



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, April 04, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Courthouse Lane I Apartment Tax Abatement

DELEGATIONS:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Bowling Green Police Department Council Report
- [3.](#) Public Works Monthly Report for March 2019
- [4.](#) Events Coordinator Council Monthly Report for March 2019
- [5.](#) Town Clerk/Treasurer Council Monthly Report for March 2019
- [6.](#) Town Manager’s Monthly Report for March 2019

CONSENT AGENDA:

- [7.](#) Town Council Meeting Minutes February 7, 2019
- [8.](#) Town Council Meeting Minutes March 7, 2019
- [9.](#) Town Council Work Session Minutes March 21, 2019

ACTION ITEMS:

- [10.](#) Sewer Repair & Maintenance Budget Amendment
- [11.](#) Budget and Tax & Utility Rates for FY 2020
- [12.](#) Employee Health Insurance
- [13.](#) Request to waive Water and Sewer Bill at 111 Milford St

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

ADJOURNMENT



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

AGENDA ITEM: Courthouse Lane I Apartment Tax Abatement
ITEM TYPE: Public Hearing - Duly Advertised
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Courthouse Lane I Apartments LP has asked the Town to provide a 3-year tax abatement on the value of renovations planned for the apartments located on Courthouse Lane. The tax abatement will earn points for a grant application they have submitted to fund renovations.

ATTACHMENTS:

Public Notice

O-2019-001

R-2019-002

REQUESTED ACTION:

Hold Public Hearing

Vote on adoption of R-2019-002

Vote on adoption of O-2019-001

PUBLIC HEARING NOTICE
TOWN OF BOWLING GREEN

Notice is hereby given that the Town Council of the Town of Bowling Green, Virginia, will hold a public hearing during the regular Town Council meeting on Thursday, April 4, 2019, at 7:00 PM in Town Hall, 117 Butler Street.

The purpose of the public hearing is to take public input Ordinance Number O-2019-001 is an ordinance relating to the property located at 150 Court House Lane I, (Court House Lane I Apartments LP), located in the Town of Bowling Green, Virginia, to grant a partial exemption from the payment of real estate taxes for three years in an amount not to exceed \$2,000 annually, pursuant to the grant of authority contained in Va. Code §§ 58.1-3220 & 58.1-3219.4. Ordinance Number O-2019-001 is considered in support of an application by Courthouse Lane I Apartments Limited Partnership for grant funding for property rehabilitation.

All interested persons may attend the hearings and be heard. A copy of the proposed ordinance is available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck

Town Manager

ORDINANCE NO. 2019-001

ORDINANCE NO. 2019-001 IS AN ORDINANCE RELATING TO THE PROPERTY LOCATED AT 150 COURTHOUSE LANE I, (COURTHOUSE LANE I APARTMENTS LP), LOCATED IN THE TOWN OF BOWLING GREEN, VIRGINIA, TO GRANT A PARTIAL EXEMPTION FROM THE PAYMENT OF REAL ESTATE TAXES FOR THREE YEARS IN AN AMOUNT NOT TO EXCEED \$2,000 ANNUALLY, PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE §§ 58.1-3220 & 58.1-3219.4. ORDINANCE NO. ___ IS CONSIDERED IN SUPPORT OF AN APPLICATION BY COURT HOUSE LANE I APARTMENTS LP FOR GRANT FUNDING FOR PROPERTY REHABILITATION.

WHEREAS COURT HOUSE LANE I APARTMENTS LP, TAX MAP 43A2 A 66A, 150 COURTHOUSE LANE (hereinafter referred to as COURTHOUSE LANE I APARTMENTS LP) has applied to the Town Council of Bowling Green, Virginia, for an ordinance providing it with partial tax exempt status from the Town on real property taxes relating to the rehabilitation project proposed for the Courthouse Lane I apartment complex in Bowling Green, Virginia; and,

WHEREAS the Council desires to support and encourage the rehabilitation, renovation and/or replacement of property by enacting an ordinance to provide COURT HOUSE LANE I APARTMENTS LP with a partial tax exemption from Town of Bowling Green real property taxes; and,

WHEREAS the Town of Bowling Green, Virginia did on April 4, 2019, hold a public hearing in accordance with notice duly and lawfully published in the newspaper; and

WHEREAS the Virginia Code Section 58.1-3219.4, authorizes the Town to enact such exemptions within the limitations as follows:

To be eligible for exemption from taxation, the rehabilitation, renovation or replacement of such structure must commence within eighteen (18) months of the effective date of this ordinance; and

1. The exemption shall commence upon completion of the rehabilitation, renovation or replacement, if before November 1 of a given year, or on January 1 of the year following completion of the rehabilitation, renovation or replacement; and
2. The exemption shall run with the real estate for a period of no longer than three (3) years; and
3. The structure must be more than twenty (20) years of age that is being rehabilitated, renovated and/or replaced; and
4. The partial exemption shall not exceed an amount up to fifty percent of the cost of rehabilitation, renovation or replacement of the structure.

NOW THEREFORE BE IT ORDAINED, pursuant to Section 58.1-3219.4 of the Code of Virginia, 1950 as amended, that:

1. The real property of COURT HOUSE LANE I APARTMENTS LP located in Caroline County, Virginia, tax number #43A2 A 66A, located in the Town of Bowling Green, at 150 Courthouse Lane is hereby partially exempted from real estate taxation subject to the terms and conditions in this Ordinance.
2. The Bowling Green Town Council hereby finds that:

a. The property located at 150 Courthouse Lane, along with the current improvements is estimated to be valued at a total of One Million Three Hundred Seventy Four Thousand Five Hundred Forty One Dollars and Zero Cents (\$1,374,541.00) for tax year 2019, and the cost of the intended improvements by COURTHOUSE LANE I APARTMENTS LP are expected to be approximately One Million Two Hundred Eighty Thousand Dollars and Zero Cents (\$1,280,000.00).

b. The real property taxes that were paid by COURTHOUSE LANE I APARTMENTS LP for tax year 2018 for the property located at 150 Courthouse Lane, was \$5,705.18. The increase in value caused by the proposed improvements could result in an increase of the amount of tax on this real property in the amount of approximately \$5,000 for tax year 2021.

4. The Town of Bowling Green Town Council finds that COURTHOUSE LANE I APARTMENTS LP is an organization which is rehabilitating, renovating and/or replacing a structure that has historically been low income housing for the residents of the Town of Bowling Green known as Courthouse Lane I. As such, the organization is eligible for a partial exemption from the assessment of real property taxes as a result of the rehabilitation, renovation and/or replacement of structures under Virginia Code §58.1-3220, for a period of three (3) years, in an amount not to exceed two thousand dollars annually.

5. The Council hereby exempts COURTHOUSE LANE I APARTMENTS LP from a portion of their real property taxes accruing to the extent of an increase in property value by reason of the proposed improvements/rehabilitation of the property located at 150 Courthouse Lane. Fifty Percent (50%) of the cost of such improvements, not to exceed two thousand dollars annually, for a period of three tax years.

a. The cost of the improvements shall be presumed to be as shown on the building permit application submitted on behalf of COURTHOUSE LANE I APARTMENTS LP. The proposed improvements are those described in the attached exhibit which is hereby incorporated by reference.

b. The exemption hereby granted is contingent upon the following:

- i. COURTHOUSE LANE I APARTMENTS LP performing the improvements described in the attached exhibit and as verified by the Caroline County Building Inspector; and
- ii. COURTHOUSE LANE I APARTMENTS LP providing housing predominately for persons with low to moderate income as defined by the Virginia Housing Development Authority.

Mayor, Town of Bowling Green

ATTEST:

Clerk of the Bowling Green Town Council

Adopted by the Town Council of Bowling Green, Virginia, this 4th day of April, 2019.

Courthouse Lane I Exhibit

As requested, the following is a summary of the proposed renovation of Courthouse Lane I Apartments, located in Bowling Green, Caroline County, VA.

Exteriors:

New Roofs with new R-49 blown in the attic's, new siding with exterior insulation, new windows, new entry doors and new patio doors. (100% like new on the outside)

Interiors:

5 units to receive full HUD Section 504 handicap accessibility conversions

100% of the units to be made Universal Design Compliant (HC Adaptable)

Kitchens-New cabinets, countertop, sink, faucet, range, refrigerator and dishwasher (new amenity/feature); plus new paint and light fixture

All units to be repainted, all units to have all interior doors removed and replaced along with new lever door hardware

All new floor coverings throughout the unit, including plank flooring in the kitchen and entry landing, vinyl sheet goods in the bathroom and carpet throughout otherwise.

New bathrooms, including new supplemental heat source, exhaust fan, tub/roll-in shower, painting and vanity with faucet.

All units will receive a new Hot Water heater and new Split-System HVAC system.

RESOLUTION

Courthouse Lane I Apartments, the development, is located in a Revitalization Area in Bowling Green, Virginia. The revitalization area is (i) **either** (1) blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in such area are subject to one or more of the following conditions- dilapidation, obsolescence, overcrowding, inadequate ventilation, light or sanitation, excessive land coverage, deleterious land use, or faulty or otherwise inadequate design, quality or condition, **or** (2) the industrial, commercial or other economic development of such area will benefit the city or county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; **and** (ii) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NAME
Mayor, Town of Bowling Green

ATTEST:

Clerk of the Town of Bowling Green

Adopted by the Town Council of Bowling Green, Virginia, this 4th day of April, 2019.



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

AGENDA ITEM: Bowling Green Police Department Council Report

DATE: March 29, 2019

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data:

- 27 Calls for service
- 1 Drug Arrest (Sgt. Cecil)
- 1 Drive Suspended Arrest (Chief Lipscomb)
- 42 Virginia Uniform Summonses Issued
- 64 Total Traffic Stops
- 48 Park Walk and Talk
- 35 Advice to Citizen
- 9 Motorist Assist
- 5 Funeral Escorts

Chief's Report:

Attended yearly two-day in-service for motor carrier inspectors. Training was located at Virginia State Police headquarters in Chesterfield. Reserve Officer Sletten likewise attended this required training.

Attended bi-annual general instructor in-service located at RRCJA.

Responded to a suspected rape located at Bowling Green Healthcare. Once preliminary information was obtained the case was turned over to the Caroline County Sheriff's Office for successful investigation.

Conducted an informal study of traffic concerns as it relates to speed on Maury Ave. (See handout)

ATTACHMENTS:

None

HEADS UP ITEMS:

Police Department Policy Manual needs approval



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

AGENDA ITEM: Public Works Monthly Report for March 2019

DATE: April 1, 2019

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Wastewater

- Still working on collecting grit from Influent Channel several times per week
- Finishing up work on back of the Drying Beds, that was due to erosion
- Pump was serviced at Heritage Pines on 3/19/2019
- Plant is running well, with no exceptions to report
- Had Influent/Effluent meters recalibrated

Water

- Water leak repaired at 104 Hoomes Circle on 3/16/2019
- Water leak repaired on Milford by Kelvic Construction
- Still replacing old or damaged meters
- Still flushing hydrants

Public Works

- Prepped Town Hall for mulch
- Had the road re-patched in front of Town Hall
- Serviced all lawn equipment
- Hauled all excess dirt/debris left over from water leaks to the Landfill



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

AGENDA ITEM: Events Coordinator Council Monthly Report for March 2019

DATE: 3/29/19

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority

- Meeting with DHCD Community Development staff on 3/4/19
- Create meeting minutes for 2/25/19 to be reviewed/approved at 3/25/19 meeting
- Create and publish agenda and meeting packet for 3/25/19
- Working lunch with Deputy Director for DHCD on 3/12/19
- Research CDBG Planning Grant
- Attend DHCD Small Scale Development & Revitalization seminar on 3/19/19
- Meeting with Town Manager for Warsaw on 3/21/19 to discuss incentive programs, grant opportunities and business development.
- Attend monthly EDA meeting on 3/25/19
- Record meeting minutes for monthly EDA meeting on 3/25/19
- Secure lodging for Cardinal Assistance team
- Coordinate with Caroline County Economic Development for meals/lodging reimbursement
- Create Facebook event to invite Bowling Green business owners to attend Cardinal Assistance meeting on 3/2/19
- Coordinate with Council Member, Deborah Howard, to secure watercolor elevation renderings of Main Street to share with EDA and Cardinal team.

Bowling Green Main Street Group

- Draft resolution for Town Council's consideration and/or approval to move forward with Virginia Main Street Affiliation status and Affiliation Grant.
- Assist with DHCD Affiliate Grant application through Virginia Main Street program
- Submit grant application in CAMS

2019 Spring Clean Sweep

- Coordinate with graphic artist for marketing graphic
- Finalize marketing graphic, print and distribute (See attached)
- Create event on Facebook
- Coordinate with Goodwill for pick up

2019 Bowling on the Green Virginia Wine Festival

- Finalize media assets to include the main event graphic (see attached), Save-the-Date fliers, image series for social media and Facebook banner.
- Coordinate with web developer to update website with new time and date
- Create and publish the event on EventBrite for online ticket sales
- Create and publish event on Facebook
- Attend CCPS Senior Leadership meeting to discuss the event and promote ticket sales on 3/5/19.
- Attend CCPS Principal's Round Table to discuss the event and promote ticket sales on 3/6/19.

- Coordinate partnership with the Virginia Horse Festival for event promotion
- Coordinate with Meadow Event Park and Secretariat Heritage Center for cross promotion
- Print and distribute Save-the-Date fliers
- Submit application for VA ABC license
- Secure portable bathroom trailer and handicapped unit with Local Services
- Finalize design for hard copy tickets and coordinate with printer
- Update property owners on planning progress

Harvest Festival

- Begin brainstorming design concepts for marketing with graphic designer
- Book Elvis tribute band
- Book Mighty Joshua & The Zion #5
- Update 2019 Motorcycle Show registration form

Farmers Market

- Attend annual kick-off meeting on 3/11/19
- Update 2019 registration form
- Coordinate with Market Manager for use of Verizon property
- Facebook posts

Festival of Feet (4/27/19)

- Coordinate with event organizers and Public Works Department for event needs (i.e. tables, chairs, power, etc.)
- Order port-o-potties per the Mayor's request

Misc.

- Meeting with Director of Caroline YMCA on 3/28/19 to discuss collaboration on events (i.e. Wine Festival, Harvest Festival, Activate Caroline)
- 3/7/19 Town Council meeting
- Weekly staff meetings (Monday @ 10:00 a.m.)
- Facebook posts

ATTACHMENTS:

- Clean Sweep graphic
- Bowling on the Green Virginia Wine Festival graphic

HEADS UP ITEMS:

- Please help promote Bowling Green events by sharing events on your social media, offering to help with poster distribution and just spreading the good word!
- Purchase your tickets to the Bowling on the Green Virginia Wine Festival at www.bowlingonthegreen.com

**SATURDAY
JUNE 8**

**1:00 PM -
7:00 PM**



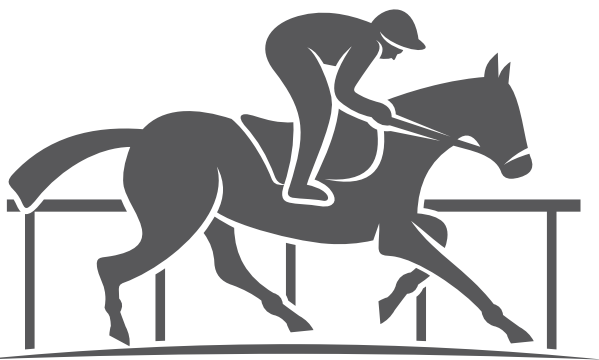
4th Annual



BOWLING *on the* GREEN

2019 VIRGINIA WINE FESTIVAL

LIVE MUSIC • WINE TASTINGS • CRAFT BEER • FOOD • CHILDREN'S ACTIVITIES WITH CAROLINE YMCA



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

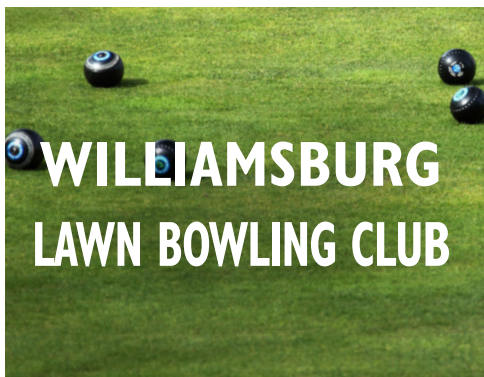
★ MUST BE 21 TO DRINK - I.D. REQUIRED ★ RACE DAY ATTIRE ★

200 S. MAIN STREET BOWLING GREEN, VA 22427

★ FREE PARKING/SHUTTLE FROM CCPS SCHOOL BOARD OFFICE ★



**BELMONT STAKES
VIEWING PARTY**



**WILLIAMSBURG
LAWN BOWLING CLUB**



**THE
BAVARIAN CHEF**



**FREDERICKSBURG
BIG BAND**

TOWN OF BOWLING GREEN

14

Spring

CLEAN SWEEP

SATURDAY, JUNE 1

8 A.M.-1 P.M.

40+
YARD
SALES

RAIN OR
SHINE

MERCHANT SPECIALS
FARMER'S MARKET ON MAIN STREET

Yard sale spaces available in the Town hall parking lot for all Caroline County residents. Call 804-633-6212 by May 29 to register your sale! Goodwill takes what you don't sell. (No TVs, mattresses or box springs).

**SALES ARE LOCATED AROUND
BOWLING GREEN & TOWN HALL**



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

AGENDA ITEM: Town Clerk/Treasurer Council Monthly Report for March 2019

DATE: March 29, 2019

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

Utility Billing:

- Prepared bills for over 900 customers.
- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Set up accounts for new customers.
- Finalized utility accounts, applied and refunded customers deposits.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered work orders into Mobile 311 for Public Works and Utilities.
- Researched and provided rate, billing, and usage information to the Town Manager for his use in his Utility Rate proposal.
- Researched and resolved communication errors between handheld meter reader and BAI Software.

Payroll/Human Resources:

- Requested, reviewed, and verified state and federal tax forms for new employee. Set up new employee in payroll system.
- Received and reviewed employee's time cards for accuracy.
- Prepared bi-weekly payroll 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.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Coordinated with Caroline County HR to update health insurance benefits

Treasurer/Financial:

- Assisted Town Manager with preparation of proposed FY 19-20 budget
- Coordinated with Waste Management to obtain FY19-20 rates.
- Reviewed and updated the Town's record of General Government, Water, and Sewer

assets.

- Prepared and provided numerous FY18 general ledger, accounts payable, cash receipts, payroll, asset, and tax reports to CPA that is preparing Financial Statements for audit.
- Researched and answered questions for CPA in his preparation of the Financial report.
- Reviewed FY19 general ledger, accounts payable, cash receipts, and payroll, reports to conduct Bank Reconciliations.
- Working with TACS to update collections records.
- Updated and reconciled Business License paperwork, distributed 2019 BPOs.
- Prepared 5 Notice of Violations to businesses that did not receive License in 2018 and prior.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.

Town Clerk:

- Assist Town Manager with zoning inquiries.
- 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
- Prepared Packets for monthly Town Council
- Prepared Meeting Minutes for Town Council Meetings.
- Updated the Town's website with current news items, meeting agendas and items, business license applications.

Meetings attended

- Monthly sewer replacement construction meeting
- March Town Council Meeting
- Budget Work Session
- 4 Weekly staff meetings

ATTACHMENTS:

- Delinquent Tax Reports
- Police Department Revenue Fiscal YTD

DEPT#	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2013	1	MT	.00	2,969.40	.00	1,124.81	.00	1,844.59	0
	1	PP	.00	2,400.00	.00	39,999.00	.00	2,360.01	111
	1	VL	.00	5,369.40	2.65	1,164.80	.00	4,204.60	96
		HALF TOTALS =	.00	5,369.40	2.65	1,164.80	.00	4,204.60	207
		DEPT# TOTALS =	.00	5,369.40	2.65	1,164.80	.00	4,204.60	207
PP2014	1	MT	.00	301.46	64.28	149.21	.00	152.25	1
	1	PP	.00	4,488.65	97.65	2,156.98	.00	2,331.67	135
	1	VL	.00	2,722.00	.00	76.95	.00	2,645.05	110
		HALF TOTALS =	.00	7,512.11	161.93	2,383.14	.00	5,128.97	246
		DEPT# TOTALS =	.00	7,512.11	161.93	2,383.14	.00	5,128.97	246
PP2015	1	MC	.00	.00	.00	.00	.00	.00	0
	1	MT	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	4.08	.00	.00	.00	4.08	1
	1	VL	.00	3,403.92	14.72	1,869.87	.00	1,534.05	125
		HALF TOTALS =	.00	6,030.00	14.72	87.91	.00	2,534.09	106
		DEPT# TOTALS =	.00	6,030.00	14.72	1,957.78	.00	4,072.22	232
PP2016	1	PP	.00	6,030.00	14.72	1,957.78	.00	4,072.22	232
	1	VL	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	4,487.69	29.11	2,526.48	.00	1,961.21	134
	1	VL	.00	2,618.00	.00	24.69	.00	2,593.31	105
		HALF TOTALS =	.00	7,105.69	29.11	2,551.17	.00	4,554.52	239
		DEPT# TOTALS =	.00	7,105.69	29.11	2,551.17	.00	4,554.52	239
PP2017	1	PP	.00	5,369.28	14.73	2,675.96	.00	2,693.32	162
	1	VL	.00	3,840.00	.00	400.53	.00	3,439.47	155
		HALF TOTALS =	.00	9,209.28	14.73	3,076.49	.00	6,132.79	317
		DEPT# TOTALS =	.00	9,209.28	14.73	3,076.49	.00	6,132.79	317
PP2018	1	MC	.00	9,209.28	14.73	3,076.49	.00	6,132.79	317
	1	PP	.00	.00	.00	.00	.00	.00	0
	1	VL	.00	12,515.70	1.60	5,954.37	.00	6,561.33	334
	1	PP	.00	8,970.00	1.60	183.77	.00	8,786.23	301
		HALF TOTALS =	.00	21,485.70	1.60	6,138.14	.00	15,347.56	635
		DEPT# TOTALS =	.00	21,485.70	1.60	6,138.14	.00	15,347.56	635
PP		TOTALS =	.00	56,712.18	224.74	17,271.52	.00	39,440.66	1876
COMPANY TOTALS =			.00	56,712.18	224.74	17,271.52	.00	39,440.66	1876
		DEPT. TOTALS		234.53	224.74	17,271.52	.00	39,440.66	1876
		ADJUSTMENTS			.00	.00	.00		
		PPTRA CREDIT				.00	.00		
		ADJUSTED TOTAL					.00		

RE	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2001	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2002	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2003	1	HALF TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
		DEPT# TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
RE2004	1	HALF TOTALS =	.00	42.00	.00	.00	.00	.00	42.00	1
		DEPT# TOTALS =	.00	42.00	.00	.00	.00	.00	42.00	1
RE2005	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2006	1	HALF TOTALS =	.00	142.40	2.42	13.33	24.25-	.00	118.15	1
		DEPT# TOTALS =	.00	142.40	2.42	13.33	24.25-	.00	118.15	1
RE2007	1	HALF TOTALS =	.00	142.40	2.42	13.33	24.25-	.00	118.15	1
		DEPT# TOTALS =	.00	142.40	2.42	13.33	24.25-	.00	118.15	1
RE2008	1	HALF TOTALS =	.00	271.80	9.21	111.49	92.15-	.00	179.65	2
		DEPT# TOTALS =	.00	271.80	9.21	111.49	92.15-	.00	179.65	2
RE2009	1	HALF TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
		DEPT# TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
RE2010	1	HALF TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
		DEPT# TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2

CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2017 1 HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2018 1 HALF TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
DEPT# TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
TD TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
COMPANY TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4

DEPT. TOTALS DEPT ADJUSTMENTS PPTRA CREDIT ADJUSTED TOTAL

Police Revenues Fiscal Year to Date

7/01/2018-
Current

Budgeted

	Budgeted	Current
140101		
0001	30,000.00	40,716.20
0002	400.00	50.00
0003	.00	2,670.00
	30,400.00	43,436.20
	---	---
	30,400.00	43,436.20

220109	23,000.00	18,390.00
0001	23,000.00	18,390.00



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

AGENDA ITEM: Town Manager's Monthly Report for March 2019

DATE: 3/31/19

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Meeting:

Town Council: March 7, 2019 regular meeting.

Town Council Committees: Both Budget & Policy and Facilities

Commission and Authority Meetings: EDA and Planning Commission

Other Meetings: Monthly sewer project coordination meeting, Davis Court project review, VDOT.

ATTACHMENTS:

MAR-April Sewer Project Look Ahead Maps

Draft ordinance for a proposed change in commercial water and sewer rates. Will be review by Ordinance Committee in April.

HEADS UP ITEMS:

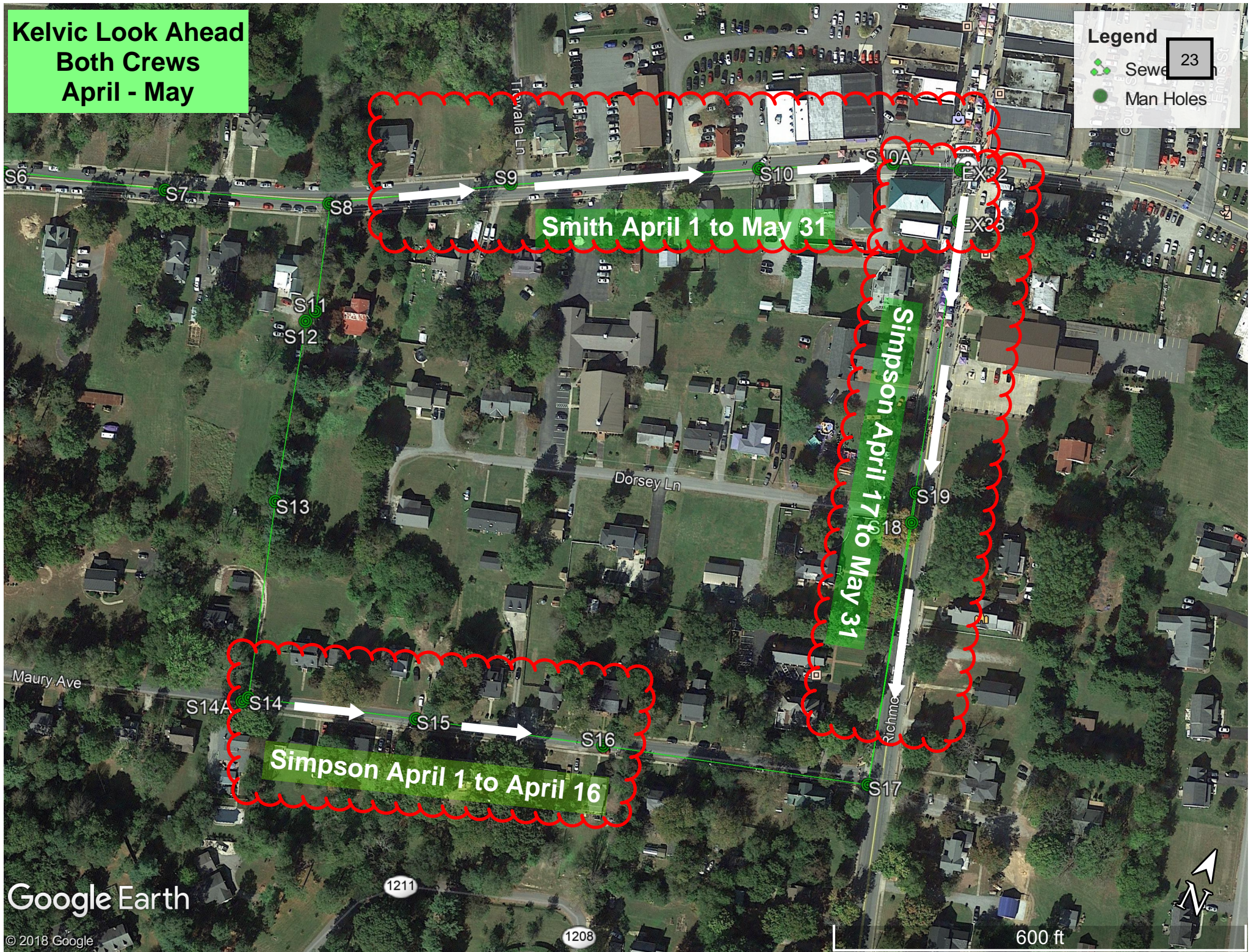
Will be mailing out Chesapeake Bat Act septic pump out letters during April.

**Kelvic Look Ahead
Both Crews
April - May**

Legend

-  Sewer
-  Man Holes

23



Smith April 1 to May 31

Simpson April 17 to May 31

Simpson April 1 to April 16



Section 5-177

(2) Multiple-unit facilities. Water rates for multifamily dwellings and commercial facilities designed for occupancy by more than one business or commercial activity having fewer than one meter per unit shall be determined as if each dwelling unit or independent commercial unit therein receiving water service constituted a separate customer, regardless of the number of connections or meters serving such buildings or complex of buildings. The water rate for such buildings or complex of buildings not having separate water meters for each unit receiving water service shall be \$24.80 multiplied by the number of residential or independent commercial units served by each meter, plus the applicable residential or commercial rate for each 1,000 gallons or fraction thereof for each unit over the total of 5,000 gallons. However, where a unit within a multifamily dwelling or commercial facility not having separate water meters for each unit receiving water service shares a toilet facility, the charge for those two units sharing a toilet facility shall be a total of \$24.80. treated as one unit.



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

AGENDA ITEM: Town Council Meeting Minutes February 7, 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 February 7, 2019 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 2/07/2019 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, February 07, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

- Council Member Valarie Coyle
- Council Member Jean Davis
- Council Member Mark Gaines
- Council Member Tammie Gaines
- Council Member Deborah Howard
- Council Member Otis Wright

ABSENT

- Mayor Jason Satterwhite
- Vice-Mayor Glenn McDearmon

The Town Attorney called the meeting to order and established a quorum was present. She noted that both that both Mayor Satterwhite and Vice-Mayor McDearmon were absent and advised that following the Pledge of Allegiance to Flag, Council would need to elect someone to chair the meeting.

The Pledge of Allegiance to the Flag was recited.

The floor was opened for nominations of a chair person for the meeting.

Council member M. Gaines nominated Council member Coyle with a second from Council member Davis.

Council member Wright nominated Council member Davis with a second from Council member Coyle.

The Town Attorney called for a vote on the nomination for Council member Coyle to chair the meeting. Voting in favor: Council members M. Gaines, T. Gaines, Howard, and Davis.

The Town Attorney called for a vote on the nomination for Council member Davis to chair the meeting. Voting in favor: Council members Wright and Coyle.

Council member Coyle was elected to chair the meeting.

PUBLIC COMMENTS:

Sup. Jeff Sili, Caroline County Board of Supervisor Bowling Green District Representative - Supervisor Sili updated Council on the meeting he attended with the Downtown Business Owners group and the Cardinal Group. Supervisor Sili addressed a letter he received written by the Town's Events Coordinator on behalf of the Town.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

Bowling Green Police Department January 2019 Monthly Report

Public Works Council Monthly Report for January 2019

Events Coordinator Council Monthly Report for January 2019

Town Clerk/Treasurer's Monthly Report to Council January 2019

Town Manager's Monthly Report for January 2019

CONSENT AGENDA:

January 2019 Bills (reports attached to these minutes)

Town Council Meeting Minutes January 3, 2019

Motion made by Council Member Gaines, Seconded by Council Member Howard to approve the Consent Agenda as presented.

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

UNFINISHED BUSINESS:

Commercial Water Rates - The Town Manager asked Council for direction on how they'd like to handle the matter of multiple bills for businesses sharing one water meter. He noted a memo from the Town Attorney was included in Council's packets. The Town Attorney supported a revision to Town Code to address this issue. The consensus of Council was to have staff present a formal ordinance at the March Council meeting at which time they could authorize the Town Manager to advertise a Public Hearing to be held at the April meeting.

Bowling Green Police Department Policy and Procedure Manual - The Police Chief asked that Council act on approving the draft Bowling Green Police Department Policy and Procedure Manual he presented. The Town Attorney recommended against approving the Manual before reading it. She stated she would review the Manual and return her recommendations to Council.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member M. Gaines, Budget, Personnel, and Ordinances Chair – Council member M. Gaines reported that the Committee met and discussed the Police Department Policy and Procedure Manual. They also reviewed staff pay scales presented by Town Manager.

Council member Wright, Streets, Sidewalks, and Facilities Chair - Council member Wright had nothing to report.

Council member Coyle, Planning Commission representative - Council member Coyle reported that Commissioner Voit had been elected to Chair the Planning Commission. She also noted that the Planning Commission had attended a meeting at which the EDA spoke with the Cardinal Group about its upcoming study on the town.

Council member Davis, EDA Representative - Council member Davis noted that the EDA had met with the Cardinal Group.

Council member T. Gaines - had no comments

Council member Howard - had no comments

ADJOURNMENT

At 7:58 P.M. Motion made by Council Member Gaines, Seconded by Council Member Howard to adjourn the meeting.

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

1/09/2019 TOWN OF BOWLING GREEN

A/P CHECK REGISTER
Check Date - 1/11/2019

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24093	180	BOWLING GREEN RESCUE	000	1/11/2019	1,000.00	.00
24094	47	CAROLINE GARAGE	000	1/11/2019	65.48	.00
24095	999999	CARY CRYSTAL	000	1/11/2019	150.00	.00
24096	217	FLORAL DESIGNS BY JOYCE	000	1/11/2019	62.00	.00
24097	55	GALL'S LLC	000	1/11/2019	127.00	.00
24098	932	IBM CORPORATION	000	1/11/2019	854.59	.00
24099	546	JOHNSON'S EXTERMINATING	000	1/11/2019	300.00	.00
24100	1044	LIMBRICK VIRGINIA	000	1/11/2019	2,500.00	.00
24101	991	RGS&S COMMERCIAL CLEANING	000	1/11/2019	289.00	.00
24102	15	TREASURER OF VIRGINIA	000	1/11/2019	802.43	.00
24103	19	VERIZON	000	1/11/2019	323.64	.00
24104	256	VERIZON WIRELESS	000	1/11/2019	495.12	.00
		CLASS TOTAL			6,969.26	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,969.26	
		FINAL TOTAL			6,969.26	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,969.26 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

30

TRK#	VEND #	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24107	944	ATLANTIC BROADBAND /	000	1/18/2019	189.40	.00
24108	897	CINTAS CORPORATION	000	1/18/2019	77.71	.00
24109	1020	CONSOLIDATED PIPE & SUP	000	1/18/2019	47.05	.00
24110	341	DOMINION CHEMICAL CO	000	1/18/2019	177.00	.00
24111	10	DOMINION VIRGINIA POWER	000	1/18/2019	6,754.62	.00
24112	48	MID-ATLANTIC LAB	000	1/18/2019	60.00	.00
24113	919	PRO SHRED SECURITY	000	1/18/2019	45.00	.00
24114	1015	RED BUD SUPPLY INC	000	1/18/2019	298.73	.00
24115	25	RUTHERFORD JANITOR SUPPLY	000	1/18/2019	100.40	.00
24116	659	SOSMETAL PRODUCTS INC	000	1/18/2019	113.59	.00
24117	75	SYDOR HYDRO INC	000	1/18/2019	8,827.12	.00
24118	148	THE FREE LANCE STAR	000	1/18/2019	500.00	.00
24119	861	THE UPS STORE #6358	000	1/18/2019	50.00	.00
24120	984	TROY & BANKS	000	1/18/2019	49.08	.00
24121	291	USA BLUE BOOK	000	1/18/2019	300.61	.00
24122	1002	VACORP	000	1/18/2019	116.79	.00
24123	228	VIRGINIA DEPARTMENT OF	000	1/18/2019	750.00	.00
24124	44	WPS	000	1/18/2019	47.25	.00
24125	12	WASTE MANAGEMENT	000	1/18/2019	655.62	.00
24126	451	XEROX CORPORATION	000	1/18/2019	271.56	.00
		CLASS TOTAL			19,431.53	.00
		ACH TOTAL			.00	
		CHECK TOTAL			19,431.53	
		FINAL TOTAL			19,431.53	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 19,431.53- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

31

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24127	10	DOMINION VIRGINIA POWER	000	1/25/2019	579.42	.00
24128	125	E M GRAY & SON	000	1/25/2019	1,320.47	.00
24129	1045	GST OUTFITTERS LLC	000	1/25/2019	163.50	.00
24130	1021	MUNICIPAL CODE CORP	000	1/25/2019	809.20	.00
24131	11	RAPPANNOCK ELEC COOP	000	1/25/2019	647.79	.00
24132	13	SHELL FLEET PLUS	000	1/25/2019	824.04	.00
24133	291	USA BLUE BOOK	000	1/25/2019	138.06	.00
24134	256	VERIZON WIRELESS	000	1/25/2019	40.01	.00
		CLASS TOTAL			4,522.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,522.49	
		FINAL TOTAL			4,522.49	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,522.49- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

3

1/31/2019 TOWN OF BOWLING GREEN A/P CHECK REGISTER
 14:44:04 Check Date - 2/01/2019
 ActPd - 2019/01 PAGE 1

CHK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24139	865 CASH	000	2/01/2019	178.55	.00
24140	865 CASH	000	2/01/2019	66.41	.00
24141	813 FOLEY HEATHER, CPA	000	2/01/2019	3,562.50	.00
24142	546 JOHNSON'S EXTERMINATING	000	2/01/2019	150.00	.00
24143	1040 KELVIC CONSTRUCTION CO	000	2/01/2019	452,752.55	.00
24144	918 STAPLES ADVANTAGE	000	2/01/2019	516.34	.00
24145	653 STEMMLE PLUMBING REPAIR	000	2/01/2019	1,625.00	.00
24146	19 VERIZON	000	2/01/2019	323.53	.00
	CLASS TOTAL			459,174.88	.00
	ACH TOTAL			.00	
	CHECK TOTAL			459,174.88	
	FINAL TOTAL			459,174.88	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 459,174.88 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

3

1/31/2019 TOWN OF BOWLING GREEN A/P CHECK REGISTER
 13:06:29 Check Date - 1/31/2019

CHK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24138	863	WILLIAMS MULLEN	000	1/31/2019	2,400.50	.00
			CLASS TOTAL		2,400.50	.00
			ACH TOTAL		.00	
			CHECK TOTAL		2,400.50	
			FINAL TOTAL		2,400.50	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,400.50 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: Town Council Meeting Minutes March 7, 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 March 7, 2019 Town Council Meeting

ATTACHMENTS:

- Transcribed minutes
- February 2019 Bills Report

REQUESTED ACTION:

Approve the minutes

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday, March 07, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

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

The Mayor call the meeting to order at 7:00 P.M. and noted a quorum was present.

The Pledge of Allegiance to the Flag was recited.

The Mayor stated that a member of Council had asked for amendments to the Agenda to include the addition of the following items under New Business:

A Resolution for the Town to apply for Affiliate status in the Virginia Main Street program

Authorization for the Town Manager to apply for \$7,000 Community Development Block Grant in association with Virginia Main Street Program

Consideration of an Ordinance granting Courthouse Lane I Apartments partial exemption of Real Estate taxes in support of its application for grant funding

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to amend agenda as noted.

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

DELEGATIONS:

Lynne Keenan, Fredericksburg VDOT Residency Administrator - Ms. Keenan introduced herself as the new Fredericksburg VDOT Residency Administrator and discussed the upcoming street resurfacing in town.

Maryclaire Osegueda, Executive Director of the Caroline Family YMCA and Heather Hale, YMCA Aquatics Director - Ms. Osegueda introduced herself as the new Executive Director of the Caroline Family YMCA and discussed new programs the YMCA is offering. She stated that the Caroline Family YMCA would like to open a satellite branch in Bowling Green. Ms. Hale discussed a free swim program offered to all second-grade students in Caroline County.

PUBLIC COMMENTS:

Becky Elam, Caroline County Public Schools - Ms. Elam asked Council to consider waiving the Town Hall rental fee for CCPS's use of Town Hall on April 18th to host an employee dinner.

Motion made by Council Member Howard, Seconded by Council Member Wright to waive the \$575.00 Town Hall rental fee for Caroline County Public Schools use of the facility on April 18, 2019.

Voting Yea: Vice-Mayor McDearmon, Council Member Davis, Council Member Howard, Council Member Wright

Voting Nay: Council Member Coyle, Council Member M. Gaines, Council T. Member Gaines

Motion passed.

Anne Marie Jiles, 260 Roper Dr. - Ms. Jiles asked that the Town be diligent in informing residents and businesses of their responsibility to keep sidewalks clear of signs, snow, debris, trash cans, brush, etc. She also expressed her concern over drivers ignoring pedestrian right of way in cross walks.

The Mayor stated the Town would use social media and targeted fliers to address the issue.

Tony Caulkins, TM Associates - Courthouse Lane I Apartments LP representative - Mr. Caulkins stated that Courthouse Lane I Apartments LP was applying for a grant to help fund renovations to its apartments located on Courthouse Lane and asked Council to consider a limited term tax abatement for the assessed value of the renovations to the apartments. He stated doing so would earn the grant application points towards its approval.

The Mayor stated that the matter would be discussed and acted upon during New Business.

Barbara Allen, 201 Travis Street - Ms. Allen stated that she'd like to see the Town re-instate its Town Beautification initiative.

The Mayor thanked Ms. Allen for her suggestion.

STAFF REPORTS & PRESENTATIONS:

The following Staff Reports were noted:

Bowling Green Police Department February 2019 Monthly Report

Public Works Council Monthly Report for February 2019

Events Coordinator Council Monthly Report for February 2019

Town Clerk/Treasurer Council Monthly Report for February 2019

Town Manager's Monthly Report for February 2019

CONSENT AGENDA:

February 2019 Bills (reports attached to these minutes)-

Motion made by Council Member Wright, Seconded by Vice-Mayor McDearmon to approve Consent Agenda item 8. February 2019 Bills and pull Consent Agenda items 9. Proposed Job Descriptions and 10. Davis Court Water Main Replacement Project for further discussion.

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

Proposed Job Descriptions -

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to approve the proposed Job Descriptions as presented. The matter was discussed.

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

Voting Nay: Vice-Mayor McDearmon, Council Member Wright

The motion passed.

Davis Court Water Main Replacement Project -

In direct response to a question from Council, the Town Manager stated all contractors bid on the same scope of work.

Motion made by Council Member McDearmon, seconded by Council member Coyle to accept the low bid by K.L. Langford Excavating. A discussion was held on the matter.

Motion withdrawn by Council member McDearmon.

Council asked the Town Attorney to write a contract for services with low bidder K.L. Langford Excavating. Council will act on authorizing the Town Manager to sign the contract with K.L. Langford Excavating at the March 21 Budget Work Session.

UNFINISHED BUSINESS:

Police Policies 2-21, 4-6, 5-2, and 7-3

Motion made by Council Member M. Gaines, Seconded by Council Member Howard to approve Police Policies 2-21, 4-6, 7-3 and 5-2 with Town Attorney's recommended revision.

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

NEW BUSINESS:

Consideration of an Ordinance granting Courthouse Lane I Apartments partial exemption of Real Estate taxes in support of its application for grant funding -

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Howard to Authorize the Town Manager to advertise for a Public Hearing on the proposed ordinance granting Courthouse Lane I Apartments LP partial exemption of Real Estate taxes for a term of three years in support of an application by Courthouse Lane I Apartments LP for grant funding for property rehabilitation.

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

A Resolution for the Town to apply for Affiliate status in the Virginia Main Street program -

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to approve Resolution R-2019-001 authorizing the Town Manager to apply for Affiliate status in the Virginia Main Street Program.

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

Authorization for the Town Manager to apply for \$7,000 Community Development Block Grant in association with Virginia Main Street Program -

Motion made by Vice-Mayor McDearmon, Seconded by Council Member M. Gaines to authorize the Town Manager to apply for a \$7,000 Community Development Block Grant in association with the Virginia Main Street Program.

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.

Donation to Caroline Family YMCA -

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Gaines to donate \$500 to the Caroline Family YMCA Swim Program for second-grade students.

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

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines - commended Public Works and Utilities Director for a successful DEQ inspection at the Waste Water Treatment Plant.

Council member Howard - noted that the Budget, Personnel and Ordinances Committee had met.

Council member Davis - had no comments.

Vice mayor McDearmon - noted that the EDA had met with the Cardinal Group.

Council member Wright - had no comments.

Council member M. Gaines - had no comments.

Council member Coyle - reported that the Planning Commission had not met in February.

Mayor Satterwhite - reported that he had sent a letter to Congressman Whittman's office about the state of the Bowling Green Post Office. In the letter he noted the many concerns residents had expressed to him. The Mayor asked Council to consider the letter of interest submitted by Arthur Wholey who expressed his desire to serve on the Planning Commission.

INFORMATIONAL ITEMS:

The following informational items were noted:

Invitation to Local Hero's Award Banquet

Proposed Budget and PowerPoint Presentation

ADJOURNMENT

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to adjourn the meeting.

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



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

AGENDA ITEM: Town Council Work Session Minutes March 21, 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 March 21, 2019 Town Council Work Session

ATTACHMENTS:

- Transcribed minutes

REQUESTED ACTION:
Approve the minutes

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

MINUTES

**Thursday, March 21, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

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

The Mayor opened the work session at 7:00 P.M. and established a quorum was present.

The Pledge of Allegiance to the Flag was recited.

UNFINISHED BUSINESS:

Davis Court Water Main Replacement Project -

The Town Attorney provided a memo recommending that Council select a contractor and stated that she would review the contract.

Motion made by Council Member M. Gaines, Seconded by Council Member T. Gaines to accept low bid, K.L. Langford Excavating, direct Town Attorney to draft contract and authorize Town Manager to sign contract.

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

BUDGET WORKSHOP:

FY 2019 – FY 2020 Proposed Budget

The following items that impact the budget were discussed:

- Solid waste collection contract
- Seasonal Public Works Employment
- Re-allocation of salary distribution
- Review of last year's budget item merger
- Unassigned fund balance explanation
- Fund balance projections
- Future upgrade of the water distribution system
- Overview of revenues

- Overview of expenditures
- Full-time employment of events coordinator
- Increased salary range for staff
- Increase of Mayor and Council compensation
- Providing health insurance for Council
-

ADJOURNMENT

Motion made by Vice-Mayor McDearmon, Seconded by Council Member M. Gaines to adjourn the work session.

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



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

AGENDA ITEM: Sewer Repair & Maintenance Budget Amendment
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Several deferred maintenance projects - 2 control panels for lift stations, repair of both mixers on the oxidation ditch and fixing the warning lights on the main control panel have resulted in a shortfall in this year's repair and maintenance budget.

ATTACHMENTS:

Budget Action Form

REQUESTED ACTION:

Approve Budget Amendment



Town of Bowling Green
VIRGINIA

BUDGET ACTION FORM

BAF#

(Assigned by Finance Dept)

Requesting Dept./Organization: Town Manager FY 2019

Explanation of Request (please attach second page of form if additional space is required):
Several deferred maintenance projects - 2 control panels for lift stations, repair of both mixers on the oxidation ditch and fixing the warning lights on the main control panel have resulted in a shortfall in this year's repair and maintenance budget.

Budget Supplement: Budget Transfer: Journal Entry:

Funding Details (for additional space, please go to second page of form)

From		To		
Source	Budget Code	Amount	Budget Code	Amount
Sewer Fund Balance		\$ 70,000.00	520-500100-6007	\$ 70,000.00
Total		\$ 70,000.00	Total	\$ 70,000.00

Department Head Signature: _____ Date: _____

Treasurer Recommendation:

Approve: Yes No Signature [Signature] Date: 4/1/2019
Comments:

Town Manager Recommendation (if required):

Approve: Yes No Signature A. Ross Perry Date: 4/1/19
Comments:

Council Action (if required):

Approval: Yes No Signature _____ Date: _____
Yes Administrator granted approval authority



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

AGENDA ITEM: Budget and Tax & Utility Rates for FY 2020
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Proposed budget and rates for FY 2020 were developed in conjunction with the Budget Committee and reviewed by the entire Town Council at its March 21, 2019 work session. Changes made since the work session include a Wellhead Protection grant from the Virginia Department of Health, reallocation of staff salaries based upon a re-evaluation of program needs, adjustments to insurance costs based upon the final rates received from the insurers and raises for Mayor and Council members.

ATTACHMENTS:

FY 2020 Budget and Tax & Utility Rates Ad.

REQUESTED ACTION:

Approve publication of Ad.

**NOTICE OF PUBLIC HEARING ON
THURSDAY, MAY 2, 2019
TOWN OF BOWLING GREEN, VIRGINIA
PROPOSED BUDGET FOR FISCAL YEAR
JULY 1, 2019 – JUNE 30, 2020**

AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES

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

The Bowling Green Town Council will, on Thursday, May 2, 2019 at 7:00 p.m. at the Bowling Green Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2020. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Bowling Green Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Board at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Bowling Green Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2019-2020 and the proposed changes in tax and public utility rates at 7:00 p.m. Thursday, May 2, 2019, in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427.

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

Authorized by A. Reese Peck, Town Manager

RESIDENTIAL			COMMERCIAL			COMMERCIAL			RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town Current			In-Town Current			Out-of-Town Current			In-Town Proposed			In-Town Proposed			Out-of-Town Proposed		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	\$33.15	\$86.53	0-5,000	\$33.15	\$93.48	0-5,000	\$66.31	\$112.38	0-5,000	\$36.47	\$86.53	0-5,000	\$36.47	\$93.48	0-5,000	\$72.94	\$112.38
5,001-10,000	\$1.68	\$4.39	5,001-10,000	\$1.85	\$5.21	5,001-10,000	\$3.70	\$6.26	5,001-10,000	\$1.85	\$4.39	5,001-10,000	\$2.04	\$5.21	5,001-10,000	\$4.07	\$6.26
10,001-20,000	\$1.77	\$4.62	10,001-20,000	\$1.91	\$5.40	10,001-20,000	\$3.83	\$6.49	10,001-20,000	\$1.95	\$4.62	10,001-20,000	\$2.10	\$5.40	10,001-20,000	\$4.21	\$6.49
20,010-30,000	\$1.85	\$4.82	20,001-30,000	\$1.98	\$5.58	20,001-30,000	\$3.95	\$6.71	20,010-30,000	\$2.04	\$4.82	20,001-30,000	\$2.18	\$5.58	20,001-30,000	\$4.35	\$6.71
30,001 & Up	\$1.91	\$5.00	30,001-40,000	\$2.07	\$5.83	30,001-40,000	\$4.13	\$7.01	30,001 & Up	\$2.10	\$5.00	30,001-40,000	\$2.28	\$5.83	30,001-40,000	\$4.54	\$7.01
Out-of-Town Current			40,001-50,000	\$2.13	\$6.02	40,001-50,000	\$4.29	\$7.23	Out-of-Town Proposed			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$7.23
Gallons	Water	Sewer	50,001-100,000	\$2.21	\$6.24	50,001-100,000	\$4.40	\$7.50	Gallons	Water	Sewer	50,001-100,000	\$2.43	\$6.24	50,001-100,000	\$4.84	\$7.50
0-5,000	\$66.31	\$97.80	100,001 & Up	\$2.27	\$6.39	100,001 & Up	\$4.54	\$7.68	0-5,000	\$72.94	\$97.80	100,001 & Up	\$2.50	\$6.39	100,001 & Up	\$4.99	\$7.68
5,001-10,000	\$3.37	\$4.96							5,001-10,000	\$3.71	\$4.96						
10,001-20,000	\$3.54	\$5.22							10,001-20,000	\$3.89	\$5.22						
20,010-30,000	\$3.70	\$5.45							20,010-30,000	\$4.07	\$5.45						
30,001 & Up	\$3.83	\$5.65							30,001 & Up	\$4.21	\$5.65						

Solid Waste Collection Bi-Monthly Rate Schedule (In Town Only)

Residential Rates: Current Rate-\$30.60 Proposed Rate – \$31.38
Commercial Rates: Current Rate-\$24.48 bimonthly/per cubic yard Proposed Rate – \$24.97

Proposed Tax Rates for Calendar Year 2018

Current Rate		Proposed Rate
Real Estate	\$0.13/\$100	No increase
Personal Property	\$0.72/\$100 of 100% of assessed valuation	No increase
Mobile Homes	\$0.10/\$100 of assessed valuation	No increase
Machinery/Tools	\$0.72/\$100	No Increase
Route 301 Tax Dist.	\$0.88/\$100 of assessed valuation	\$0.74/\$100

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

REVENUE ESTIMATES		CURRENT FISCAL YEAR 2019	FISCAL YEAR 2020 PLAN
FUND #100 General Funds			
Real Estate		\$141,500	\$141,500
Public Service		\$4,500	\$4,500
Personal Property		\$55,500	\$55,500
Penalty & Interest		\$14,000	\$14,000
Revenue From Use Of Money		\$1,000	\$1,000
Refuse Collection		\$85,000	\$86,700
Sales Tax		\$30,000	\$32,000
Consumer Utility Tax		\$30,000	\$30,000
Business License		\$80,000	\$85,000
Vehicle License & Registration Fees		\$20,650	\$27,650
Bank Stock Tax		\$150,000	\$150,000
Transient Occupancy Tax		\$4,500	\$4,500
Meals Tax		\$220,000	\$230,000
Permits, Fees And Licenses		\$3,000	\$3,000
Fines and Forfeitures		\$43,100	\$43,100
Rentals		\$26,000	\$26,000
Other Miscellaneous Revenue		\$4,600	\$2,100
VA Police Funding		\$23,000	\$23,000
PPTRA State Reimbursement		\$22,000	\$22,000
Communications Tax		\$40,000	\$40,000
Special Activities Fees		\$0	\$0
Grants		\$1,034	\$1,034
VA Fire Program		\$10,000	\$10,000
Use of Fund Balance		\$116,459	\$83,416
Total General Funds		\$1,125,843	\$1,116,000
Other Funds (Net of Transfers)			
FUND #300 CIP		\$7,931,000	\$0
FUND #320 Economic Development Authority (Fund Balance)		\$50,000	\$0
FUND #400 Events and Activities		\$39,000	\$39,000
FUND #420 Debt Service		\$34,350	\$34,000
FUND #500 Water		\$329,390	\$408,790
FUND #520 Sewer		\$422,250	\$422,250
Total Other Funds		\$8,805,990	\$904,040
TOTAL REVENUE ESTIMATES		\$2,020,040	
EXPENDITURE ESTIMATES		CURRENT FISCAL YEAR 2019	FISCAL YEAR 2020 PLAN
FUND #100 General Funds			
Council And Manager's Office		\$185,530	\$253,460
Clerk/Treasurer		\$206,790	\$211,874
Police Department		\$133,358	\$146,613
Donations		\$12,000	\$13,000
Public Works		\$330,685	\$303,234
Total Direct General Fund Expenditures		\$868,363	\$928,181
GENERAL FUND TRANSFERS			
FUND #300 Capital Project Fund		\$60,000	\$0
FUND #400 Events and Activities		\$52,450	\$6,000
FUND #420 Debt Service		\$145,030	\$182,000
FUND #500 Water		\$0	\$0
FUND #520 Sewer		\$0	\$0
Total General Fund Transfers		\$257,480	\$188,000
OTHER FUND EXPENDITURES			
FUND #300 Capital Project Fund		\$7,936,000	\$0
FUND #320 Economic Development Authority		\$50,000	\$0
FUND #400 Events and Activities		\$91,650	\$44,450
FUND #420 Debt Service		\$172,454	\$216,000
FUND #500 Water Operations		\$453,390	\$408,790
FUND #520 Sewer Operations		\$382,250	\$422,619
Total Other Funds		\$9,085,744	\$1,091,859
SUMMARY			
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)			\$2,020,040
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)			\$2,020,040
UNASSIGNED FUND BALANCE SUMMARY			
Beginning General Fund Unassigned Fund Balance - July 1, 2019		\$330,000	
Use of General Fund Balance		(\$83,416)	
Ending General Fund Unassigned Fund Balance - June 30, 2020		\$246,584	



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

AGENDA ITEM: Employee Health Insurance
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The County offers two insurance plans from which employees can choose, an HMO or a PPO. The HMO with dental totals \$671.03 per employee per month, the PPO with Dental totals \$792.92 per employee per month. Since the Town covers employee medical and dental insurance at 100% Council needs to designate which plan will be covered at 100%, HMO or PPO. Currently the 4 employees enrolled in insurance have selected the HMO plan.

ATTACHMENTS:

None

REQUESTED ACTION:

Designate which plan the Town will pay at 100%



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

AGENDA ITEM: Request to waive Water and Sewer Bill at 111 Milford St

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

From April 2017 to July 2018, the business located at 111 Milford Street, Caroline Laundry, had been undercharged for water and sewer due to a communication error between the meter reading system and the billing system. For the 9 billing cycles during that time period a zero was dropped off the end of the reading resulting in a significantly lower bill than what should have been charged. Over the course of 18 months (9 billing cycles) Mr. Durrett was under charged approximately \$9270.00.

When the error was discovered by Town Staff in August 2018, Mr. Durrett was notified of the error and was told that because it was the Town’s error, he would not be charged the difference; it would be corrected moving forward. In November 2018 Mr. Durrett received and paid the first corrected bill.

In January 2019, an estimated bill was sent out using the reading from the past 6 months which included the erroneous readings, creating a falsely low bill. It was not identified by Town Staff and the bill was paid. In March 2019, Mr. Durrett received his final bill as the owner of Caroline Laundry. The bill was calculated by taking the (March 2019 meter reading – November 2018 meter reading) – January 2019 estimated usage.

Mr. Durrett, former owner of Caroline Laundry, has asked that his final bill be waived due to previous errors on the Towns part.

ATTACHMENTS:

Letter from Katherine Hancock on behalf of Allen Durrett

REQUESTED ACTION:

Address Mr. Durrett’s request and direct staff on what action to take.

KATHERINE B. HANCOCK

ATTORNEY AT LAW
P. O. BOX 1035
205 N. MAIN STREET
BOWLING GREEN, VA 22427

TEL: 804 633-5252
FAX: 804 633-9436

e-mail: kbhancocklaw@gmail.com

March 29, 2019

Hon. Reese Peck, Town Manager
Hon. Jason Satterwhite, Mayor
Melissa Lewis, Treasurer
Hon. Councilmembers
Town of Bowling Green
Bowling Green, VA 22427

BY HAND


Re: Caroline Laundry

Dear Ladies and Gentlemen:

I represent A. Allen Durrett, former owner of the Caroline Laundry. I understand that he was informed several days ago that the Town has made repeated mistakes going back years on the water bill for that business, and that as recently as January, after the mistake had become known, the water bill was still estimated incorrectly. The Town has now informed him that he owes \$3093.80 by April 5 for the Town's mistake.

Mr. Durrett has asked me to express to you that he does not feel that he should be responsible for the Town's mistake and therefore declines to pay this amount. I ask the Town to remember that Mr. Durrett has been a businessman with several businesses in the Town that have brought great economic benefit to the Town for many years.

Very truly yours,



Katherine B. Hancock