LAB TEST
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	141.00	
00000	000291	959876	8/16/2019		4520-500100-6007-	172.95	24644			REPAIR/ MAINTENANCE	00759	SLUDGE JUDGE
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	172.95	
00000	000044 VIPS	07190447	8/16/2019		4500-500100-5899-	55.65	24645			MISS UTILITY COSTS	00759	TRANSMISSIONS
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	55.65	
00000	000012 WASTE MANAGEMENT	269451402813	8/16/2019		4520-500100-3320-	87.10	24646			PROFESSIONAL SERVICES	00759	WMP
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	87.10	
00000	000012	269478402812	8/16/2019		4100-043100-7130-	1,567.91	24646			REFURSH COLLECTION	00759	DUMPSTER
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,567.91	
00000	000012	269534202818	8/16/2019		4520-500100-3180-	785.79	24646			SLUDGE REMOVAL	00759	SLUDGE
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	785.79	
00000	000012	337507024244	8/16/2019		4100-043100-7130-	5,987.25	24646			REFURSH COLLECTION	00759	RESIDENTS
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	5,987.25	
00000	000451 XEROX CORPORATION	097601728	8/16/2019		4100-012410-3310-	363.86	24647			OFFICE EQUIPMENT	00759	2019-07
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	363.86	
		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	41,021.20	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 41,021.20 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8

CH#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24648	228	VIRGINIA DEPARTMENT OF CLASS	000	8/16/2019	100.00	.00
					100.00	.00
					.00	
					100.00	
					.00	
					100.00	.00

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 THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	REPAIR/MAINTENANCE	BATCH INV. DESCRIPTION
00000	000228 VIRGINIA DEPARTMENT OF	20190816	8/16/2019		4500-500100-6007-	100.00	24648			00760 LAND USE OPEN CUT
	DISC. TOTAL					.00	EPY PMT TOTAL		.00	100.00
	CHECK TOTAL					.00	CPA PMT TOTAL		.00	100.00
	CHECK TOTAL					.00	EPY PMT TOTAL		.00	100.00
	CHECK TOTAL					.00	CPA PMT TOTAL		.00	100.00

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 THE TOTAL 100.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

K#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24649	18	A & M HOME CENTER	000	8/28/2019	77.93	.00
24650	1063	ALACRITI PAYMENTS, LLC	000	8/28/2019	105.82	.00
24651	1064	BADIA MARIALUZ MORENO	000	8/28/2019	1,820.00	.00
24652	600	BENNETT DEBORAH T	000	8/28/2019	105.00	.00
24653	318	BUD'S AUTOMOTIVE	000	8/28/2019	95.00	.00
24654	500	CARTER MACHINERY CO INC	000	8/28/2019	368.93	.00
24655	897	CINTAS CORPORATION	000	8/28/2019	91.12	.00
24656	14	CINTAS OF RICHMOND	000	8/28/2019	640.52	.00
24657	999999	CRISMOND JIMMY	000	8/28/2019	150.00	.00
24658	679	DAVID L BROOKS HAULING &	000	8/28/2019	1,170.00	.00
24659	234	ENVIROCOMPLIANCE LAB INC	000	8/28/2019	1,185.00	.00
24660	234	ENVIROCOMPLIANCE LAB INC	000	8/28/2019	385.00	.00
24661	648	ERARD ANDREA G	000	8/28/2019	1,667.00	.00
24662	813	FOLEY HEATHER	000	8/28/2019	1,625.00	.00
24663	28	G & G WILFORD FARM SERV.	000	8/28/2019	325.13	.00
24664	924	GODLEY CALLIS	000	8/28/2019	600.00	.00
24665	850	HAUN DAMN	000	8/28/2019	85.00	.00
24666	898	JAMES MARY	000	8/28/2019	105.00	.00
24667	836	JOHN ALLISON	000	8/28/2019	35.00	.00
24668	546	JOHNSON'S EXTERMINATING	000	8/28/2019	904.00	.00
24669	48	MID-ATLANTIC LAB	000	8/28/2019	60.00	.00
24670	1021	MUNICIPAL CODE CORP	000	8/28/2019	894.02	.00
24671	919	PRO SHRED SECURITY	000	8/28/2019	45.00	.00
24672	11	RAPPAHANNOCK ELEC COOP	000	8/28/2019	600.80	.00
24673	918	STAPLES ADVANTAGE	000	8/28/2019	435.31	.00
24674	148	THE FREE LANCE STAR	000	8/28/2019	34.00	.00
24675	647	TREASURER OF VIRGINIA	000	8/28/2019	2,825.00	.00
24676	291	USA BLUE BOOK	000	8/28/2019	120.85	.00
24677	19	VERIZON	000	8/28/2019	174.22	.00
24678	256	VERIZON WIRELESS	000	8/28/2019	40.01	.00
24679	930	WEBB EMILY	000	8/28/2019	175.00	.00
		CLASS TOTAL			16,944.66	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,944.66	
		EPY TOTAL			.00	
		FINAL TOTAL			16,944.66	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 16,944.66 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000 000234	EMV/ROCOMPLIANCE LAB INC	R9840960	8/28/2019	ACH PMT TOTAL	4520-500100-3160-	115.00	24659		00761 TESTING
00000 000234	R9840985	R9840985	8/28/2019	ACH PMT TOTAL	4520-500100-3160-	115.00	24660		00761 TESTING
00000 000234	R9841031	R9841031	8/28/2019	ACH PMT TOTAL	4520-500100-3160-	155.00	24660		00761 TESTING
DISC. TOTAL						.00			
00000 000648	BRARD ANDREA G	00	8/28/2019	ACH PMT TOTAL	4100-012110-3150-	1,667.00	24661		00761 INTERIM FINANCIALS
DISC. TOTAL						.00			
00000 000813	POLEY HEATHER	2019-07	8/28/2019	ACH PMT TOTAL	4100-012410-3150-	1,625.00	24662		00761 INTERIM FINANCIALS
DISC. TOTAL						.00			
00000 000028	G & G MILFORD FARM SERV.	K80844	8/28/2019	ACH PMT TOTAL	4100-043100-6009-	40.58	24663		00761 HOSE, HEADS, TRAYS, STR
00000 000028	K80844	8/28/2019	ACH PMT TOTAL	4520-500100-6007-	27.99	24663		00761 HOSE, HEADS, TRAYS, STR	
00000 000028	180804	8/28/2019	ACH PMT TOTAL	4500-500100-6007-	109.99	24663		00761 YELLOW MARKING PAINT	
00000 000028	181046	8/28/2019	ACH PMT TOTAL	4100-043100-6009-	1.00	24663		00761 EQUIPMENT/ SUPPLIES	
00000 000028	181046	8/28/2019	ACH PMT TOTAL	4100-043100-6006-	21.99	24663		00761 MOWER PARTS, TOOLS	
00000 000028	181100	8/28/2019	ACH PMT TOTAL	4520-500100-6007-	15.07	24663		00761 REPAIR/ MAINTENANCE	
00000 000028	181125	8/28/2019	ACH PMT TOTAL	4520-500100-6007-	32.48	24663		00761 REPAIR/ MAINTENANCE	
00000 000028	181170	8/28/2019	ACH PMT TOTAL	4520-500100-3180-	54.99	24663		00761 SLDGE REMOVAL	
00000 000028	181252	8/28/2019	ACH PMT TOTAL	4100-043100-6009-	23.04	24663		00761 EQUIPMENT/ SUPPLIES	
DISC. TOTAL						.00			
00000 000924	GODLEY CALLITS	20190828	8/28/2019	ACH PMT TOTAL	4400-071200-1230-	600.00	24664		00761 MUSIC ON THE GREEN
DISC. TOTAL						.00			
00000 000850	HAUN DAWN	0191	8/28/2019	ACH PMT TOTAL	4400-071200-1240-	85.00	24665		00761 CLEAN SWEEP FLYERS
DISC. TOTAL						.00			
00000 000898	JAMES MARY	2019-08	8/28/2019	ACH PMT TOTAL	4400-071200-1310-	105.00	24666		00761 HAPPY YOGA
DISC. TOTAL						.00			
00000 000836	JOHN ALLISON	2019-07 1	8/28/2019	ACH PMT TOTAL	4400-071200-1310-	35.00	24667		00761 JULY 8 NOT PAID
DISC. TOTAL						.00			
00000 000546	JOHNSON'S EXTERMINATING	2019-08	8/28/2019	ACH PMT TOTAL	4100-031100-3320-	50.00	24668		00761 PC
00000 000546	2019-08	8/28/2019	ACH PMT TOTAL	4100-043100-7120-	75.00	24668		00761 PARK MAINTENANCE	
00000 000546	2019-08	8/28/2019	ACH PMT TOTAL	4100-043100-7200-	65.00	24668		00761 TOWN HALL EXPENSES	
00000 000546	2019-08	8/28/2019	ACH PMT TOTAL	4100-043100-7200-	289.00	24668		00761 TOWN HALL EXPENSES	
00000 000546	2019-08	8/28/2019	ACH PMT TOTAL	4520-500100-3320-	425.00	24668		00761 PROFESSIONAL SERVICES	
DISC. TOTAL						.00			
00000 000048	MID-ATLANTIC LAB	15113	8/28/2019	ACH PMT TOTAL	4500-500100-6022-	60.00	24669		00761 WATER TESTING
DISC. TOTAL						.00			

PLANNER NO.	ENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
00000	001021	MUNICIPAL CODE CORP	00324659	8/28/2019		4100-012410-3130-	208.66	24670		00761 2018-12 CC PROCESS
00000	001021		00324661	8/28/2019		4100-012410-3130-	139.04	24670		00761 2019-01 CC PROCESS
00000	001021		00324776	8/28/2019		4100-012410-3130-	546.32	24670		00761 2018-11 CC PROCESS
		DISC. TOTAL					.00			
		CHECK TOTAL					894.02			
00000	000919	PRO SHRED SECURITY	27352	8/28/2019		4100-012110-3140-	45.00	24671		00761 2019-08
		DISC. TOTAL					.00			
		CHECK TOTAL					45.00			
00000	000011	RAPPANNOCK ELEC COOP	2019-07	8/28/2019		4100-043100-5110-	57.15	24672		00761 CEDAR LN WAREHOUSE
00000	000011		2019-07	8/28/2019		4500-500100-5110-	342.51	24672		00761 WELLS #4
00000	000011		2019-07	8/28/2019		4500-500100-5110-	51.72	24672		00761 TRANSFR CEDAR LN
00000	000011		2019-07	8/28/2019		4500-500100-5110-	21.00	24672		00761 RT 2 WTR TOWER
00000	000011		2019-07	8/28/2019		4520-500100-5110-	26.20	24672		00761 OAK RIDGE PMP STAT
00000	000011		2019-07	8/28/2019		4520-500100-5110-	102.22	24672		00761 LAKEWOOD PMP STAT
		DISC. TOTAL					.00			
		CHECK TOTAL					600.80			
00000	000918	STAPLES ADVANTAGE	722161908221	8/28/2019		4500-500100-5840-	83.70	24673		00761 WIPERS
00000	000918		730013358501	8/28/2019		4100-012110-6001-	87.94	24673		00761 COLORB PAPER, TAPE
00000	000918		7300023394901	8/28/2019		4100-012110-6001-	51.38	24673		00761 ENVELOPES FOR EDA
00000	000918		730029231801	8/28/2019		4100-012110-6001-	68.95	24673		00761 PAPER, HI LITER, PRO
00000	000918		73003135601	8/28/2019		4400-071200-1210-	81.35	24673		00761 CARD STOCK, PAPER
00000	000918		730003879001	8/28/2019		4100-012110-6001-	61.99	24673		00761 PAPER & PLANNER 2020
		DISC. TOTAL					.00			
		CHECK TOTAL					435.31			
00000	000148	THE FREE LANCE STAR	2019-07 1	8/28/2019		4100-012110-3600-	34.00	24674		00761
		DISC. TOTAL					.00			
		CHECK TOTAL					34.00			
00000	000647	TREASURER OF VIRGINIA	715467	8/28/2019		4520-500100-5613-	2,825.00	24675		00761 PY 20 VPDES FEES
		DISC. TOTAL					.00			
		CHECK TOTAL					2,825.00			
00000	000291	USA BLUE BOOK	974095	8/28/2019		4500-500100-6007-	120.85	24676		00761 HYDANT WRENCH
		DISC. TOTAL					.00			
		CHECK TOTAL					120.85			
00000	000019	VERIZON	2019-09	8/28/2019		4500-500100-5230-	16.26	24677		00761 COOLIDGE LN
00000	000019		2019-09	8/28/2019		4500-500100-5230-	157.96	24677		00761 WELL #4
		DISC. TOTAL					.00			
		CHECK TOTAL					174.22			
00000	000256	VERIZON WIRELESS	9835739778	8/28/2019		4100-031100-5230-	40.01	24678		00761 2019-08
		DISC. TOTAL					.00			
		CHECK TOTAL					40.01			
00000	000930	WEBB EMILY	2019-08	8/28/2019		4400-071200-1310-	175.00	24679		00761 CARDIO
		DISC. TOTAL					.00			
		CHECK TOTAL					175.00			
		CHECK TOTAL					16,944.66			
		CHECK TOTAL					16,944.66			
		CHECK TOTAL					.00			
		CHECK TOTAL					16,944.66			

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 THE TOTAL 16,944.66 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



1

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

AGENDA ITEM: Town Council Meeting Minutes August 1, 2019
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the August 1, 2019 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 8/01/2019 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, August 01, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum was present.

PRESENT

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

PUBLIC HEARINGS:

Enhance Speeding Fines - The Mayor opened the Public Hearing and called for comments. Hearing none, he closed the Public Hearing.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to adopt O-2019-004 - an ordinance adding "Sec. 4-470. - enhanced speeding penalty on certain residential streets; signs" to Town Code.

A discussion was held on why only Main Street was eligible for enhanced speeding fines at this time.

Voting Yea: Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard

Voting Nay: Council Member M. Gaines

Motion passed.

PUBLIC COMMENTS:

Barbara Croson - Ms. Croson asked Council to dedicate \$650.00 to be used for the purpose of buying lights and ornaments for the Christmas Tree placed on Main Street each year. She clarified that the items purchased would be the property of the Town but that she would store the lights and ornaments on the Town's behalf.

Council was in support of the request. The Mayor directed the Business Development and Events Coordinator to be Ms. Croson's point of contact. Council Member Coyle asked that a committee of Council be involved to ensure oversight.

Motion made by Council Member Wright, Seconded by Council Member Coyle to dedicate \$650.00 for the purpose of purchasing lights and ornaments for the Christmas Tree placed on Main Street each year.

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

Motion passed.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

- Bowling Green Police Department Town Council Report July 2019
- Council Monthly Report for July 2019
- Events Coordinator Council Monthly Report for July 2019
- Town Clerk/Treasurer's Monthly Report to Council July 2019
- Town Manager's Monthly Report for July 2019

CONSENT AGENDA:

The following Consent Agenda was presented:

- July 2019 Bills (attached to these minutes)
- July 11, 2019 Town Council Meeting Minutes

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to approve the consent agenda as presented.

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

Motion passed.

UNFINISHED BUSINESS:

There was no unfinished business to be discussed.

NEW BUSINESS:

BGPD Field Training Policy - The Police Chief noted that the policy had been reviewed by the Budget, Policy, Personnel, and Ordinance Committee.

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to adopt the BGPD Field Training Policy as presented.

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

Motion passed.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Budget, Policy, Personnel, and Ordinances Committee –

Reinstating invocation - The committee expressed its interest in reinstating invocation before meetings. The Town Attorney advised that in 2017, the Fourth Circuit of the US Court of Appeals

found the practice of prayer held by a public body before a meeting unconstitutional. She suggested reaching out to local religious leaders to lead the prayer instead of continuing the previous practice of having prayer led by a Council Member.

Following a discussion on tradition and diversity, Council came to the consensus that it would like to invite religious leaders, on a rotating basis, to lead prayer before meetings.

Utilities, Streets Sidewalks, Building and Grounds Committee –

Traffic Calming Measures - The committee stated it would be reviewing the Traffic Calming Measures Policy presented by the Police Chief and returning a recommendation to Council at the September Council Meeting.

Council member T. Gaines – had no comments

Council member Howard – had no comments

Council member Davis – stated that the EDA had met three times this month to discuss development in the Rt. 301 corridor. She commended the Business Development and Events Coordinator for staying with a friend during her trip to Lynchburg for a meeting rather than spending Town funds on a hotel room.

Vice mayor McDearmon - stated that the EDA had appointed two of its members to work with the Planning Commission on the Future Use Map.

Council member Wright – had no comments.

Council member M. Gaines - had no comments.

Council member Coyle – stated that the Planning Commission met with the EDA to discuss the Future Use Map.

INFORMATIONAL ITEMS:

The following informational items were presented:

Invitation to Intergovernmental Services Meeting at Ft. A.P. Hill

Notice of Public Meeting to discuss paving taking place in Town

CLOSED SESSION:

Closed Session was not held.

Amendment to Town Manager's Contract - Council directed staff to move this item to the September Town Council Meeting Agenda.

ADJOURNMENT

The meeting adjourned at 8:10 P.M.

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24532	18	A & M HOME CENTER	000	7/12/2019	215.26	.00
24533	600	BENNETT DEBORAH T	000	7/12/2019	175.00	.00
24534	14	CINTAS OF RICHMOND	000	7/12/2019	160.13	.00
24535	1020	CONSOLIDATED PIPE & SUP	000	7/12/2019	750.00	.00
24536	1017	CORE & MAIN	000	7/12/2019	1,662.50	.00
24537	679	DAVID L BROOKS HAULING &	000	7/12/2019	9,775.70	.00
24538	10	DOMINION VIRGINIA POWER	000	7/12/2019	6,045.53	.00
24539	234	ENVIROCOMPLIANCE LAB INC	000	7/12/2019	385.00	.00
24540	813	FOLEY HEATHER	000	7/12/2019	4,125.00	.00
24541	932	IBM CORPORATION	000	7/12/2019	854.59	.00
24542	898	JAMES MARY	000	7/12/2019	140.00	.00
24543	836	JOHN ALLISON	000	7/12/2019	105.00	.00
24544	546	JOHNSON'S EXPERMINATING	000	7/12/2019	1,179.00	.00
24545	257	ON SITE PC	000	7/12/2019	229.00	.00
24546	700	TREASURER OF VIRGINIA	000	7/12/2019	29.30	.00
24547	1002	VACORP	000	7/12/2019	121.76	.00
24548	19	VERIZON	000	7/12/2019	15.30	.00
24549	256	VERIZON WIRELESS	000	7/12/2019	440.61	.00
24550	44	VUPS	000	7/12/2019	44.10	.00
24551	12	WASTE MANAGEMENT	000	7/12/2019	7,959.55	.00
24552	930	WEBB EMILY	000	7/12/2019	280.00	.00
24553	451	XEROX CORPORATION	000	7/12/2019	226.64	.00
		CLASS TOTAL			34,918.97	.00
		ACH TOTAL			.00	
		CHECK TOTAL			34,918.97	
		EPY TOTAL			.00	
		FINAL TOTAL			34,918.97	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 34,918.97- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

74

7/17/2019 TOWN OF BOWLING GREEN A/P CHECK REGISTER
 16:15:34 Check Date - 7/17/2019

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24556	1057	FLAGCENTRAL, INC.	000	7/17/2019	668.89	.00
24557	683	LADYSMITH HEATING AND	000	7/17/2019	225.00	.00
24558	257	ON SITE PC	000	7/17/2019	65.00	.00
		CLASS TOTAL			958.89	.00
		ACH TOTAL			.00	
		CHECK TOTAL			958.89	
		EPY TOTAL			.00	
		FINAL TOTAL			958.89	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 958.89- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

75	CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24559		944	ATLANTIC BROADBAND /	000	7/19/2019	189.40	.00
24560		1039	BIG DOG AUTOMOTIVE, LLC	000	7/19/2019	746.79	.00
24561		930	CAROLINE HEATING & AIR	000	7/19/2019	516.00	.00
24562		648	ERARD ANDREA G	000	7/19/2019	1,667.00	.00
24563		1027	MICHAEL MCCANN	000	7/19/2019	497.50	.00
24564		48	MID-ATLANTIC LAB	000	7/19/2019	60.00	.00
24565		994	PB ELECTRONICS INC	000	7/19/2019	95.00	.00
24566		83	RAPPANNOCK REGIONAL	000	7/19/2019	1,887.50	.00
24567		659	SOMETAL PRODUCTS INC	000	7/19/2019	808.51	.00
24568		291	USA BLUE BOOK	000	7/19/2019	30.68	.00
24569		16	VA DEPT OF HEALTH	000	7/19/2019	2,480.95	.00
24570		19	VERIZON	000	7/19/2019	157.96	.00
24571		728	VERSA INSURANCE	000	7/19/2019	26,334.00	.00
24572		12	WASTE MANAGEMENT	000	7/19/2019	87.10	.00
			CLASS TOTAL			35,558.39	.00
			ACH TOTAL			.00	
			CHECK TOTAL			35,558.39	
			EPY TOTAL			.00	
			FINAL TOTAL			35,558.39	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 35,558.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24573	32	BOWLING GREEN AUTO PARTS	000	7/24/2019	348.43	.00
24574	1058	DIAMOND SPRINGS	000	7/24/2019	24.76	.00
24575	850	HAUN DAMN	000	7/24/2019	85.00	.00
24576	257	ON SITE PC	000	7/24/2019	1,143.98	.00
24577	919	PRO SHRED SECURITY	000	7/24/2019	45.00	.00
24578	1060	ROCKY TOP EMBROIDERY AND	000	7/24/2019	446.00	.00
24579	256	VERIZON WIRELESS	000	7/24/2019	40.01	.00
24580	406	WINDING BROOK AUTO	000	7/24/2019	310.92	.00
		CLASS TOTAL			2,444.10	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,444.10	
		EPY TOTAL			.00	
		FINAL TOTAL			2,444.10	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,444.10 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: Residential Traffic Calming Program Guide
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: David Lipscomb, dlipscomb@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Program guide to address concerns over speeding in Town modeled after Town of Ashland's and reviewed by two committees.

ATTACHMENTS:

BGPD - Residential Traffic Calming Program Guide

REQUESTED ACTION:

Adopt the BGPD - Residential Traffic Calming Program Guide

Residential Traffic Calming Program Guide



Town of Bowling Green, Virginia

01 July 2019

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APPENDICES

- Appendix A – Example Official RTCP Petition
- Appendix B – Multi-family Building Petition Validation

A. INTRODUCTION

The Town of Bowling Green’s Residential Traffic Calming Program (RTCP) incorporates education, enforcement and engineered street design into protecting the quality of life in Town neighborhoods. The Town has developed the RTCP to provide residents with the opportunity to raise neighborhood traffic concerns and to participate in the selection of strategies that promote safe and pleasant conditions for residents, pedestrians, bicyclists and motorists in Town neighborhoods.

Traffic calming is defined by the Institute for Transportation Engineers as “the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.” With this Guide as a framework, staff will work with neighborhoods to develop a plan to calm traffic in order to meet the goals listed below.

B. GOALS

The goals of the RTCP are:

- Provide protection to residential neighborhoods from traffic operating at excessive speeds.
- Increase access, safety, comfort and convenience for pedestrians and bicyclists.
- Foster a collaborative working relationship between Town staff and residents to the develop traffic calming measures.

C. CRITERIA

Local residential streets and certain collector streets are eligible for inclusion in the RTCP. The posted speed limit should not exceed 25 mph. Local residential streets provide access to abutting land uses and serve only to provide mobility within the neighborhood. Traffic on these streets is expected to be entering or exiting from the residences. Certain roads, although classified as collector roads, function as local residential streets. Residential collector streets that meet the following conditions may be included in the RTCP:

- a. a posted speed limit of 25 mph or less
- b. traffic volumes of less than 4,000 vehicles per day
- c. a two-lane roadway
- d. a minimum of 12 dwellings fronting on the street per 1000 ft of roadway including both sides.

The Director of Public Works shall confirm the appropriate residential area for consideration.

In addition, for a neighborhood to qualify for RTCP assistance, one or more of the following criteria must be met:

- Speeding: 15% of motorists travel at 5 mph or more above the posted speed limit.
- Safety: Significant pedestrian and bicycle activity, such as proximity to schools, playgrounds, shopping areas.
- History of motor vehicle accidents in area.

These criteria are consistent with successful traffic calming programs in other localities. The Town will conduct traffic surveys to determine whether the criteria are met.

D. IDENTIFYING NEIGHBORHOOD TRAFFIC CONCERNS

The Town will assist a neighborhood in defining traffic problems. A neighborhood consensus on that definition should be reached. Typically, the broad problems are speeding and traffic volume, but there may be additional issues that need addressing as well.

Defining the problem occurs on two levels. The first level is clearly understanding what the residents’ concerns are; determining if there is, in fact, a basis for those concerns and then expressing those concerns. The second level of the problem definition is the accumulation of data to support the identified problem(s).

E. PROCESS STEPS

1. Traffic Calming Request

Citizens wanting to participate in this program must make a request to the Town Manger. They should express their most serious traffic concerns. There is no deadline for making the request.

This request should include:

- Street segment where the problem(s) exists (e.g., X Street between Y Place and Z Avenue);
- Time of day when the problem(s) occurs;
- Possible causes of the problem; and
- Perceived dangers to pedestrians, bicyclists, residents and property as a result of the problem.

2. Data Collection and Analysis

Town staff will collect and analyze necessary traffic data to determine whether 1) the data supports the problem(s) identified by the residents and 2) the street segment meets the criteria for traffic calming. Data collection will be generally conducted on weekdays, September through May, when public school is in session.

a. Data Does Not Support Implementation of RTCP

If the data collected indicates that the situation does not meet the criteria, staff will report back to the residents that the problem did not warrant any specific action. The situation may be eligible in the future.

b. Data Supports Implementation of RTCP

If the objective data confirms the existence of a problem, staff will recommend the area for the RTCP to the Town Manager for approval.

3. Project Initiation

Once approval has been received, staff will work with members of the community where a problem was confirmed to begin drafting a traffic calming plan. The focus will be on the scope and nature of the traffic problems, the traffic calming measures that can most realistically address the traffic concerns, and working with Town staff to develop preliminary design options and cost estimates for review by the neighborhood at a public meeting.

The designs will be approached in two phases. Phase I designs will consist of non-physical measures, and will be implemented first. If Phase I measures are not effective enough, Phase II designs may be implemented. Phase II includes physical measures (see Section F.3 Traffic Calming Toolbox).

Input from the Fire Department/Emergency Medical Services will be requested to determine any specific emergency requirements.

Once the preliminary designs have been developed, community support must be gained by a petitioning.

4. Assess Community Support For Traffic Calming

The next step in the implementation process is to obtain the required level of community support to be eligible for final design and funding. To assess support, members of the community will be responsible for collecting signatures from the affected homes on the street segment(s) with a petition (see Appendices A and B). Only one resident (homeowner or renter) of each affected home may vote. The petition will indicate that by signing they accept the possibility that traffic calming may be built in front of their home. To assist the community, staff will prepare a map and/or brochure explaining what the proposed measures will look like and where each traffic calming measure will be located.

For condominiums or apartments with 25 or more units, approval from all residents will not be required. Instead, written support of the traffic calming plan will be obtained from the condominium association or property management company. The building/complex may either approve or disapprove of the traffic calming plan.

a. Plan Receives Sufficient Support

Sufficient support for the traffic calming plan will involve receiving concurrence from 60% of affected households. Town staff will begin gathering resources, assessing funding sources and developing a schedule for the implementation of the plan.

b. Plan Does Not Receive Sufficient Support

If the traffic calming plan does not receive sufficient support, the plan will not be implemented until it does receive sufficient neighbor support.

5. Project Implementation

The RTCP will be implemented using a two phase approach. During Phase I, only non-physical measures will be implemented. If the Phase I measures are not successful, physical measures will be implemented as Phase II. Physical and non-physical measures are discussed in the next section.

As part of implementation of either phase, staff performs the following actions:

- Determines funding requirements;
- Secures funding if available;
- Develops construction drawings based on the preliminary design;
- Acquires right-of-way and/or easements, if required;
- Schedules construction either by Town workers or private contractor;
- Notifies affected residents of construction schedule;
- Coordinates and oversees construction or notice to private contractor to proceed;
- and
- Monitors all work for compliance to design specifications.

6. Evaluation

After Phase I measures have been implemented for 6 months, staff will evaluate whether they are effective. Evaluation methods may include one or more of the following: placing radar trailer, additional police surveillance, other means of traffic monitoring, resident response.

If Phase I is determined to be unsuccessful, a preliminary design will be prepared and implemented for Phase II. Phase II measure will be evaluated on the same schedule and by the same means as Phase I measures.

If the other problems arise from the implementation of a traffic calming measures (e.g., difficulties for emergency vehicles, drainage or maintenance issues, etc.) staff will examine the causes and potential fixes. Additionally, citizens who feel that the RTCP process needs refinement may bring their issues to staff for discussion and consideration.

F. TRAFFIC CALMING MEASURES

1. Selections of Traffic Calming Measures

When selecting the appropriate traffic calming measure(s), several principles need to be taken into consideration. In general, the traffic calming measure(s) selected should have all or most of the following attributes:

- Is consistent with Virginia law and meets the standards set out in the Manual on Uniform Traffic Control Devices and the American Association of State Highway and Transportation Officials guidelines,
- Addresses the problem in the most efficient and cost effective way possible,
- Accommodates the geometrics of the street (e.g., a traffic circle can only be built in an intersection that is large enough for it),
- Is compatible with the needs of the Fire Department and Emergency Medical Services, and
- Addresses the needs of nearby schools.

2. Types of Traffic Calming Measures

Two types of traffic calming measures are considered in the RTCP: (1) Non-physical Measures and (2) Physical Measures. The table below contains a list of the non-physical and physical measures to be considered.

Only non-physical measures will be considered during Phase I of implementation. Non-physical devices are defined as low cost measures that do not physically restrict driver maneuvers. Examples of non-physical traffic calming measures include public education, additional police enforcement, signing, and pavement markings to narrow travel lanes.

Physical measures will be considered only if non-physical measures have been implemented, evaluated and found to be unsuccessful. Physical measures are treatments that reduce speed by creating a vertical, or horizontal shift in the roadway or travel lanes or that create a safer vehicle-pedestrian design.

3. Traffic Calming Toolbox Guidelines

Issue	Measure	Description	Criteria	Minimum Community Support Needed	Expense
Phase I Traffic Control Measures					
Bicyclist Safety	Bike Lanes, Signage and Street Symbols	Improve safety of bicyclists and visually narrow streets to slow traffic	American Association of State highway and Transportation Officials Bicycle Facility guide	No Minimum	Low
Speeding	Traffic Safety Education	Flyer or newsletter describing traffic concerns and traffic safety tips	Any citizen complaint	No Minimum	Low
	Signing: speed limit, 4-way stop, school, etc.	Reminds motorists of the speed limit	Any citizen complaint	No Minimum	Low
	Police Enforcement	Continued enforcement by the BYPD	Any citizen complaint	No Minimum	Low
	Variable speed display board	Radar unit and board alert motorist to their travel speed	Speeding criterion is met	No Minimum	Medium
	Increased speeding fines	Fines up to \$200. Install warning signs.	Speeding criterion is met	75% of households	Low
	Street markings	Center yellow line(s), white lines on edge of lanes/bike lanes, arrows to slow traffic	Manual on Uniform Traffic Control Devices	60% of households	Low
Pedestrian Safety	Crosswalks	Crosswalks at intersections to highlight pedestrian crossing area.	Pedestrian activity	No Minimum	Low
	Mid-block crosswalk	Provide greater visibility To crossing pedestrians	Significant pedestrian traffic	No minimum	Low
	Brush Trimming	Homeowners or Town trim brush for better sight distance.	Any citizen complaint	No Minimum	Low
Phase II Traffic Control Measures					
Speeding	Street narrowing	Physically arrow street to slow traffic	Speeding criterion is met	60% of households	High
	Median	Narrows streets to prevent turns at intersections or slow traffic	Speeding criterion is met	60% of households	High
	Chicane	Winding street causes motorists to drive slower	Case by case basis	60% of households	High
	Speed hump/ Raised Crosswalks	Effective at slowing vehicles 5 - 10mph when crossing the bump	Speeding criterion is met	60% of households	Medium
	Traffic circle	Circular intersection appropriate for local streets	Case by case basis	60% of households	High

Issue	Measure	Description	Criteria	Minimum Community Support Needed	Expense
	Roundabout	Circular intersection appropriate for streets with higher volumes of traffic	Case by case basis	60% of households	High
Pedestrian Safety	Pedestrian refuge island	An island in the middle of the street to break the crossing into two sections	Speeding criterion is met	60% of households	High
	Bulb-outs	Shorten distance to cross the street and slow traffic	Speeding criterion is met	60% of households	High

G. LEARN MORE

To learn more about traffic calming and view images of a variety of measures, visit any of the following Websites:

- Alexandria Neighborhood Traffic Calming Program:
www.AlexTrafficCalming.org
- Arlington, VA, traffic calming Website:
www.co.arlington.va.us/dpw/planning/ntc
- Henrico County Traffic Calming Program:
<http://www.co.henrico.va.us/works/newdpwweb/trafficalming.htm>
- Portland, OR, traffic calming Website:
www.trans.ci.portland.or.us/trafficalming
- Pedestrian & Bicycle Information Center Image Library:
www.pedbikeimages.org and click on “Traffic Calming and Management”
- TrafficCalming.org: www.trafficalming.org
- Virginia Department of Transportation:
<http://www.virginiadot.org/programs/faq-traffic-calming.asp>

APPENDIX B- MULTIFAMILY BUILDING PETITION VALIDATION

***Note: This form is to be used instead of the Petition for condominiums and apartments with over 25 residences.**

Building Name: _____

Building Address: _____

Number of Residences: _____

Building or Complex Type (circle one): Condominium / Apartment

For Condominiums:

The president of the condominium board should sign below to show its Association’s support for the traffic calming plan.

Approval Signature: _____

Name of Condominium Association president: _____

Street Address and Phone of
Condominium Association president: _____

For Apartment Buildings:

The property management company should sign below to show its support for the traffic calming plan.

Approval Signature: _____

Name of Property Manager: _____

Name of Property Management Company: _____

Street Address and Phone of
Property Management Company: _____

Note: If this petition has sufficient support, traffic calming measures will be considered. Traffic calming measures are to be implemented in two phases. Phase I, which includes non-physical measures (e.g., speed limit signs, line painting, etc.), is to be implemented first. If Phase I does not prove to be effective, Phase II, which includes physical measures, is to be implemented (e.g., speed humps, traffic circles, raised cross walks).



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

AGENDA ITEM: Recommendation of Donation to CCPS Education Foundation

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Jo-Elsa Jordan, bgtownevents@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Recommendation to donate \$1000 to Caroline County Public Schools Education Foundation as detailed in Business Development and Events Coordinators report.

ATTACHMENTS:

None.

REQUESTED ACTION:

Authorize donation.



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

AGENDA ITEM: Invocation Parameters
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Hon. Jason Satterwhite, Mayor –
jasonsatterwhite@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At its August meeting, a consensus Council of expressed its desire to hold prayer before meetings. Parameters on who will be invited to say invocation and how they will be chosen must be set.

ATTACHMENTS:

None

REQUESTED ACTION:

Decision by Council



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

AGENDA ITEM: Amendment to Town Manager’s Contract

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Mark Gaines, Personnel Committee

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Proposed Contract Amendment to Town Manager’s Contract

ATTACHMENTS:
None

REQUESTED ACTION:

Motion:
In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in Closed Meeting to consider a personnel matter involving the Town Manager’s Employment Contract.

Town of Bowling Green, Virginia and A. Reese Peck

THIS AMENDMENT TO EMPLOYMENT AGREEMENT made and entered into this 1st day of August 2019 (this "Amendment"), by and between the TOWN OF BOWLING GREEN, VIRGINIA, a political subdivision of the Commonwealth of Virginia, acting by and through its TOWN COUNCIL, hereinafter referred to as "Employer" and, A. REESE PECK, hereinafter referred to as "Employee".

WITNESSETH:

WHEREAS, the Employer and the Employee entered into an Employment Agreement dated April 6, 2017 and amended November 2, 2017, (the "Agreement") under the terms and conditions to all applicable provisions of the Code of Virginia (1950), as amended; the Charter and Code of the Town of Bowling Green, Virginia; policies adopted by Employer; and provisions of the Bowling Green Personnel Policies and Procedures Manual, relating to sick leave, retirement and life insurance contributions, holidays, and other fringe benefits not specifically addressed in this agreement.; and

WHEREAS, the Employer and the Employee desire to make certain changes to the Agreement as set forth herein;

NOW THEREFORE, in consideration of the premises, the benefits to the parties from entering into this Amendment, the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge parties hereto covenant and agree as follows.

1. The term of the Agreement and this amendment are extended to November 13, 2021.
2. Section 4 of the agreement titled "Place of Employment" shall be amended and the following substituted in its entirety:

SECTION FOUR

Place of Employment

The duties and functions required of Employee under this Agreement shall be rendered at the Administrative Offices of the Town of Bowling Green and such other place or places as Employer shall in good faith require or as the interests and needs of the Employer shall require. For the normal work week (four weekdays) the Employees physical presence in Bowling Green is required.

3. Section 6 of the agreement titled "Salary" shall be amended and the following substituted in its entirety:

SECTION SIX

Compensation

- A. Employer shall pay Employee, and Employee shall accept from Employer, an annual salary of \$75,000 and payable in installments as provided for Town employees generally, and as may be adjusted from time to time at the discretion of Employer. Salary increases shall be dependent upon the Employee's performance, as well as the financial status of the Town of Bowling Green.

B. Employer shall pay the Employee performance bonuses semiannually on the first pay periods of April and October in the amount of \$2,500 unless withheld by an affirmative of the Town Council finding that performance standards had not been met in the preceding six months. The first such performance bonus shall be paid to the Employee the first pay period of November 2017 and the last such performance bonus shall be paid to the first pay period of October 2019.

C. In lieu of the performance bonus in Section 6B the Employee will be granted additional twenty (20) days of annual leave upon execution of this Amendment and an additional twenty days on October 1, 2020.

4. This Amendment shall be effective as of August 1, 2019.

5. This Amendment and the Agreement shall constitute the entire agreement between the Parties and may be amended only by written agreement signed by the Parties. Except as expressly set forth in this Amendment and the terms and provisions thereof shall remain unaltered and in full force and affect.

6. All issues concerning this Amendment and the Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Virginia without regard to its conflict of law provisions. The Employee consents to venue in the County of Caroline, Virginia, and consents to personal jurisdiction in Virginia for the purposes of any action brought in connection with this agreement.

7. The invalidity of one or more of the phrases, sentences, clauses, or sections contained in this Amendment shall not affect the validity of the remainder of the Amendment so long as the material purposes of this Amendment can be determined and effectuated. Should any term, provision or other part of this Amendment be declared illegal or void, it shall be excised or modified to conform to the appropriate laws or regulations. Should any term, provision or other part of this Amendment be held to be inoperative, invalid or unenforceable, then such provision or portion thereof shall be reformed in accordance with applicable laws or regulations. In both cases of illegal and invalid provisions, the remainder of this Amendment and the Agreement shall not be affected but shall remain in full force and effect. This Amendment may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which together, shall constitute one and the same instrument.

8. Notices pursuant to this Amendment shall be given in the manner provided for in the Agreement.

IN WITNESS WHEREOF, the Town Council of Bowling Green, Virginia, has caused this Amendment to be signed and executed on its behalf by its Mayor and the Employee has signed and executed this Amendment as of the day, month and year first above written, the same having been duly approved and authorized by resolution of the Town Council, adopted on August 1, 2019.

A. Reese Peck Date: _____

Mayor, Town of Bowling Green Date: _____