



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, March 04, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Public Hearing - ZP-2021-002

DELEGATIONS:

- [2.](#) Kyle Bates, VDOT

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [3.](#) Police Department Monthly Report - February 2021
- [4.](#) Public Works/Utilities Monthly Report - February 2021
- [5.](#) Events & Economic Development Coordinator Monthly Report - February 2021
- [6.](#) Town Manager Monthly Report - February 2021

CONSENT AGENDA:

- [7.](#) Bills - February 2021
- [8.](#) Minutes – January 7, 2021 Town Council Meeting
- [9.](#) Planning Commission Member Re-appointments
- [10.](#) Schedule Public Hearing – Comp Plan Chapters 9 and 10
- [11.](#) Resolution R-2021-002 – Police Dept. Policies and Procedures

UNFINISHED BUSINESS:

- [12.](#) Caroline County Emergency Utility Repair Mutual Aid Agreement

NEW BUSINESS:

- [13.](#) Updated job description

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

ADJOURNMENT



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

AGENDA ITEM: Public Hearing - ZP-2021-002
ITEM TYPE: Public Hearing - Duly Advertised
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Special Use Permit application made by Bowling Green Properties, LLC to convert an existing single-family dwelling into a two-family dwelling at 221 N. Main St., Tax ID# 43A2-10-2. This property is zoned R-1 Residential zoning. Application is in accordance with Section 3-116(3) of the Town Code.

The Planning Commission held its Public Hearing for on February 22nd and recommended approval.

ATTACHMENTS:

Ad run in FLS on 2/16 and 2/23
ZP-2021-002 –Special Use Permit Bowling Green Properties, LLC, 221 N. Main St

REQUESTED ACTION:

Take action on Public Hearing matter.

Run in Free Lance Star on 2/16 and 2/23

PUBLIC HEARING

Town of Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday March 4, 2021 at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing is for Town Council to receive public comment on and consider the following matter:

Special Use Permit application ZP-2021-002 made by Bowling Green Properties, LLC to convert an existing single-family dwelling into a two-family dwelling at 221 N. Main St., Tax ID# 43A2-10-2. This property is zoned R-1 Residential zoning. Application is in accordance with Section 3-116(3) of the Town Code.

The Town Council will take appropriate action after the hearing. The complete application is available for review at Town Hall, 117 Butler Street during normal business hours and online at www.townofbowlinggreen.com. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager at 804-633-6212 ext. 1001 in advance so appropriate arrangements can be made.

Melissa Lewis
Town Manager/Zoning Administrator

Special Use Permit Permit

Town of Bowling Green

117 Butler Street
 Bowling Green, VA 22427
 804-633-6212



Permit Number: ZP-2021-002

Job Location: 221 N MAIN
City,State,Zip: ,
APN: 43A2-10-2
Use Type: Residential
Adjacent Property Notice:
Square Feet: 0
Job Description: 221 N Main St

Permit Type: Special Use Permit
Permit #: ZP-2021-002
Permit Status:
Date Issued: 01/18/2021
Approved Date:

Applicant Name: Bowling Green Properties, LLC
Address: 116 Vance Dr.
City,State,Zip: Fredericksburg, VA 22408
Phone: 540-847-3453
Email:

Owner: BOWLING GREEN PROPERTIES LLC
Address: 116 VANCE DR
City,State,Zip: FREDERICKSBURG, VA 22408
Phone:
Email:

Comments

Fee	Amount	Payment Date	Amount
Special Use Permit/Special Exception	\$750.00	01/18/2021	\$750.00
Total Fee: \$750.00		Total Paid: \$750.00	

It is hereby certified that the above use as shown on the plats and plans submitted with the application conforms with all applicable provisions of the Town of Bowling Green Zoning Ordinance. The issuance of this Permit does not allow the violation of the Town of Bowling Green Zoning Ordinances or other governing Regulations.

01/18/2021

Zoning Administrator

Date

ZP

ZP 2021-002

****This permit shall be posted in a conspicuous place****

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM REVISED:
28 April 2008



Town of Bowling Green Zoning Permit Application

Application is hereby made for a Zoning Permit, and Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this permit.

Owner

Bowling Green Properties LLC 540-847-3453
Name Daytime Telephone Number

116 VANCE DR, Fredericksburg, VA 22408
Mailing Address

Applicant/Builder

Name Daytime Telephone Number

Same as owner

Mailing Address

Property Information

43A2102 R1
Tax Map/Parcel Number Existing Use/Zoning

221 N. MAIN ST
Address/Location (use street names)

Two story building with basement + detached garage.
Existing Structures (number and type)

Type of Permit

Please check appropriate box(s)

Residential Commercial

- | | | |
|--|--|---|
| <input type="checkbox"/> Single Family | | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Multi-Family No. of units _____ | | <input type="checkbox"/> Reroof |
| <input type="checkbox"/> Addition Specify _____ | | <input type="checkbox"/> Remodeling |
| <input type="checkbox"/> Accessory Building Less Than 100 Feet Specify _____ | | <input type="checkbox"/> Accessory Building More Than 100 Feet Specify _____ |
| <input type="checkbox"/> Commercial/Industrial Structure | | <input type="checkbox"/> Verification of Non-Conforming Use |
| <input type="checkbox"/> Sign Permit
30 FT or Less Specify _____ | | <input type="checkbox"/> Sign Permit
More Than 30 FT Specify _____ |
| <input type="checkbox"/> Zoning Certification Letter | | <input type="checkbox"/> Modification/Variance
Specify _____ |
| <input checked="" type="checkbox"/> Special Use Permit (<i>Property Owner Notification Required</i>)
Specify <u>Residential - 2 units</u> | | <input type="checkbox"/> Administrative Appeal
Specify _____ |
| <input type="checkbox"/> Other Specify _____ | | |

Water and Sewer

What is your water supply source?

What is your sewage disposal source?

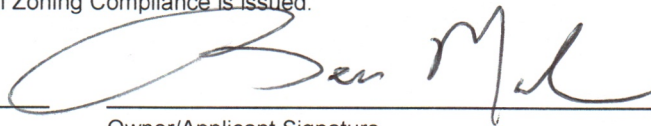
- | | | | |
|---|---------------------------------------|---|--------------------------------------|
| <input checked="" type="checkbox"/> Municipal | <input type="checkbox"/> Private Well | <input checked="" type="checkbox"/> Municipal | <input type="checkbox"/> Septic Tank |
|---|---------------------------------------|---|--------------------------------------|

Certification by Owner/Applicant

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit Issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

1/13/2021

Date



Owner/Applicant Signature

BERN MAHON

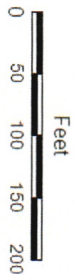
ADJACENT PROPERTY OWNERS

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Single Use Rezoning is requested. **All adjacent property owner information is required to be accurate and complete before the application can be accepted.**

	NAME	STREET ADDRESS
1)	Verizon Bldg.	
	Mailing Address:	
2)	Frazier, Niel & Sierra	111 Davis Ct.
	Mailing Address:	Bowling Green, VA 22427
3)	Treasurer of Bowling Green Baptist Church	225 N. Main St.
	Mailing Address:	Po Box 543 - Bowling Green, VA 22427
4)	Carter, Julian & Joyce	218 N. Main St.
	Mailing Address:	Po Box 1031 Bowling Green, VA 22427
5)	Bise, Gary & Reba	220 N. Main St.
	Mailing Address:	Po Box 783 Bowling Green VA 22427
6)		
	Mailing Address:	
7)		
	Mailing Address:	
8)		
	Mailing Address:	
9)		
	Mailing Address:	
10)		
	Mailing Address:	
11)		
	Mailing Address:	
12)		
	Mailing Address:	
13)		
	Mailing Address:	
14)		
	Mailing Address:	
15)		
	Mailing Address:	

Caroline County, Virginia

- Legend**
- County Boundary
 - Parcels
 - Roads (12,000)
 - Interstate
 - US Highway Primary
 - State Highway Primary
 - Secondary
 - Secondary - 0
 - Null
 - Roads - Back (12,000)
 - Interstate
 - US Highway Primary
 - State Highway Primary
 - Secondary
 - Secondary - 0
 - Null
 - Road Labels



Map printed from Caroline
<http://caroline.mapsdirect.net/>



Title:

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Caroline County is not responsible for its accuracy or how current it may be.

Date: 10/16/2020



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Kyle Bates, VDOT
ITEM TYPE: Presentation
PURPOSE OF ITEM: Information Only
PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

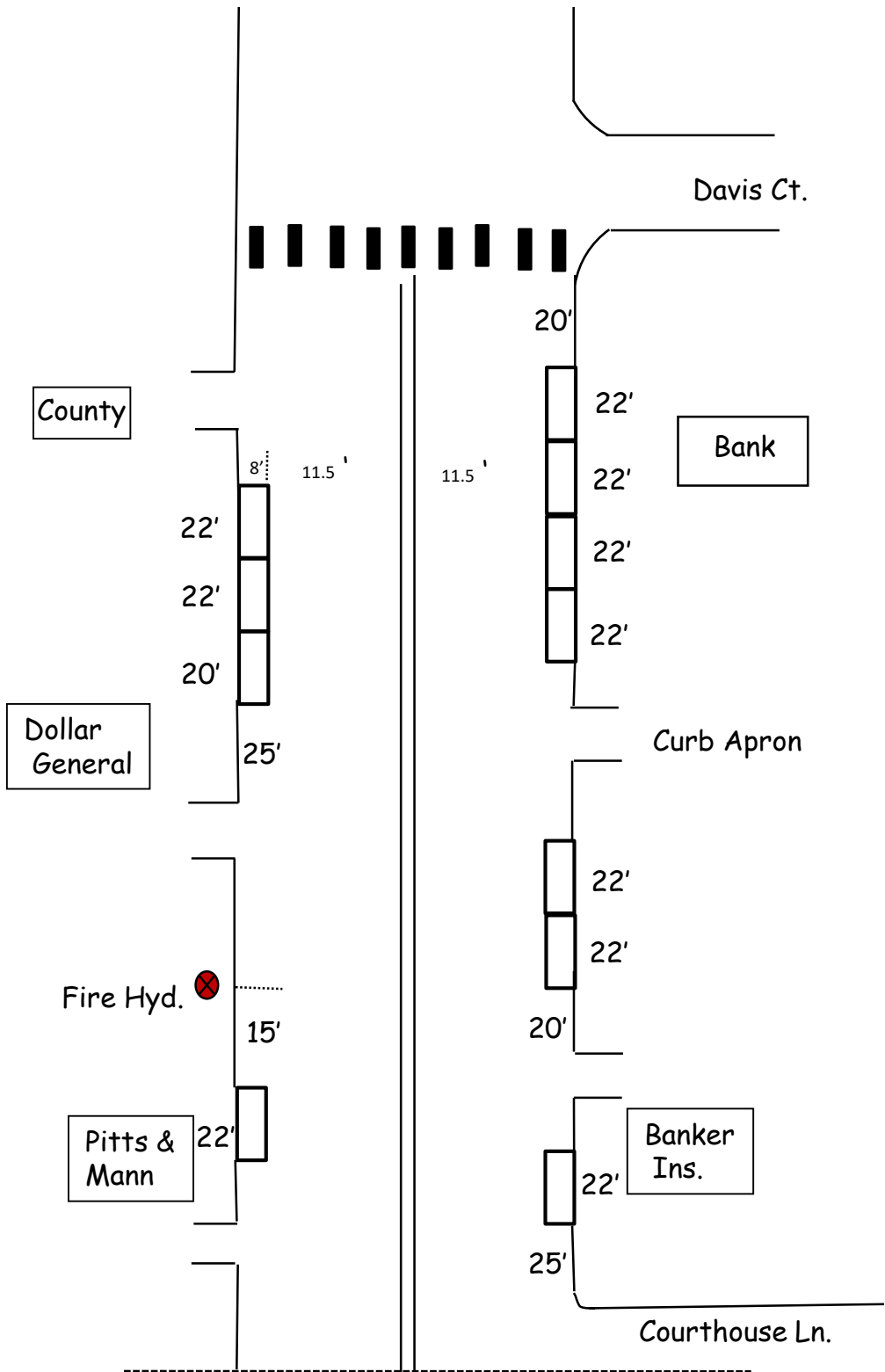
Kyle S. Bates, P.E.
Resident Engineer
Fredericksburg Residency
Virginia Department of Transportation

ATTACHMENTS:

- Main Street Business District Parking Plan
- VDOT Crosswalk Standards

REQUESTED ACTION:

None

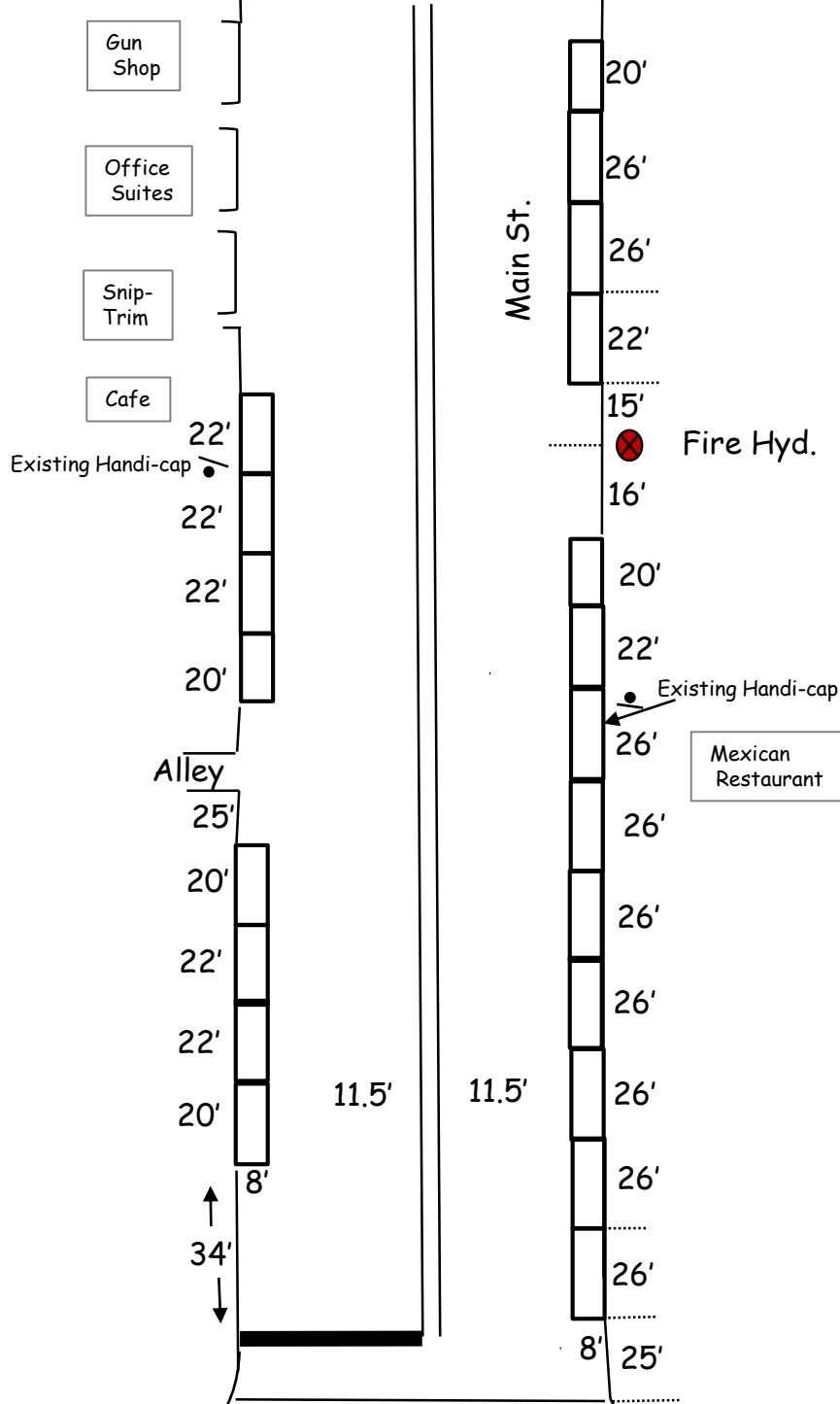


Town Of Bowling Green On-street Parking



Line sheet 2

CourthouseLn.



Milford St.

Chase St.

IIM-TE-384 – Attachment A

Unsignalized Marked Crosswalk Standards

452 **Table 2. Recommendations for Considering Marked Crosswalks and Other Needed**
 453 **Pedestrian Improvements Across Uncontrolled Approaches**

Roadway Configuration	Roadway ADT and Speed Limit															
	1,500 to 9,000 VPD				9,000 to 12,000 VPD				12,000 to 15,000 VPD				More than 15,000 VPD			
	≤ 30 MPH	35 MPH	40 MPH	≥ 45 MPH	≤ 30 MPH	35 MPH	40 MPH	≥ 45 MPH	≤ 30 MPH	35 MPH	40 MPH	≥ 45 MPH	≤ 30 MPH	35 MPH	40 MPH	≥ 45 MPH
2 Lanes (undivided two-way street or two-lane one-way street)	A	A	B	B	A	A	B	B	A	A	B	B	B	B	B	C
3 Lanes with refuge island OR 2 Lanes with raised median*	A	A	B	B	A	B	B	B	A	A	B	B	B	B	B	C
3 Lanes (center turn lane)	A	A	B	B	A	B	B	B	A	B	B	C	B	C	C	C
4 Lanes (two-way street with no median)	A	B	C	C	B	B	C	C	B	C	C	D	C	C	C	D
5 Lanes with refuge island OR 4 lanes with raised median*	A	A	B	B	A	B	B	C	B	B	C	C	B	B	C	D
5 Lanes (center turn lane)	A	B	C	C	B	B	C	C	C	C	C	D	C	C	C	D
6 Lanes (two-way street with* or without median)	A	B	D	D	B	B	D	D	D	D	D	D	D	D	D	D

454 Source: Guidance for Installation of Pedestrian Crosswalks on Michigan State Trunkline Highways (Michigan Department of

Condition A	Candidate site for marked crosswalk alone (standard if speed limit is 30 MPH or less, high-visibility if speed limit is 35 MPH or greater). Evaluate need for advance signing
Condition B	Potential candidate site for marked crosswalk. Location should be monitored & consideration given to providing a high-visibility crosswalk and/or warning signs (see Section 7.2)
Condition C	Marked crosswalks alone are insufficient. The crosswalk shall use a high-visibility pattern and other improvements (warning signs and/or geometric/ traffic calming improvements) (see Section 7.2) <u>will likely be necessary.</u>
Condition D	Marked crosswalks <u>shall not</u> be installed



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

AGENDA ITEM: Police Department Monthly Report February 2021

DATE: 02/26/2021

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for February 2021`

28 Total calls for service

29 Summonses / Parking tickets

1 Larceny

1 DUI

3 MVA

2 Arrests

57 Park walk and talks

6 Assist other agencies

10 Property checks/ Vacation checks

ATTACHMENTS:

None

HEADS UP ITEMS:

Decision on Radar Trailer

Working with the towns Attorney on police policy Manuel.



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

AGENDA ITEM: Public Works/Utilities Monthly Report for February 2021

DATE: February 26, 2021

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Pre-bid meeting for water meter replacement
- Bid Opening Meeting for water meter replacement
- Meeting with VDH
- Meeting with Caroline County regarding MOU
- Meeting with engineers

Wastewater

- Plant is running well, no exceptions to report
- Grabbed additional samples for PER

Public Works

- Paint Town Shop and WWTP
- Maintenance of Town vehicles and equipment
- Meeting with various vendors
- Cleared Trewalla Ln. during snow/ice storms
- Cleared sidewalks during snow/ice storm

ATTACHMENTS:

- Iworq Report (Work Orders)
- DMR for January

HEADS UP ITEMS:

- Caroline High School Football Team will be doing litter pick-up on March 20th
- Southern Corrosion will be starting tank cleaning

Work Order Report

2/1/2021 - 2/26/2021

Work Order Date	Assigned Department	Work Description	Work Address/Location
2/1/2021	Public Works	Disconnect service, Please take a final read	275 Roper Dr.
2/1/2021	Public Works	Pick up cones from water leak site	153 Lee St.
2/1/2021	Utilities	Pump #2 is clogged with wipes needs to be pulled	Heritage Pines Circle
2/1/2021	Public Works	Cut tree branches that are hanging over sidewalk and take to dump	109 Courthouse Ln.
2/1/2021	Public Works	Apply ice melt to road	Trewalla Lane
2/1/2021	Public Works	Shovel snow from sidewalks	109 Courthouse Ln.
2/1/2021	Public Works	Shovel snow from sidewalks	117 Butler St.
2/2/2021	Utilities	possible water leak	111 N Main St
2/3/2021	Public Works	marked utilities	121 maury ave.
2/3/2021	Public Works	Connect service and take read	240 Roper Drive
2/3/2021	Public Works	marked utilities	16047 grant ct
2/3/2021	Public Works	marked utilities	intersection of jackson & school rd
2/3/2021	Utilities	turn water on	17329 Chase St

Work Order Date	Assigned Department	Work Description	Work Address/Location
2/4/2021	Public Works	new trash bags	107 butler st
2/4/2021	Public Works	pick up broken trash can can deliver new one	252 Milford St
2/5/2021	Public Works	Paint Shop at WWTP	219 Anderson Ave
2/5/2021	Public Works	marked utilities	17096 elm st
2/8/2021	Public Works	Fill in sinkhole near sewer cleanout	230 Milford St.
2/8/2021	Public Works	Replace alarm bulb at liftstation	203 Roper Dr.
2/8/2021	Public Works	Mark Utilities	228-230 Milford St.
2/8/2021	Utilities	Mark utilities	121 Maury Ave.
2/8/2021	Public Works	Fix valve cover for water main	215 Milford St.
2/9/2021	Public Works	marked utilities	16055 grant ct
2/9/2021	Public Works	marked utilities	16041 grant ct
2/9/2021	Public Works	marked utilities	16061 grant ct
2/9/2021	Public Works	Move office desk away from wall	109 Courthouse Lane
2/10/2021	Public Works	marked utilities	218 n main st
2/10/2021	Public Works	marked utilities	112 gill st
2/10/2021	Public Works	marked utilities	240 roper dr
2/11/2021	Public Works	Clean floor in town shop	219 Anderson Ave

Work Order Date	Assigned Department	Work Description	Work Address/Location
2/12/2021	Public Works	Remove snow from sidewalks	219 Anderson Ave.
2/12/2021	Public Works	Remove snow from the front of Police Dept.	107 Butler St.
2/12/2021	Public Works	Clean snow off street and put down ice melt	Trewalla Lane
2/12/2021	Public Works	Snow removal from sidewalks	109 Courthouse Lane
2/12/2021	Public Works	Snow removal from sidewalks	117 Butler St
2/13/2021	Public Works	Hook up generator at well 5	213 W. Broaddus Ave.
2/13/2021	Utilities	Check all wells and liftstations	
2/14/2021	Utilities	Check wells, liftstations and towers	
2/16/2021	Utilities	turn water on and get a read	108 W Broaddus Ave
2/16/2021	Public Works	marked utilities	118 courthouse In
2/16/2021	Public Works	marked utilities	139 lafayette ave.
2/16/2021	Public Works	marked utilities	16062 grant ct lot 7
2/17/2021	Utilities	Need another read for location to see if problem has been resolved	127 Lee Street

Work Order Date	Assigned Department	Work Description	Work Address/Location
2/17/2021	Utilities	check meter to see if working properly. Last usage only 300 gallons	139 Lee St.
2/17/2021		Disconnect service, Please take a final read	17194 Mulberry Lane
2/17/2021	Public Works	marked utilities	112 Gill St
2/18/2021	Utilities	Deliver door hangers about water disconnection	Water services
2/19/2021	Public Works	Take scaffold down and return to Town Hall	219 Anderson Ave
2/19/2021	Public Works	Put ice melt on road	Trewalla Lane
2/19/2021	Public Works	Clean ice of sidewalks	117 Butler St. & 109 Courthouse Lane
2/22/2021	Utilities	Water cut offs for nonpayment	Water Services
2/22/2021	Public Works	Collect Bac t samples	150 East Broadus
2/22/2021	Utilities	Collect Bac t samples	135 South Main
2/22/2021	Public Works	marked utilities	16055 Grant Ct lot 10
2/22/2021	Public Works	marked utilities	16014 Grant Ct lot 1
2/24/2021	Public Works	Change Flags at TH	117 Butler Street
2/25/2021	Public Works	pick up broken trash can and take new one	123 Milford St

Work Order Date	Assigned Department	Work Description	Work Address/Location
2/25/2021	Public Works	marked utilities	16028 harrison way lot 18
2/25/2021	Public Works	marked utilities	14232 fredericksburg tpke
2/25/2021	Public Works	Cut up down tree	Old Maury well site
2/25/2021	Public Works	Cut up down tree	RT. 2 welcome sign
2/25/2021	Public Works	Fix office chair	117 Butler St.
2/25/2021	Utilities	Put a check valve on the pipe in the VDOT volt.	13339 Fredericksburg Turnpike
2/25/2021	Utilities	Mark utilities	248 North Main St.
2/25/2021	Utilities	Mark utilities	Harrison Way Lot 19
2/25/2021	Utilities	Mark utilities	Grant Ct Lots 11 & 12

Total Records: 66

2/26/2021

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

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

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

Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

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

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

FROM

YEAR	MO	DAY	YEAR	MO	DAY
2021	01	01	2021	01	31

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

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	0.081	.130	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****				
pH	REPORTD	*****	*****		6.9	*****	8.0	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0				
TSS	REPORTD	2.03	4.35	KG/D	*****	6.52	12.4	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15				
DO	REPORTD	*****	*****		8.3	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****				
TKN (N-KJEL)	REPORTD	.32	.44	KG/D	*****	1.00	1.26	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5				
E.COLI	REPORTD	*****	*****		*****	21	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****				
CBOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15				

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

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE		
				NAME	PHONE	
				Joshua Irby	1965008627	
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TYPED OR PRINTED NAME		CERTIFICATE NUMBER
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		TELEPHONE
				2021-02-08 13:18:35		
TYPED OR PRINTED NAME		SIGNATURE		Date		



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

AGENDA ITEM: Events & Economic Development Coordinator Council Monthly Report for February 2021

DATE: 2/26/21

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Design and order transparent window clingers for small businesses that installed HVAC filtration systems.
- Work with Better Business Bureau of Central Virginia to publish CARES Act press release in the BBB monthly newsletter.
- COVID-19 Relief Bill
 - Distribute Fact Sheet for small businesses
 - Field questions from individual small business owners
- Create, publish and distribute meeting packet for 2/22/21
- Attend 2/22/21 meeting and record meeting minutes
- Meet with ReThink Main Street President/CEO to discuss marketing material/media kit for Rt. 301 Commercial Corridor.
- Produce draft Deed of Gift for reversion of Northview Property to Grantors for EDA review.
- International Economic Development Council (IEDC) course registration/completion
 - Economic Credit Analysis & Finance; 24 credit hours complete.

VDOT:

- Follow up with VDOT Project Engineer for clarification of closing crossover at Rt. 301 and Courthouse.
 - Received confirmation from VDOT that crossover would be closed to left-hand turns with accommodation to emergency vehicles/first responders.

Community Relations & Misc..

- Update Town website Event Calendar with Farmers Market schedule for 2021; Coordinate with organizers for revisions/updates to content.
- Coordinate with Caroline County Tourism for information to include in Marketing Leverage Grant project for 301/207.
- Training in iWorqs on 2/2 and 2/11.
- Publish complete set of Town ordinances on website.
- Research YouTube guidelines for Mevo Camera streaming.

- YouTube Subscriber Give-Away (*See attached)
 - Create marketing flier for the contest
 - Reach out to BG businesses to determine participation *Deadline: 3/1/21
 - Keep running list of participants
- Work with CCPS to inform Main Street businesses of “Trike Race” on 2/26.
- Coordinate with Community Heart & Soul to schedule Zoom meeting on 3/2/21 to discuss “Reveal” and next steps for story gathering.
- Meeting with owners of Celestino Restaurant.
- Create “Business Spotlight” for Celestino Restaurant. (*See attached.)
- Weekly call with Old Mansion owners
- Attend weekly staff meetings; Monday’s at 10:00 a.m.
- Attend Town Council meeting on 2/4/21
- General social media posts
- Fielding calls from the public, answering questions pertaining to Town business.

ENTER

for your chance to


WIN \$100

YouTube Subscriber Give-away!



1. **SUBSCRIBE** to “*Town of Bowling Green Virginia Videos*” on YouTube between March 8 – March 29.



2. **LIKE**  the “*Town of Bowling Green YouTube Subscriber Give-Away*” video on YouTube.



3. **COMMENT** with your full name and tell us what you love about Bowling Green.



That’s it! Enter for your chance to **WIN \$100** of Bowling Green business vouchers to be spent at any participating small business!



Winners will be selected in a random drawing on April 1, 2021 and announced *on YouTube* at the Monday, April 1st Town Council meeting.

Making sure that the public is informed and promoting a culture of transparency is a top priority for the Town of Bowling Green. This is why we are encouraging the public to subscribe to our YouTube channel. We’ll see you on YouTube!

Details for Participating Businesses:

- Winner will receive ten (10) \$10 vouchers in the mail to be used at participating businesses.
- Businesses able to participate will be limited to privately owned, small businesses in Town. Corporate businesses are excluded from the program.
- Businesses are able to accept each voucher at full value, but are not permitted to offer customers the difference of the purchase in cash. This restriction will be noted on the voucher.
- Business owners are required to submit vouchers to the Bowling Green Business Office during normal business hours. (M-F, 9am-5pm).
- Reimbursement checks will be issued on Friday of each week and will be mailed to business owners no later than the following Monday. (Business owners are asked to submit vouchers by Wednesday in order to be included in the issuance of checks on Friday.)
- Businesses must seek total reimbursement for all submitted vouchers prior to December 30, 2021



BOWLING GREEN BUSINESS SPOTLIGHT: CELESTINO RESTAURANT

Discovering Filipino Cuisine In Bowling Green

February 24, 2021

Celestino is Bowling Green’s newest full-service restaurant, offering the very best in classic Filipino food. The restaurant is located on Route 301, just South of the entrance to Fort A.P. Hill and is one of only two Filipino restaurants in the entire region. Jojo and Michelle Celestino opened their restaurant in late September 2020 and while many people would speculate that opening a business in the midst of a global pandemic is a risky move, the couple’s optimism and delicious homemade cuisine is enough to make you think otherwise.

Not familiar with Filipino food? You may know more than you think! Filipino food combines Eastern and Western ideas and is strongly influenced by Chinese, Spanish and American traditions. It’s the original fusion food! Hungry Celestino customers can expect robust dishes complete with nods to Spanish paella or fried rice, lumpia which mimics Chinese spring rolls and the Filipino classic, Adobo which is chicken and pork stewed in vinegar and soy sauce, garlic, peppercorns and bay leaf.

The Filipinos are gregarious and sociable people and the food is often at the center of their celebrations. “Food *is* the culture!” said Jojo, owner and chef. Filipinos are also known for their generosity and the Celestino’s are no exception. “We are of the Christian faith, which means the restaurant won’t work, regardless of how good the food is, if the community is not a part of it.” Michelle added that their tips are often used to supplement food costs for the needy.

Serving only made-from-scratch meals, Celestino also offers a military discount and a senior citizen discount. Plus, in addition to catering services, the restaurant will also deliver within a 10-mile radius of the restaurant.

In a time when traveling to a remote island is challenging, you can get the next best thing right here in Bowling Green. Give your taste buds the trip of a lifetime with flavors of the Philippines at Celestino Restaurant.

Celestino Restaurant
18164 A.P. Hill Blvd., Bowling Green, VA 22427
(804) 632-6124 ♦ *804) 588-9379





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

AGENDA ITEM: Town Manager Monthly Report - February 2021

DATE: March 4, 2021

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Revisiting Town Code recodification
- Applied Utility Relief Funds to accounts of qualified applicants, arranged payment plans
- Final Inspection of 333 N. Main St to verify compliance of SUP conditions.
- Inquired to Dominion about extra utility poles that need to be removed. Working with local government representative
- First draft of Proposed Budget, attached:

The budget was prepared with the following assumptions:

- Equalized tax rates will be adopted.
- Utility Rates will remain steady.
- Trash Collection increase of 6 %

Highlights include:

- Water and Sewer connections and availability fees from Maury Heights Subdivision
- Water and Sewer Funds will pay back General Fund for FY21 transfers.
- Upgrades/Maintenance to playground
- Increase in Music on the Green budget

Meetings/Training attended:

- Budget Work session
- February Town Council Meeting
- Planning Commission Meeting

- Streets, Sidewalks, Facilities, Utilities Committee Meeting
- 4 Weekly Staff meetings
- Meeting with County to discuss Emergency Repair MOU
- Pre-bid meeting
- Water Meter Replacement Bid Opening
- Rural Water Funding Workshop
- Meeting with VDH Rep and PWD to discuss water system

Attachments:

- FY 2021-2022 Proposed Budget Summary - First Draft
- Letter of Support for Caroline County Surface Water Initiative
- Email form Barbara Croson asking for donation for Christmas tree decorations

Actions to be taken:

- Direct TM to send letter of support
- Take action on Ms. Corson's request
- Schedule informational work session with Planning Commission for March 10th @ 6 pm
 - *informational session with VDH Office of Drinking Water*
- Schedule informational session with Town Attorney to discuss Land Use and Planning
 - *At 7 pm March 9th or March 11th - by Zoom with option to attend in person (2)*

FY 2021-2022

Revenues

FY 20 Actual

FY 21 Appropriated

3/4/2021
Proposed

FUND #100 GENERAL FUND

11010 REAL ESTATE

011010-0001	Current Year Taxes	\$138,886	\$140,000	\$140,000
011010-0002	Delinquent Taxes	\$239	\$1,500	\$500
--Total Department--		\$139,125	\$141,500	

11011 RT 301 SPECIAL TAX

011011-0001	Current Year Taxes	\$0	\$0	
011011-0002	Delinquent Taxes	\$0	\$0	
--Total Department--		\$0	\$0	

11020 PUBLIC SERVICE

011020-0001	Current Year	\$3,295	\$4,000	\$3,500
--Total Department--		\$3,295	\$4,000	

11030 PERSONAL PROPERTY

011030-0001	Current Year Taxes	\$45,659	\$52,000	\$45,000
011030-0002	Delinquent Taxes	\$476	\$500	\$500
--Total Department--		\$46,135	\$52,500	

11060 PENALTY & INTEREST

011060-0001	Penalty	\$2,634	\$2,500	\$2,000
011060-0002	Interest	\$3,532	\$3,500	\$3,000
--Total Department--		\$6,166	\$6,000	

15100 REVENUE FROM USE OF MONEY

015100-0001	Interest Earned	\$6,535	\$5,000	\$5,000
--Total Department--		\$6,535	\$5,000	

16099 REFUSE COLLECTION

16099-0003	Trash Revenue	\$88,141	\$89,301	\$94,659
--Total Department--		\$88,141	\$89,301	

120101 SALES TAX

120101-0001	Sales Tax	\$39,573	\$32,000	\$40,000
--Total Department--		\$39,573	\$32,000	

120201 COMSUMER UTILITY TAX

120201-0001	Consumer Utility Tax	\$29,463	\$30,000	\$30,000
--Total Department--		\$29,463	\$30,000	

120301 BUSINESS LICENSE

120301-0001	Business License	\$79,632	\$68,000	\$68,000
--Total Department--		\$79,632	\$68,000	

120501 VEHICLE LICENSE & REGISTRATION FEES

120501-0001	Vehicle License Fees	\$162	\$0	
120501-0005	Vehicle Registration	\$20,635	\$27,000	\$20,000
--Total Department--		\$20,797	\$27,000	

120601 BANK STOCK TAX

120601-0001	Bank Stock Tax	\$300,487	\$250,000	\$250,000
--Total Department--		\$300,487	\$250,000	

121001 TRANSIENT OCCUPANCY TAX

121001-0001	Transient Occupancy Tax	\$3,827	\$4,500	\$2,000
--Total Department--		\$3,827	\$4,500	

121101 MEALS TAX

121101-0001	Meals Tax	\$228,099	\$200,000	\$235,000
--Total Department--		\$228,099	\$200,000	

FY 2021-2022

Revenues

130306 PERMITS, FEES AND LICENSES

130306-0001	Zoning Permits/Fees	\$3,100	\$2,600	\$3,000
130306-0002	Home Occupation Permit	\$310	\$400	\$200
		FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
--Total Department--		\$3,410	\$3,000	

140101 FINES AND FORFEITURE

140101-0001	Police/Court Fines	\$33,672	\$40,000	\$19,500
140101-0002	Returned Check Fee	\$225	\$100	\$0
140101-0003	E Summons Fees	\$2,156	\$3,000	\$1,300
140120-0001	Police Dept Donation		\$500	
--Total Department--		\$36,053	\$43,600	

150201 RENTALS

150201-0001	Cable Property Rental	\$6,073	\$5,850	\$6,300
150201-0002	Town Hall Rentals	\$9,800	\$20,000	\$5,000
150201-0004	Town Hall Deposit Forfeitures	\$775	\$150	\$0
150201-0005	Town Hall Activity Fees	\$0	\$0	\$0
--Total Department--		\$16,648	\$26,000	

189000 OTHER MISCELLANEOUS REVENUE

189000-0060	Sale Of Surplus Equipment	\$50	\$1,000	\$0
189000-0900	Miscellaneous	\$2,954	\$1,100	\$0
--Total Department--		\$3,004	\$2,100	

220109 VA POLICE FUNDING

220109-0001	VA 599 Police Funding	\$25,476	\$24,500	\$24,500
--Total Department--		\$25,476	\$24,500	

220110 PPTRA STATE REIMBURSEMENT

220110-0001	PPTRA Reimbursement	\$21,908	\$21,900	\$21,900
--Total Department--		\$21,908	\$21,900	

220111 COMMUNICATIONS TAX

220111-0001	Communications Tax	\$33,777	\$38,000	\$31,500
220111-0003	Cares Act Funds		\$209,390	
--Total Department--		\$33,777	\$247,390	

240407 GRANTS

240407-0001	Litter Grant	\$814	\$1,034	\$800
240407-0100	USDA GF Grants	\$15,000	\$0	\$50,000
--Total Department--		\$15,814	\$1,034	

240412 VA FIRE PROGRAM

240412-0001	Virginia Fire Program	\$10,000	\$15,000	\$15,000
--Total Department--		\$10,000	\$15,000	

410501 GENERAL FUND RESERVES

410501-0002	Use Of Fund Balance	\$95,584	\$216,775	\$0
410501-0050	Insurance Recoveries	\$0	\$0	\$0
410501-0500	Transfer From Water Fund	\$0	\$0	\$253,986
410501-0520	Transfer From Sewer Fund	\$0	\$0	\$161,270
--Total Department--		\$95,584	\$216,775	

500200 RESERVE FOR CONTINGENCIES

999999-0001	Miscellaneous	\$0	\$0	\$0
--Total Department--		\$0	\$0	

FUND #100 TOTAL		\$1,252,949	\$1,511,100	\$1,533,415
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FY 2021-2022

Revenues

FY 20 Actual

FY 21 Appropriated

3/4/2021
Proposed

FUND #300 CIP

15000 REVENUE FR

015000-0001	USDA Loan Proceeds	\$1,853,432	\$0	\$0
015000-0010	USDA Grant	\$0	\$0	\$0
015000-0020	Use of Fund Balance	\$0	\$0	\$0
--Total Department--		\$1,853,432	\$0	

15010 REVENUE FR

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

410501 REVENUE FR

410501-0100	Trsf Fr Gen Fund To Cip	\$0	\$0	\$0
--Total Department--		\$0	\$0	\$0

FUND #300 TOTAL

\$0 \$0 \$0

FUND #320 ECONOMIC DEVELOPMENT AUTHORITY

018990-0060	Use of Fund Balance	\$21,045	\$0	\$10,000
	Trsf Fr Gen Fund To Eco Devlp	\$0	\$106,510	\$0
--Total Department--		\$21,045	\$106,510	

FUND #320 TOTAL

\$21,045 \$106,510 \$10,000

FY 20 Actual

FY 21 Appropriated

3/4/2021
Proposed

FUND #400 EVENTS AND ACTIVITIES*

19050 EVENT AND ACTIVITIES

019050-0001	Harvest Festival	\$26,056	\$0	\$0
019050-0010	Wine Festival	\$0	\$7,500	\$0
019050-0015	Town Hall Activities	\$4,650	\$5,500	\$3,000
019050-0020	USO Dance	\$808	\$0	\$0
019050-0500	Misc. Event/MOG	\$500	\$0	\$500
--Total Department--		\$32,014	\$13,000	

410501-0100 GF TRANSFER IN/USE OF FUND BALANCE

	Use of Fund Balance	\$0	\$1,000	\$9,950
	General Fund Transfer In	\$5,500	\$5,500	\$0
--Total Department--		\$5,500	\$6,500	

FUND #400 TOTAL \$37,514 \$19,500 \$13,450

FUND #420 DEBT SERVICE

410501-0100	Transfer From General Fund	\$182,000	\$0	\$0
410501-0800	RT 301 Special Tax	\$27,315	\$0	\$0
	Use of Fund Balance	\$6,575	\$0	\$0
--Total Department--		\$215,890	\$0	

FUND #420 TOTAL \$215,890 \$0 \$0

FY 20 Actual

FY 21 Appropriated

3/4/2021
Proposed

FUND #500 WATER

16099 WATER REVENUES

016099-0001	Water Sales	\$329,435	\$362,379	\$370,000
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FY 2021-2022

Revenues

016099-0003	Account Setup Fees	\$1,650	\$2,000	\$2,000
016099-0004	Water Reconnect Fees	\$1,300	\$2,000	\$0
016099-0005	Connections Fees-Water	\$3,800	\$2,250	\$27,000
016099-0006	Penalty Fees	(\$3,207)	\$5,000	\$0
016099-0010	Water Availability Fee	\$30,000	\$24,000	\$200,000
016099-0011	Well Head Protection Grant	\$0	\$50,000	\$0
016099-0012	Utility Inspection Fee	\$350	\$140	\$1,200
016099-0015	Irrigation System App	\$125	\$0	\$100
016099-0040	USDA Grant Proceeds	\$30,000	\$2,500,000	\$0
016099-0040	Interim Financing Proceeds			\$1,700,000
--Total Department--		\$393,453	\$2,947,769	\$2,300,300
410501 GF TRANSFER IN/USE OF FUND BALANCE				
410501-0100	Transfers In	\$32	\$203,986	\$0
410501-0500	Use of Fund Balance	\$15,000	\$50,000	\$62,538
--Total Department--		\$15,032	\$253,986	\$62,538
FUND #500 TOTAL		\$408,486	\$3,201,755	\$2,362,838

FY 2021-2022
Revenues

FY 20 Actual FY 21 Appropriated 3/4/2021
Proposed

FUND #520 SEWER

016099-0002	Sewer Sales	\$452,469	\$408,000	\$415,000
016099-0007	Connection Fees- Sewer	\$3,750	\$2,250	\$27,000
016099-0011	Sewer Availability Fee	\$30,000	\$12,000	\$200,000
--Total Department--		\$486,219	\$422,250	\$642,000

410501 TRANSFER FROM GENERAL FUND

410501-0100	Transfers In	\$123	\$161,270	\$0
410501-0520	Use of Fund Balance			\$107,255
--Total Department--		\$123	\$161,270	\$107,255

FUND #520 TOTAL		\$486,342	\$583,520	\$749,255
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FY 2021-2022 Proposed Budget

Expenditures

	FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
12110 COUNCIL AND MANAGER'S OFFICE			
012110-1101 Salaries	\$102,030	\$102,878	\$114,600
012110-2100 FICA	\$7,899	\$7,870	\$8,767
012110-2210 VRS	\$14,741	\$14,897	\$16,594
012110-2300 Health Plan/457 Plan	\$11,591	\$11,607	\$13,689
012110-2400 Group Life	\$1,309	\$1,348	\$1,501
012110-2500 Disability Insurance - VML	\$259	\$298	\$676
012110-2600 Mayor Expenses	\$0	\$2,000	\$2,000
012110-3000 Town Manager Expenses	\$153	\$2,000	\$2,000
012110-3100 Contingency	\$5,399	\$20,000	\$20,000
012110-3140 Contracted Services/Shredding	\$672	\$500	\$675
012110-3150 Professional Services - Legal	\$20,004	\$20,000	\$20,004
012110-3152 Web Based Services	\$12,129	\$25,000	\$15,000
012110-3160 Compensation - Council/Commission	\$16,100	\$16,950	\$17,850
012110-3600 Advertising	\$4,952	\$4,000	\$7,000
012110-5250 Telecommunications	\$1,112	\$1,200	\$1,200
012110-5300 Town Insurance-General Fund	\$14,464	\$15,000	\$15,000
012110-5545 Conference Expenses/Training	\$2,383	\$3,000	\$3,000
012110-5810 Membership Dues	\$260	\$800	\$500
012110-5830 Covid-19 Expenses	\$473	\$102,880	\$0
012110-5840 Miscellaneous	\$1,443	\$250	\$500
012110-6001 Office/Meeting Supplies & Pr	\$3,123	\$2,500	\$2,500
012110-6021 Public Relations	\$616	\$1,000	\$1,000
012110- FY 21 Employee Compensation Plan	\$0	\$22,100	\$0
012110-7100 BGMS Project - Grant Pass Through	\$14,701	\$5,000	\$5,000
--Total Department--	\$235,812	\$383,078	\$269,056

FY 2021-2022 Proposed Budget

Expenditures

		FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed	
12410	Treasurers Office				
012410-1101	Salaries/Wages	\$121,987	\$140,522	\$87,215.70	
012410-1200	Part Time	\$12,933	\$0	\$0.00	
012410-2100	FICA	\$9,225	\$10,750	\$6,672.00	
012410-2210	VRS	\$17,848	\$20,348	\$12,628.83	
012410-2300	Health Plan/457 Plan	\$16,996	\$19,306	\$16,104.00	
012410-2400	Group Life	\$1,612	\$1,841	\$1,142.53	
012410-2500	Hybrid Disability Insurance	\$415	\$559	\$218.03	
012410-3120	Audit	\$32,500	\$15,000	\$15,000.00	
012410-3130	Credit Card Fees	\$4,289	\$0	\$4,300.00	
012410-3150	Professional Services - CPA	\$21,666	\$12,000	\$12,000.00	
012410-3310	Office Equipment	\$13,509	\$6,000	\$6,000.00	
012410-3320	Computer Licenses/Support	\$18,097	\$18,600	\$18,600.00	
012410-3600	Late Fees & Penalties	\$8	\$250	\$250.00	
012410-5210	Postage	\$2,433	\$5,000	\$5,000.00	
012410-5230	Telecommunications	\$2,661	\$3,000	\$3,000.00	
012410-5540	Education/Training	\$3,066	\$2,000	\$2,000.00	
012410-5810	Membership Dues	\$0	\$500	\$500.00	
012410-5840	Miscellaneous	\$27	\$0	\$250.00	
012410-6001	Office Supplies & Printing	\$2,504	\$1,500	\$2,500.00	
	--Total Department--	\$281,778	\$257,176	\$193,381.09	Reduction in payroll and liabilities

FY 2021-2022 Proposed Budget

Expenditures

		FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
31100	POLICE DEPARTMENT			
031100-1101	Salaries/Wages (Full Time)	\$65,000	\$65,000	\$105,000
031100-1150	Part Time	\$17,606	\$19,222	\$12,857
031100-2100	FICA	\$4,978	\$6,443	\$9,016
031100-2210	VRS	\$9,407	\$9,415	\$15,204
031100-2300	Health Plan/457 Plan	\$5,922	\$19,300	\$16,105
031100-2400	Group Life	\$852	\$852	\$1,376
031100-2720	Building Repairs/Maintenance	\$50	\$500	\$500
031100-3310	Vehicle Maintenance	\$2,070	\$1,000	\$3,000
031100-3312	Equipment Repair	\$155	\$0	\$200
031100-3320	Professional Services	\$600	\$750	\$750
031100-3500	Printing	\$0	\$800	\$0
03110-3841	Court Appointed Attorney Fees	\$316	\$0	\$300
031100-5110	Electricity	\$1,394	\$1,800	\$1,800
031100-5230	Telecommunications	\$1,827	\$4,000	\$4,000
031100-5540	Education/Training	\$350	\$1,500	\$1,500
031100-5810	Membership Dues/Subscription	\$2,063	\$1,500	\$1,500
031100-6001	Office Supplies & Printing	\$0	\$600	\$1,000
031100-6008	Vehicle Fuel/Oil	\$2,982	\$5,000	\$5,000
031100-6010	Equipment/Supplies	\$4,250	\$5,000	\$5,000
031100-6011	Uniforms	\$939	\$1,000	\$3,000
	Total	\$120,759	\$143,681	\$187,107
31200	POLICE DEPT RESTRICTED FUND			
031200-0003	Use of E-Summons Fees	\$0	\$3,000	1000
	Total	\$0	\$3,000	1000
POLICE DEPT	--Total Department--	\$120,759	\$146,681	\$188,107
32000	DONATIONS			
032000-5640	BG/Volunteer Fire Department	\$1,000	\$1,000	\$1,000
032000-5642	BG/Volunteer Rescue Squad	\$1,000	\$1,000	\$1,000
032000-5650	Fire Program Funds	\$10,000	\$10,000	\$15,000
	--Total Department--	\$12,000	\$12,000	\$17,000

Conversion of PT officer to FT

FY 2021-2022 Proposed Budget

Expenditures

	FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed		
43100	PUBLIC WORKS DEPARTMENT				
043100-1101	Salaries	\$71,582	\$70,622	\$74,000	
043100-1200	Part-Time Seasonal Salaries	\$13,551	\$15,400	\$0	
043100-1201	Salaries/ Wages- Overtime	\$755	\$3,000	\$3,000	
043100-2100	FICA	\$5,467	\$6,811	\$7,100	
043100-2210	VRS	\$10,180	\$10,226	\$10,651	
043100-2300	Health Plan/457 Plan	\$11,955	\$12,630	\$12,630	
043100-2400	Group Life	\$921	\$925	\$961	
043100-2500	Hybrid Disability Insurance	\$284	\$305	\$316	
043100-3311	Vehicle Maintenance	\$1,389	\$2,000	\$2,000	
043100-5110	Electricity	\$21,560	\$26,500	\$26,500	
043100-5230	Telecommunications	\$2,032	\$2,000	\$2,000	
043100-5300	Insurance	\$4,200	\$4,200	\$4,200	
043100-5540	Education/Training	\$183	\$500	\$500	
043100-5840	Miscellaneous	\$2,157	\$500	\$500	
043100-6001	Office Supplies & Printing	\$702	\$250	\$250	
043100-6005	Janitorial Supplies	\$441	\$50	\$50	
043100-6006	Hand Tools	\$204	\$750	\$750	
043100-6007	Repair/ Maintenance Town Buildings	\$13,098	\$8,000	\$14,000	
043100-6008	Vehicle Fuel/ Oil	\$3,033	\$2,500	\$2,500	
043100-6009	Equipment/ Supplies	\$1,818	\$1,500	\$1,500	
043100-6011	Uniforms/ Safety Equip	\$3,312	\$2,500	\$2,500	
043100-7110	Parking Lot/Street/Sidewalk Maintenance	\$3,972	\$5,000	\$5,000	
043100-7120	Park Maintenance	\$2,508	\$2,500	\$2,500	
043100-7130	Refuse Collection	\$87,800	\$89,301	\$94,659	* Anticipated Contract Increase
043100-7140	Litter Grant	\$985	\$1,500	\$800	
043100-7200	Town Hall Expenses	\$25,777	\$30,000	\$30,000	
043100-	Play Ground Upgrades			\$50,000	* ADA Compliance and upgrades/additions
	--Total Department--	\$289,055	\$299,470	\$348,867	

FY 2021-2022 Proposed Budget
Expenditures

	FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
410501 TRANSFERS OUT			
410501-0300 Trsf To CIP Fr General Fund	\$0	\$0	\$0
410501-0320 Transfer To EDA	\$0	\$10,000	\$0
410501-0400 Tsfr To Events & Activities	\$5,500	\$6,000	\$0
410501-0420 Transfer To Debt Service	\$182,000	\$0	\$0
410501-0500 Transfer To Water Fund	\$32	\$253,986	\$0
410501-0520 Transfer To Sewer Fund	\$123	\$161,270	\$0
	\$187,655	\$431,256	\$0
FUND 100 TOTAL			\$1,203,519
FUND 300 CIP			
300100 CAPITAL PROJECTS FUND(GF)			
300100-8100 Emergency W/s Repairs	\$0	\$0	\$0
300100-8500 Purchase Vehicle(s) W/ USDA	\$0	\$0	\$0
300100-8600 General	\$0	\$0	\$0
300100-8700 Refinancing And USDA Project	\$1,594,211	\$0	\$0
--Total Department--	\$1,594,211	\$0	\$0
FUND 320 ECONOMIC DEVELOPMENT AUTHORITY			
320100 EDA Programs			
320100-0001 EDA Loans/Grants	\$5,711	\$10,000	\$10,000
--Total Department--	\$5,711	\$10,000	\$10,000

FY 2021-2022 Proposed Budget
Expenditures

		FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
FUND 400	EVENTS & ACTIVITIES			
71200	EVENTS & ACTIVITIES			
071200-1110	Event Coordinator	\$0	\$0	\$0
071200-1210	Harvest	\$21,996	\$0	\$0
071200-1220	Wine Festival	\$1,222	\$5,500	\$0
071200-1230	Music On The Green	\$3,985	\$3,500	\$7,000
071200-1240	Clean Sweep	\$185	\$250	\$250
071200-1250	Parade/Holiday Events	\$3,120	\$3,000	\$3,000
071200-1260	USO Dance	\$659	\$0	\$0
071200-1310	Town Hall Activities	\$5,180	\$7,500	\$3,000
071200-1310	Marketing	\$200	\$200	\$200
	--Total Department--	\$36,547	\$19,950	\$13,450
	Fund 400 Total	\$36,547	\$19,950	\$13,450
FUND 420	DEBT SERVICE			
500400	DEBT SERVICE			
500400-0002	Debt Service	\$215,256	\$0	\$0
	--Total Department--	\$215,256	\$0	\$0

FY 2021-2022 Proposed Budget
Expenditures

		FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
Fund 500	WATER EXPENDITURES			
500100-1101	Salaries	\$74,931	\$75,567	\$103,130
500100-1201	Salaries/Wages-Overtime	\$3,576	\$3,000	\$3,000
500100-2100	FICA	\$5,850	\$6,011	\$7,889
500100-2210	VRS	\$10,860	\$10,942	\$14,933
500100-2300	Health Plan/457 Plan	\$13,549	\$15,485	\$18,923
500100-2400	Group Life	\$983	\$990	\$1,351
500100-2500	Hybrid Disability Insurance	\$208	\$569	\$573
500100-3140	Engineering/Prof. Services	\$15,000	\$31,000	\$0
500100-3311	Vehicle Maintenance	\$1,670	\$2,000	\$2,000
500100-3320	Computer Licenses/Support	\$1,748	\$2,000	\$2,000
500100-5110	Electricity	\$19,192	\$15,000	\$20,000
500100-5210	Mailing Costs	\$585	\$4,000	\$1,000
500100-5230	Telecommunications	\$4,025	\$2,626	\$3,000
500100-5300	Town Insurance-Water	\$4,200	\$4,200	\$4,200
500100-5540	Education/Training/Licenses	\$1,277	\$3,500	\$3,500
500100-5810	Fees And Dues	\$3,181	\$4,000	\$4,000
500100-5820	Licenses and Permits	\$1,200	\$1,200	\$1,200
500100-5840	Miscellaneous	\$2,032	\$500	\$500
500100-5899	Miss Utility Costs	\$525	\$300	\$500
500100-6001	Office Supplies/Equipment	\$731	\$2,666	\$2,500
500100-6005	Janitorial Supplies	\$218	\$1,340	\$1,500
500100-6006	Hand Tools	\$74	\$2,000	\$2,000
500100-6007	Repair/Maintenance	\$154,703	\$125,000	\$125,000
500100-6008	Vehicle Fuel/Oil	\$3,080	\$2,333	\$2,333
500100-6009	Equipment/Supplies	\$681	\$3,500	\$3,500
500100-6011	Uniforms/Safety Equip	\$2,379	\$3,333	\$3,333
500100-6021	Testing Supplies/Chemicals	\$754	\$3,000	\$3,000
500100-6022	Water Testing	\$4,710	\$15,000	\$15,000
500100-6050	Meter Purchases	\$5,641	\$10,000	\$5,000
500100-6060	Well Head Protection Grant	\$0	\$50,000	\$0
500100-8500	2018 Loan Payments	\$0	\$53,986	\$53,986
500100-9100	Repayment of GF Trans FY21			\$253,986

Well # 6

FY 2021-2022 Proposed Budget

Expenditures

	--Total Department--	\$337,563	\$455,048	\$662,838
500500	WATER CIP			
	Engineering	\$0	\$200,000	\$200,000
500500-3500	2019 USDA Systm Upgrade	\$0	\$2,500,000	\$1,500,000
	--Total Department--	\$0	\$2,700,000	\$1,700,000
	Total Fund 500	\$337,563	\$3,155,048	\$2,362,838

		FY 20 Actual	FY 21 Appropriated	3/4/2021 Proposed
Fund 520	SEWER FUND			
520100	SEWER OPERATIONS			
520100-1101	Salaries	\$150,639	\$150,639	\$141,596
520100-1201	Overtime	\$3,423	\$3,423	\$3,423
520100-2100	FICA	\$1,175	\$11,745	\$10,382
520100-2210	VRS	\$21,291	\$21,291	\$20,503
520100-2300	Health Insurance/457 Plan	\$26,184	\$26,184	\$25,767
520100-2400	Group Life	\$1,926	\$1,926	\$1,855
520100-2500	Hybrid Disability Insurance	\$757	\$757	\$765
520100-3160	Testing	\$20,515	\$20,000	\$15,000
500100-3180	Sludge Removal	\$13,188	\$10,000	\$15,000
500100-3311	Vehicle Maintenance	\$1,342	\$2,000	\$2,000
500100-3320	Professional Services	\$6,844	\$3,250	\$4,000
500100-5110	Electricity	\$30,038	\$28,000	\$30,000
500100-5120	Propane	\$297	\$1,000	\$2,000
500100-5210	Mailing Costs	\$542	\$1,360	\$1,000
500100-5230	Telecommunications	\$3,035	\$3,103	\$3,103
500100-5300	Insurance	\$3,470	\$3,740	\$4,200
500100-5540	Education/Training/License/P	\$3,233	\$4,000	\$4,000
500100-5613	VPDES Fees/DEQ	\$2,825	\$2,750	\$2,750
500100-5840	Miscellaneous	\$0	\$500	\$500
500100-5899	Miss Utility Costs	\$0	\$125	\$300
500100-6001	Office Supplies	\$635	\$668	\$600
500100-6004	Lab Supplies/Chemicals	\$8,509	\$12,000	\$6,004
500100-6005	Janitorial Supplies	\$463	\$2,000	\$2,000

FY 2021-2022 Proposed Budget
Expenditures

500100-6006	Small Tools	\$432	\$2,000	\$2,000
500100-6007	Repair/ Maintenance	\$107,068	\$89,000	\$69,000
500100-6008	Vehicle Fuel & Oil	\$3,115	\$2,334	\$2,334
500100-6011	Uniforms/ Safety Equipment	\$7,037	\$2,834	\$2,834
500100-6030	Plant & Lab Supplies/Chemicals	\$4,262	\$3,500	\$3,500
500100-8101	Office Equipment/Supplies	\$107	\$8,334	\$300
500100-8200	2018 Loan Payments	\$0	\$161,270	\$161,270
500100-8300	Large Equipment Purchase			\$50,000
500100-9100	Repayment of GF Transfer			\$161,270
	--Total Department--	\$422,353	\$579,733	\$749,255

Purchase Jet Trailer for repair and maintenance

Shana Moore
Water Withdrawal Permit Writer
Virginia Department of Environmental Quality
1111 E. Main Street, Suite 1400
Richmond, VA 23218

Re: Letter of Support Pertaining to Joint Permit Application Number 20-0514

Dear Ms. Moore,

On behalf of the Bowling Green Town Council, I am writing a letter of support for Caroline County's request for a Surface Water Intake Permit. The Town of Bowling Green shares a common interest and mutual goal of securing additional surface water sources through regional cooperation with Caroline County.

The Bowling Green Town Council recognizes that additional groundwater withdrawals are expected to be limited due to declining groundwater levels in eastern Virginia aquifers and more stringent regulations affecting the Eastern Virginia Groundwater Management Area. It is important that the Town of Bowling Green plan for future growth by considering alternative water sources and believes a partnership with Caroline County in the future may be a viable option that is mutually beneficial. While the Town of Bowling Green is not in a position to commit to using source water from the Rappahannock River to meet the Town's long-term water demands, this possibility should not be ruled out. For this reason, the Town of Bowling Green seeks to express its support for Caroline County's proposed intake on the Rappahannock River.

Sincerely,

Melissa Lewis
Town Manager



Town Manager <townmanager@townofbowlinggreen.com>

Town Christmas Tree

1 message

Barbara Croson <bobbileez@gmail.com>
To: townmanager@townofbowlinggreen.com

Mon, Mar 1, 2021 at 10:36 AM

It's never too early to think about Christmas! This will be the fourth year for the town Christmas tree. The ornamentation and lights are holding up as expected and should be serviceable for several more years. Ribbon fades and gets beat up by the weather, it's life span is about 2 seasons.

In addition to needing new ribbon I would like to add another dimension to the tree with some gold leaves. The leaves should also several years and can be refurbished with a bit of paint and glitter.

I am requesting the town to fund the changes we need to keep the tree sparkling. The cost of the ribbon is approximately \$65 and the leaves \$225. Please let me know if this is doable, as ordering needs to be done asap.

If you have any further questions please let me know.

--

Barbara Croson
bobbileez@gmail.com
804-994-4994



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

AGENDA ITEM: Bills - February 2021
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 February 2021

ATTACHMENTS:

Check Reports:

- 2-4-2021
- 2-11-2021
- 2-17-2021
- 2-26-2021

REQUESTED ACTION:

Approve invoices.

AP100B 2/04/2021 TOWN OF BOWLING GREEN
 TIME-14:42:28

A/P CHECK REGISTER
 Check Date - 2/05/2021

ActPd - 2021/02

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25945	18	A & M HOME CENTER	000	2/05/2021	333.64	.00
25946	18	A & M HOME CENTER	000	2/05/2021	123.99	.00
25947	944	ATLANTIC BROADBAND /	000	2/05/2021	204.40	.00
25948	999999	BEAZLEY JUDY	000	2/05/2021	45.61	.00
25949	1111	BKT UNIFORMS	000	2/05/2021	232.00	.00
25950	14	CINTAS OF RICHMOND	000	2/05/2021	713.20	.00
25951	237	GRAINGER	000	2/05/2021	105.80	.00
25952	999999	HART SERENA	000	2/05/2021	478.48	.00
25953	1089	SNAP-ON TOOLS	000	2/05/2021	798.50	.00
25954	19	VERIZON	000	2/05/2021	274.18	.00
25955	256	VERIZON WIRELESS	000	2/05/2021	468.61	.00
25956	44	VUPS	000	2/05/2021	112.35	.00
25957	12	WASTE MANAGEMENT	000	2/05/2021	8,790.83	.00
25958	878	WHITE OAK ELECTRIC	000	2/05/2021	4,177.60	.00
		CLASS TOTAL			16,859.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,859.19	
		EPY TOTAL			.00	
		FINAL TOTAL			16,859.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 16,859.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	B47899	2/05/2021		4500-500100-6007-	13.49	25945		REPAIR/MAINTENANCE
0000000	000018		B47987	2/05/2021		4100-043100-7200-	35.36	25945		TOWN HALL EXPENSES
0000000	000018		B48032	2/05/2021		4100-043100-6007-	20.27	25945		REPAIR/ MAINT TOWN BUILDINGS
0000000	000018		B48090	2/05/2021		4520-500100-6007-	59.34	25945		REPAIR/ MAINTENANCE
0000000	000018		C45923	2/05/2021		4500-500100-6007-	10.97	25945		REPAIR/MAINTENANCE
0000000	000018		C45966	2/05/2021		4100-043100-7200-	5.79	25945		TOWN HALL EXPENSES
0000000	000018		C46107	2/05/2021		4100-043100-7200-	21.99	25945		TOWN HALL EXPENSES
0000000	000018		C46286	2/05/2021		4100-043100-6007-	119.55	25945		REPAIR/ MAINT TOWN BUILDINGS
0000000	000018		C46320	2/05/2021		4100-043100-7200-	39.50	25945		TOWN HALL EXPENSES
0000000	000018		C46324	2/05/2021		4100-043100-7200-	7.38	25945		TOWN HALL EXPENSES
		DISC. TOTAL					.00			TOTAL
							.00			

0000000	000944	ATLANTIC BROADBAND /	2021-02	2/05/2021		4100-012410-5230-	125.20	25947		TELECOMMUNICATIONS
0000000	000944		2021-02	2/05/2021		4520-500100-5230-	79.20	25947		TELECOMMUNICATIONS
		DISC. TOTAL					.00			TOTAL
							.00			

0000000	999999	BEAZLEY JUDY	20190927 LOST	2/05/2021		4100-012110-6001-	11.94	25948		OFFICE/MEETING SUPPLIES & PRIO0861 REISSUE CK# 24743
0000000	999999		20190927 LOST	2/05/2021		4100-043100-7200-	33.67	25948		TOWN HALL EXPENSES
		DISC. TOTAL					.00			TOTAL
							.00			

0000000	001111	BKT UNIFORMS	81430	2/05/2021		4100-031100-6011-	135.00	25949		UNIFORMS
0000000	001111		81434	2/05/2021		4100-031100-6011-	56.00	25949		UNIFORMS
0000000	001111		81435	2/05/2021		4100-031100-6011-	41.00	25949		UNIFORMS
		DISC. TOTAL					.00			TOTAL
							.00			

0000000	000014	CINTRAS OF RICHMOND	4072228148	2/05/2021		4100-043100-6011-	45.89	25950		UNIFORMS/ SAFETY EQUIP
0000000	000014		4072228148	2/05/2021		4500-500100-6011-	32.10	25950		UNIFORMS/SAFETY EQUIP
0000000	000014		4072228148	2/05/2021		4520-500100-6011-	100.31	25950		UNIFORMS/SAFETY EQUIPMENT
0000000	000014		4072899479	2/05/2021		4100-043100-6011-	45.89	25950		UNIFORMS/ SAFETY EQUIP
0000000	000014		4072899479	2/05/2021		4500-500100-6011-	45.89	25950		UNIFORMS/SAFETY EQUIP
0000000	000014		4073571424	2/05/2021		4100-043100-6011-	100.31	25950		UNIFORMS/SAFETY EQUIPMENT
0000000	000014		4073571424	2/05/2021		4500-500100-6011-	32.10	25950		UNIFORMS/SAFETY EQUIP
0000000	000014		4074223341	2/05/2021		4100-043100-6011-	45.89	25950		UNIFORMS/SAFETY EQUIP
0000000	000014		4074223341	2/05/2021		4500-500100-6011-	32.10	25950		UNIFORMS/SAFETY EQUIP
		DISC. TOTAL					.00			TOTAL
							.00			

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25962	865	CASH	000	2/12/2021	48.11	.00
25963	1020	CONSOLIDATED PIPE & SUP	000	2/12/2021	271.10	.00
25964	679	DAVID L BROOKS HAULING &	000	2/12/2021	4,086.78	.00
25965	10	DOMINION VIRGINIA POWER	000	2/12/2021	7,883.86	.00
25966	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	1,270.00	.00
25967	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	1,290.00	.00
25968	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	155.00	.00
25969	28	G & G MILFORD FARM SERV.	000	2/12/2021	314.01	.00
25970	320	MORTON'S POWER EQUIPMENT	000	2/12/2021	178.81	.00
25971	919	PRO SHRED SECURITY	000	2/12/2021	45.00	.00
25972	999999	SAMUEL KIMBERLY	000	2/12/2021	150.00	.00
25973	276	SOUTHERN TRUCK & CUSTOM	000	2/12/2021	782.00	.00
25974	918	STAPLES ADVANTAGE	000	2/12/2021	181.92	.00
25975	653	STEMMLE PLUMBING REPAIR	000	2/12/2021	2,275.00	.00
25976	148	THE FREE LANCE STAR	000	2/12/2021	1,149.00	.00
25977	1002	VACORP	000	2/12/2021	136.75	.00
25978	12	WASTE MANAGEMENT	000	2/12/2021	94.35	.00
25979	1049	WEX BANK	000	2/12/2021	610.67	.00
25980	451	XEROX CORPORATION	000	2/12/2021	339.51	.00
		CLASS TOTAL			21,261.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			21,261.87	
		EPY TOTAL			.00	
		FINAL TOTAL			21,261.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 21,261.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH	G/L ACCOUNT	DESC.	BATCH INV. DESCRIPTION
0000000	000234	ENVIROCOMPLIANCE LAB INC	R152373	2/12/2021		4520-500100-3160	155.00	25968			TESTING		00862 TESTING
		DISC. TOTAL					.00				TOTAL		155.00
0000000	000028	G & G MILFORD PARM SERV.	188782	2/12/2021		4500-500100-6009-	75.14	25969			EQUIPMENT/SUPPLIES		00862 LIME, PLASTIC, PAI
0000000	000028		188792	2/12/2021		4100-043100-6007-	41.31	25969			REPAIR/ MAINT TOWN BUILDINGS		00862 TOP SOLI & SHADE M
0000000	000028		188952	2/12/2021		4500-500100-6009-	34.63	25969			EQUIPMENT/SUPPLIES		00862 BUSHING, BLOWB, HOS
0000000	000028		188977	2/12/2021		4100-043100-6009-	91.97	25969			EQUIPMENT/ SUPPLIES		00862 SAW BAR, STHL RM3
0000000	000028		189159	2/12/2021		4500-500100-6009-	17.99	25969			EQUIPMENT/SUPPLIES		00862 MARINE HOSE
0000000	000028		189160	2/12/2021		4500-500100-3311-	14.99	25969			VEHICLE MAINTENANCE		00862 STR-BILL
0000000	000028		189210	2/12/2021		4500-500100-6009-	37.98	25969			EQUIPMENT/SUPPLIES		00862 KILZ PRIMER
		DISC. TOTAL					.00				TOTAL		314.01
0000000	000320	MORTON'S POWER EQUIPMENT	12101221	2/12/2021		4100-043100-6009-	178.81	25970			EQUIPMENT/ SUPPLIES		00862 BELT, BLADE OIL
		DISC. TOTAL					.00				TOTAL		178.81
0000000	000919	PRO SHRED SECURITY	36192	2/12/2021		4100-012110-3140-	45.00	25971			CONTRACTED SERVICES/SHREDDING		00862 2021-02
		DISC. TOTAL					.00				TOTAL		45.00
0000000	999999	SAMUEL KIMBERLY	THDR 2021-04-17	2/12/2021		100-000200-3500-	150.00	25972			REFUNDS PAYABLE		00862 THDR 2021-04 COVID
		DISC. TOTAL					.00				TOTAL		150.00
0000000	000276	SOUTHERN TRUCK & CUSTOM	3064	2/12/2021		4500-500100-3311-	782.00	25973			VEHICLE MAINTENANCE		00862 DR SEAT JUSTINS TR
		DISC. TOTAL					.00				TOTAL		782.00
0000000	000918	STAPLES ADVANTAGE	732136488801	2/12/2021		4100-012410-6001-	67.98	25974			OFFICE SUPPLIES & PRINTING		00862 COPIER PAPER
0000000	000918		7322333366001	2/12/2021		4100-043100-7200-	113.94	25974			TOWN HALL EXPENSES		00862 TRASH LINERS
		DISC. TOTAL					.00				TOTAL		181.92
0000000	000653	STEMMEL PLUMBING REPAIR	181767	2/12/2021		4520-500100-6007-	2,275.00	25975			REPAIR/ MAINTENANCE		00862 S MAIN ST
		DISC. TOTAL					.00				TOTAL		2,275.00
0000000	000148	THE FRER LANCE STAR	2021-01	2/12/2021		4100-012110-3600-	464.80	25976			ADVERTISING		00862 PUB HEAR 02-04-202
0000000	000148		2021-01	2/12/2021		4100-012110-3600-	684.20	25976			ADVERTISING		00862 PUB HEAR UTILITY M
		DISC. TOTAL					.00				TOTAL		1,149.00
0000000	001002	VACORP	2021-01	2/12/2021		4100-012110-2500-	16.41	25977			DISABILITY INSURANCE - WHI		00862 HYBRID
0000000	001002		2021-01	2/12/2021		4100-012410-2500-	30.08	25977			HYBRID DISABILITY INSURANCE		00862 HYBRID
0000000	001002		2021-01	2/12/2021		4100-043100-2500-	19.15	25977			HYBRID DISABILITY INSURANCE		00862 HYBRID
0000000	001002		2021-01	2/12/2021		4500-500100-2500-	9.57	25977			HYBRID DISABILITY INS		00862 HYBRID
		DISC. TOTAL					61.54	25977			TOTAL		00862 HYBRID
0000000	000012	WASTE MANAGEMENT	272742502813	2/12/2021		4520-500100-3180-	94.35	25978			SLUDGE REMOVAL		00862 SLUDGE
		DISC. TOTAL					.00				TOTAL		94.35
0000000	001049	WEX BANK	70055125	2/12/2021		4100-031100-6008-	224.39	25979			VEHICLE FUEL/OIL		00862 PC
0000000	001049		70055125	2/12/2021		4100-043100-6008-	128.76	25979			VEHICLE FUEL/ OIL		00862 PW
0000000	001049		70055125	2/12/2021		4500-500100-6008-	128.76	25979			VEHICLE FUEL/OIL		00862 WATRR
0000000	001049		70055125	2/12/2021		4520-500100-6008-	128.76	25979			VEHICLE FUEL & OIL		00862 SEMER
		DISC. TOTAL					.00				TOTAL		610.67

AP100B 2/17/2021 TOWN OF BOWLING GREEN
 TIME-16:25:01

A/P CHECK REGISTER
 Check Date - 2/19/2021

AcPd - 2021/02

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25981	41	VISA	000	2/19/2021	2,305.47	.00
25982	41	VISA	000	2/19/2021	1,652.81	.00
25983	41	VISA	000	2/19/2021	297.82	.00
		CLASS TOTAL			4,256.10	.00
		ACH TOTAL			.00	
		CHECK TOTAL			4,256.10	
		EPY TOTAL			.00	
		FINAL TOTAL			4,256.10	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,256.10- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
0000000	000041	VISA	PC 1 VIRGINIA	2/19/2021		4100-031100-5540-	500.00	25981		00863 2021 DUES
0000000	000041		PC 2 ROMAS	2/19/2021		4100-031100-6001-	64.81	25981		00863 LUNCH
0000000	000041		PC 3 DK FIREARM	2/19/2021		4100-031100-6010-	56.83	25981		00863 AMMO
0000000	000041		PW 1 USPS	2/19/2021		4500-500100-5210-	2.00	25981		00863 POSTAGE
0000000	000041		PW 10 LOWESS 1	2/19/2021		4500-500100-6009-	599.00	25981		00863 SIMPSON 3700BPI
0000000	000041		PW 2 WALMART	2/19/2021		4100-043100-3311-	32.89	25981		00863 VEHICLE SUPPLIES
0000000	000041		PW 2 WALMART	2/19/2021		4500-500100-3311-	32.90	25981		00863 VEHICLE SUPPLIES
0000000	000041		PW 2 WALMART	2/19/2021		4520-500100-3311-	32.90	25981		00863 VEHICLE SUPPLIES
0000000	000041		PW 3 MPUSBDTTR	2/19/2021		4100-043100-3311-	201.05	25981		00863 TIRES SHAWN'S TRUC
0000000	000041		PW 3 MPUSBDTTR	2/19/2021		4500-500100-3311-	201.05	25981		00863 TIRES SHAWN'S TRUC
0000000	000041		PW 3 MPUSBDTTR	2/19/2021		4520-500100-3311-	183.69	25981		00863 HAND TOOLS
0000000	000041		PW 4 HANOVER TO	2/19/2021		4500-500100-6006-	64.76	25981		00863 VEHICLE MAINTENANC
0000000	000041		PW 5 WALMART 1	2/19/2021		4100-043100-3311-	64.77	25981		00863 VEHICLE MAINTENANC
0000000	000041		PW 5 WALMART 1	2/19/2021		4500-500100-3311-	67.78	25981		00863 JANITORIAL SUPPLIE
0000000	000041		PW 6 WALMART 2	2/19/2021		4500-500100-6005-	67.78	25981		00863 JANITORIAL SUPPLIE
		DISC. TOTAL	CHECK TOTAL				.00			
							2,305.47			2,305.47
0000000	000041	VISA	PW 7 ROMAS 1	2/19/2021		4100-043100-5840-	31.00	25982		00863 LUNCH
0000000	000041		PW 8 OPTICEMAX	2/19/2021		4100-043100-6001-	171.24	25982		00863 ENGINEER PRINTS
0000000	000041		PW 9 DICKINSON	2/19/2021		4100-043100-6009-	505.27	25982		00863 LAWN MOWER PARTS
0000000	000041		TC 1 ZOOM 1	2/19/2021		4100-012110-6001-	15.74	25982		00863 STAMPS
0000000	000041		TC 10 USPS 3	2/19/2021		4100-012410-5210-	11.00	25982		00863 STAMPS
0000000	000041		TC 2 OOMA	2/19/2021		4100-012110-5250-	45.39	25982		00863 TM
0000000	000041		TC 2 OOMA	2/19/2021		4100-012410-5230-	68.33	25982		00863 TH
0000000	000041		TC 2 OOMA	2/19/2021		4100-031100-5230-	44.98	25982		00863 PC
0000000	000041		TC 2 OOMA	2/19/2021		4100-031100-5230-	22.26	25982		00863 PW
0000000	000041		TC 2 OOMA	2/19/2021		4100-043100-5230-	22.26	25982		00863 PW
0000000	000041		TC 2 OOMA	2/19/2021		4520-500100-5230-	22.26	25982		00863 WMP
0000000	000041		TC 3 ADOBE 3	2/19/2021		4100-012410-6001-	50.97	25982		00863 2021-02
0000000	000041		TC 4 MICHAELS	2/19/2021		4100-012410-6001-	18.65	25982		00863 FRAMES FOR PROGRAM
0000000	000041		TC 5 YETI COOLE	2/19/2021		4100-012110-3000-	153.07	25982		00863 CUPS
0000000	000041		TC 6 AMAZON 4	2/19/2021		4100-012410-6001-	492.75	25982		00863 50 INCH TV JO BISA
		DISC. TOTAL	CHECK TOTAL				.00			
							1,652.81			1,652.81
0000000	000041	VISA	TC 7 AMAZON 2	2/19/2021		4100-012410-6001-	71.59	25983		00863 5 IN BINDERS
0000000	000041		TC 7 AMAZON 2	2/19/2021		4100-012410-6001-	76.97	25983		00863 WALL MNT & TV COVE
0000000	000041		TC 8 VISTAPRINT	2/19/2021		4100-012110-6001-	56.87	25983		00863 BUSINESS CARDS
0000000	000041		TC 9 OFFICEDERO	2/19/2021		4100-012410-6001-	92.39	25983		00863 1099 FORMS
		DISC. TOTAL	CHECK TOTAL				.00			
							297.82			297.82
							.00			
							4,256.10			4,256.10
							.00			
							4,256.10			4,256.10

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,256.10- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

AP100B 2/26/2021 TOWN OF BOWLING GREEN
 TIME- 9:59:23

A/P CHECK REGISTER
 Check Date - 2/26/2021

ActPd - 2021/02

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25987	600	BENNETT DEBORAH T	000	2/26/2021	140.00	.00
25988	897	CINTAS CORPORATION	000	2/26/2021	27.08	.00
25989	999999	DELOACH TONYA	000	2/26/2021	150.00	.00
25990	125	E M GRAY & SON	000	2/26/2021	2,471.47	.00
25991	1005	FREDERICKSBURG BIG BAND	000	2/26/2021	500.00	.00
25992	546	JOHNSON'S EXTERMINATING	000	2/26/2021	625.00	.00
25993	48	MID-ATLANTIC LAB	000	2/26/2021	60.00	.00
25994	1092	PBM	000	2/26/2021	500.00	.00
25995	11	RAPPAHANNOCK ELEC COOP	000	2/26/2021	733.44	.00
25996	1089	SNAP-ON TOOLS	000	2/26/2021	1,428.20	.00
25997	653	STEMMLE PLUMBING REPAIR	000	2/26/2021	1,045.00	.00
		CLASS TOTAL			7,680.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,680.19	
		EPY TOTAL			.00	
		FINAL TOTAL			7,680.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 7,680.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

P.O. NO.	VENDOR	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000600	BENNETT DEBORAH T	2019-09 1	2/26/2021		4400-071200-1310-	140.00	25987		TOWN HALL ACTIVITIES	00864 REPL CK# 24744
		DISC. TOTAL					.00	EPY PMT TOTAL			140.00
0000000	000897	CINTAS CORPORATION	8405020962	2/26/2021		4520-500100-6011-	27.08	25988		UNIFORMS/ SAFETY EQUIPMENT	00864 FIRST AID
		DISC. TOTAL					.00	EPY PMT TOTAL			27.08
0000000	999999	DELOACH TONYA	THDR 2021-06-26	2/26/2021		100-000200-3500-	150.00	25989		REFUNDS PAYABLE	00864 THDR 2021-06-26
		DISC. TOTAL					.00	EPY PMT TOTAL			150.00
0000000	000125	E M GRAY & SON	112364	2/26/2021		4100-043100-7200-	1,607.46	25990		TOWN HALL EXPENSES	00864 TH
		DISC. TOTAL					864.01	25990		PROPANE	00864 WMTP
							.00	EPY PMT TOTAL			2,471.47
0000000	001005	FREDERICKSBURG BIG BAND	2019-09 1	2/26/2021		4400-071200-1220-	250.00	25991		WINE FESTIVAL	00864 REPL CK# 24730
		DISC. TOTAL					250.00	25991		WINE FESTIVAL	00864 REPL CK 24463
							.00	EPY PMT TOTAL			500.00
0000000	000546	JOHNSON'S EXTERMINATING	2021-02	2/26/2021		4100-031100-3320-	50.00	25992		PROFESSIONAL SERVICES	00864 PC
		DISC. TOTAL					75.00	25992		PARK MAINTENANCE	00864 PLAYGROUND
							65.00	25992		TOWN HALL EXPENSES	00864 TH
							10.00	25992		TOWN HALL EXPENSES	00864 109 COURTHOUSE LN
							425.00	25992		PROFESSIONAL SERVICES	00864 WMTP
							.00	EPY PMT TOTAL			625.00
0000000	000048	MID-ATLANTIC LAB	15945	2/26/2021		4500-500100-6022-	60.00	25993		WATER TESTING	00864 24 HR TEST
		DISC. TOTAL					.00	EPY PMT TOTAL			60.00
0000000	001092	PM	32112	2/26/2021		4100-043100-7200-	500.00	25994		TOWN HALL EXPENSES	00864 CLEANING OFFICERS
		DISC. TOTAL					.00	EPY PMT TOTAL			500.00
0000000	000011	RAPPANNOCK ELEC COOP	2021-01	2/26/2021		4100-043100-5110-	51.27	25995		ELECTRICITY-STREETLIGHTS	00864 CEDAR TRANS ON POL
		DISC. TOTAL					444.39	25995		ELECTRICITY	00864 WBL #4
							23.63	25995		ELECTRICITY	00864 RT 2 WATER TOWER
							96.86	25995		ELECTRICITY	00864 LAKEWOOD PMP STAT
							29.08	25995		ELECTRICITY	00864 OAK RIDGE PMP STAT
							88.21	25995		ELECTRICITY	00864 CEDAR LN WAREHOUSE
							.00	EPY PMT TOTAL			733.44
0000000	001089	SNAP-ON TOOLS	021121120150	2/26/2021		4500-500100-6006-	1,017.20	25996		HAND TOOLS	00864 HAND TOOLS
		DISC. TOTAL					411.00	25996		VEHICLE MAINTENANCE	00864 HAND TOOLS
							.00	EPY PMT TOTAL			1,428.20
0000000	000553	STEMMLE PLUMBING REPAIR	185207	2/26/2021		4520-500100-6007-	1,045.00	25997		REPAIR/ MAINTENANCE	00864 WMTP
		DISC. TOTAL					.00	EPY PMT TOTAL			1,045.00
							.00	EPY PMT TOTAL			7,680.19
							.00	EPY PMT TOTAL			7,680.19

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 7,680.19 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE TOWN MANAGER



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

AGENDA ITEM: Minutes – January 7, 2021 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the January 7, 2021 Town Council Meeting

ATTACHMENTS:

Minutes and approved bills from the January 7, 2021 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL ORGANIZATIONAL MEETING**

MINUTES

**Thursday, January 07, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum was present in person and via Zoom. The Pledge of Allegiance was recited

PRESENT

Mayor Mark Gaines
Vice Mayor Valarie Coyle
Council Member Jean Davis
Council Member Deborah Howard
Council Member Jerry Covington
Council Member Tammie Gaines
Council Member Jeff Voit
Council Member Arthur Wholey

TOWN COUNCIL 2021 ORGANIZATIONAL MATTERS:

Meeting and Budget Schedules:

Motion made by Council Member Voit, Seconded by Council Member Davis to approve the Monthly Meeting Schedule as well as to approve the Budget Calendar.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Melissa noted a date was wrong on the Budget Calendar for 2021-2022 and a schedule was put in front of council with the corrected date of April 29, 2021.

Motion made by Council Member Voit, Seconded by Vice Mayor Cole to approve the regular Meeting Schedule and Budget Schedule as amended.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Election of Vice-Mayor:

The nominations for Vice -Mayor were presented before the council were Council Member Howard and Council Member Coyle.

First nominated for the position for Vice-Mayor was Council Member Deborah Howard by Council Member T. Gaines.

Voting Yea: Council Member Gaines, Council Member Voit, Council Member Wholey
Voting Nay: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington

Motion failed.

Second nominated for the position of Vice-Mayor was council Member Valerie Coyle by Council Member J. Davis.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed

Council Member Valerie Coyle elected Vice-Mayor for a two year term.

Mayor's Committee Appointments and Adoption of Schedules:

Policy, Personnel, and Ordinance Committee:

Chair- Council Member Deborah Howard, Council Member Arthur Wholey , Council Member Jean Davis

Utilities, Streets, Sidewalks, Buildings and Grounds Committee:

Chair-Council Member Jeff Voit, Council Member Tammie Gaines, Council Member Jerry Covington

Motion made by Council Member T. Gaines, Seconded by Council Member Voit with discussion to adopt the Committee Appointments as presented.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Appoint ex-officio member to Planning Commission:

Motion made by Vice Mayor Coyle, Seconded by Council Member Davis to accept Council Member Jeff Voit as ex-officio to the Planning Commission.

Clarification on terms was requested by Council Member Voit.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

DELEGATIONS:

Proclamation:

Proclamation by Mayor Gaines recognizing the outstanding efforts of volunteer's responsible for organizing holiday festivities has been moved to the February Town Council Meeting.

Sean Brushett – Atlantic Broadband

Sean Brushett with Atlantic Broadband was not able to attend the meeting. Acting Town Manager Melissa Lewis read a letter with his apologies for missing the meeting and comments from Atlantic Broadband. Mr. Brushett plans to be available for the February Town Council Meeting.

PUBLIC COMMENTS: *This will be limited to three minutes per person*

James Hanley, 350 N Main Street - Addressed Town Council on his opposition to the proposal to provide Health Care to the Mayor and Town Council.

Jason Satterwhite, 145 S Main Street- Former Mayor, Jason Satterwhite addressed the Mayor and Town Council also opposing the proposal to cover the cost of Health Care for the Town Council.

David Storke, 115 Maury Ave- Addressed the Town Council as well, echoing the same thoughts of Former Mayor, Jason Satterwhite against the proposal to cover Health Costs for the Town Council.

Whitney Watts, 165 S Main Street - Addressed the Town Council with similar comments and stated she echoed what the others were saying as well.

STAFF REPORTS & PRESENTATIONS:

The following Staff reports were presented to Council:

Police Department Monthly Report - December 2020

Public Works and Utilities Dept. Monthly Report - December 2020

Economic Dev. & Events Coordinator Monthly Report - December 2020

Town Clerk/Treasurer-Acting Town Manager Monthly Report - December 2020

CONSENT AGENDA:

The following items were presented to Council:

December 2020 Bills (attached to these minutes)

O-2021-001 Ordinance Updating 301 Tax District Parcels:

The summary for the O-2021-001 Ordinance updating the 301 Tax District Parcels was discussed. A motion to authorize the Town Manager to advertise a public hearing in the Free Lance Star on January 19 and 26th was made by Council Member Voit, Seconded by Council Member Davis.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

UNFINISHED BUSINESS:

Job Descriptions and Organization Chart:

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to schedule an additional meeting to discuss the Job Description and Organizational Chart. Work Session set for January 20, 2021 at 7:00p.m. to discuss the proposed changes.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed

NEW BUSINESS:

Letters of resignation from Planning Commission from Jeff Voit and Arthur Wholey both of who have been elected to Town Council while serving on Planning Commission.

Motion made by Council Member Davis, Seconded by Council Member Voit to accept Jeff and Arthur's letters of resignations.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed

Establishing Meeting Rules and Procedures:

Establishing basic meeting rules and procedures to allow for productive meetings.

Mayor Gaines spoke regarding establishing procedures to properly lead the Town Council Meetings in a timely and orderly fashion. Mayor Gaines stated the meetings should not linger and keep Town Council Members and staff out and away from family. With everyone's cooperation meetings should flow quickly, giving council the courtesy to address all issues and still end at a reasonable time.

R-2021-001: - Health Insurance Coverage for Council and Mayor

Some members of the Council have shown interest in joining the Town's group insurance policy. Motion made by Council Member Davis, Seconded by Council Member Howard to not approve R-2021-001 Health insurance Coverage for Council and Mayor

Vice Mayor Coyle, Council Member Davis, Council Member Voit and Council Member Howard all agreed and voiced their comments to oppose the request for Health Care Insurance Coverage for Council Members.

Motion passed

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

Utility Disconnection Moratorium:

In December the Virginia General Assembly passed a bill putting in place a moratorium for utility disconnections due to non-payment. The bill allows for relief from the moratorium if our total arrearages are 1% or greater than our annual operating revenue.

Motion made by Council Member Howard, Seconded by Vice Mayor Coyle to advertise for a public hearing to be held for House Bill 5005 Utility Disconnection Moratorium.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit

Voting Nay: Council Member Wholey

Motion passed.

Consideration of EDA Appointment:

Motion made by Council Member Voit, Seconded by Council Member Wholey to re-appoint David Storke for the Economic Development Authority for the term ending November 03, 2024

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey.

Motion passed

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to elect Jerry Covington to the Economic Development Authority for term ending November 03, 2024

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey.

Motion passed.

INFORMATIONAL ITEMS:

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

No comments from Council Committee Members

CLOSED SESSION:

Motion made by Council Member Voit, Seconded by Council Member Davis to enter into closed meeting pursuant to VA Code section 2.2-3711(A)(1) for the discussion or consideration of the performance and employment of the Police Chief

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

RECONVENE IN OPEN SESSION

Motion made by Council Member Davis, Seconded by Council Member Voit to reconvene in Open Meeting.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member Gaines, Council Member Voit, Council Member Wholey

Motion passed.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by Council.

Mayor M. Gaines	Yes	Vice Mayor Coyle.....	Yes
Council Member Davis	Yes	Council Member Howard.....	Yes
Council Member Covington.....	Yes	Council Member T. Gaines.....	Yes
Council Member Voit	Yes	Council Member Wholey.....	Yes

Motion made by Council Member Voit, Seconded by Council Member Gaines to approve Justin Cecil as Chief of Police under the employment of the Town of Bowling Green.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey.

Motion passed.

ADJOURNMENT

Motion made by Council Member Voit, Seconded by Council Member Davis to adjourn.

Voting Yea: Vice Mayor Coyle, Council Member Davis, Council Member Howard, Council Member Covington, Council Member T. Gaines, Council Member Voit, Council Member Wholey

Motion passed.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25745	1063	ALACRITI PAYMENTS, LLC	000	12/04/2020	49.74	.00
25746	600	BENNETT DEBORAH T	000	12/04/2020	175.00	.00
25747	897	CINTAS CORPORATION	000	12/04/2020	49.58	.00
25748	907	COYLE VALARIE	000	12/04/2020	1,000.00	.00
25749	679	DAVID I. BROOKS HAULING &	000	12/04/2020	43,104.08	.00
25750	664	DAVIS JEAN	000	12/04/2020	900.00	.00
25751	999999	DAYMUDE RUSTY	000	12/04/2020	29.25	.00
25752	999999	DAYMUDE RUSTY	000	12/04/2020	25.00	.00
25753	1058	DIAMOND SPRINGS	000	12/04/2020	53.90	.00
25754	999999	ENGLISH CHERYL	000	12/04/2020	150.00	.00
25755	648	ERARD ANDREA G	000	12/04/2020	1,667.00	.00
25756	882	FERGUSON WATERWORKS #1800	000	12/04/2020	1,486.84	.00
25757	946	GAINES MARK	000	12/04/2020	900.00	.00
25758	1051	GAINES TAMMIE	000	12/04/2020	900.00	.00
25759	1093	GATTIE LISA	000	12/04/2020	100.00	.00
25760	237	GRAINGER	000	12/04/2020	381.90	.00
25761	999999	GREEN BRITTANY	000	12/04/2020	150.00	.00
25762	780	HOWARD DEBORAH	000	12/04/2020	900.00	.00
25763	34	MARTIN MARIETTA MATERIALS	000	12/04/2020	371.48	.00
25764	378	MCDARMON GLENN	000	12/04/2020	900.00	.00
25765	257	ON SITE PC	000	12/04/2020	232.40	.00
25766	598	SATTERWHITE JASON	000	12/04/2020	900.00	.00
25767	1089	SNAP-ON TOOLS	000	12/04/2020	139.50	.00
25768	918	STAPLES ADVANTAGE	000	12/04/2020	231.30	.00
25769	19	VERIZON	000	12/04/2020	273.39	.00
25770	256	VERIZON WIRELESS	000	12/04/2020	751.92	.00
25771	985	VOIT JEFF	000	12/04/2020	125.00	.00
25772	44	VUPS	000	12/04/2020	38.85	.00
25773	1094	WARE BLANCH	000	12/04/2020	550.00	.00
25774	878	WHITE OAK ELECTRIC	000	12/04/2020	29,552.80	.00
25775	1074	WHOLEY ARTHUR	000	12/04/2020	100.00	.00
25776	438	WRIGHT OTTS	000	12/04/2020	900.00	.00
		CLASS TOTAL			87,088.93	.00
		ACH TOTAL			.00	
		CHECK TOTAL			87,088.93	
		EPY TOTAL			.00	
		FINAL TOTAL			87,088.93	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 87,088.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25777	18	A & M HOME CENTER	000	12/11/2020	164.19	.00
25778	944	ATLANTIC BROADBAND /	000	12/11/2020	209.65	.00
25779	14	CINTAS OF RICHMOND	000	12/11/2020	713.20	.00
25780	1096	FISHER LAW, PLLC	000	12/11/2020	3,150.00	.00
25781	850	HAUN DAMN	000	12/11/2020	90.00	.00
25782	48	MID-ATLANTIC LAB	000	12/11/2020	60.00	.00
25783	1030	RED WING SHOES	000	12/11/2020	258.78	.00
25784	1095	TEAM CAROLINA BARBECUE	000	12/11/2020	127.60	.00
25785	852	US POSTAL SERVICE	000	12/11/2020	120.00	.00
25786	291	USA BLUE BOOK	000	12/11/2020	202.22	.00
25787	12	WASTE MANAGEMENT	000	12/11/2020	7,698.86	.00
25788	1049	WEX BANK	000	12/11/2020	329.01	.00
25789	451	XEROX CORPORATION	000	12/11/2020	301.48	.00

CLASS TOTAL 13,424.99
 ACH TOTAL .00
 CHECK TOTAL 13,424.99
 EPY TOTAL .00
 FINAL TOTAL 13,424.99

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 13,424.99- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25790	18	A & M HOME CENTER	000	12/16/2020	2,800.00	.00
25791	1097	ARTISM BY JOEY	000	12/16/2020	2,800.00	.00
25792	9999999	BAXTER JANET	000	12/16/2020	1,150.00	.00
25793	696	BOWLING GREEN SUITES	000	12/16/2020	2,800.00	.00
25794	318	BUD'S AUTOMOTIVE	000	12/16/2020	2,800.00	.00
25795	1098	CHASE STREET HOPS	000	12/16/2020	2,800.00	.00
25796	933	CHERRY'S WORLD IMPORTS	000	12/16/2020	2,800.00	.00
25797	1099	CLASSIC COTTAGE	000	12/16/2020	2,800.00	.00
25798	664	DAVIS JEAN	000	12/16/2020	5,923.60	.00
25799	10	DOMINTON VIRGINIA POWER	000	12/16/2020	2,800.00	.00
25800	1076	EXPERT AUTO	000	12/16/2020	2,800.00	.00
25801	151	FIRE SAFETY SYSTEMS INC	000	12/16/2020	611.82	.00
25802	217	FLORAL DESIGNS BY JOYCE	000	12/16/2020	2,800.00	.00
25803	1100	JH AUDIO	000	12/16/2020	2,800.00	.00
25804	1101	LIBERTY PARK ESTATE SALES	000	12/16/2020	2,800.00	.00
25805	1056	MAGNOLIA MORNING SUITES	000	12/16/2020	2,800.00	.00
25806	1102	MARISOL FOOD INC	000	12/16/2020	2,800.00	.00
25807	369	MIKE'S OUTDOOR SHOP	000	12/16/2020	2,800.00	.00
25808	1109	PERFORMANCE AIR LLC	000	12/16/2020	53,220.50	.00
25809	1103	PITTS & MANN'S REALTY	000	12/16/2020	2,800.00	.00
25810	1078	REBECCA SULLIVAN ART & DE	000	12/16/2020	100.00	.00
25811	267	ROMA'S RESTAURANT	000	12/16/2020	2,800.00	.00
25812	1104	SAMSON MOTORCARS	000	12/16/2020	2,800.00	.00
25813	659	SOSMETAL PRODUCTS INC	000	12/16/2020	578.30	.00
25814	9999999	SYRLES TARA	000	12/16/2020	150.00	.00
25815	75	SYDNER HYDRO INC	000	12/16/2020	13,350.00	.00
25816	148	THE FREE LANCE STAR	000	12/16/2020	1,405.60	.00
25817	1105	THE MIX HOUSE	000	12/16/2020	2,800.00	.00
25818	1106	THE PAINTED HORSE	000	12/16/2020	2,800.00	.00
25819	1107	THE WILDCHILD FOODS LLC	000	12/16/2020	2,800.00	.00
25820	198	TINDER'S JEWELRY & GIFTS	000	12/16/2020	2,800.00	.00
25821	291	USA BLUE BOOK	000	12/16/2020	514.08	.00
25822	893	W W WEBB & ASSOC PLLC	000	12/16/2020	77,170.50	.00
25823	12	WASTE MANAGEMENT	000	12/16/2020	991.26	.00
25824	1108	YOUR JUST DESSERTS	000	12/16/2020	2,800.00	.00
		CLASS TOTAL			218,565.66	.00
		ACH TOTAL			.00	
		CHECK TOTAL			218,565.66	
		EPY TOTAL			.00	
		FINAL TOTAL			218,565.66	.00

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 THE TOTAL 218,565.66- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25831	114	BOWLING GREEN ELECTRONICS	000	12/22/2020	959.99	.00
25832	125	E M GRAY & SON	000	12/22/2020	1,104.55	.00
25833	1052	ENCO UTILITY SERVICES FLO	000	12/22/2020	30.00	.00
25834	234	ENVIROCOMPLIANCE LAB INC	000	12/22/2020	1,310.00	.00
25835	234	ENVIROCOMPLIANCE LAB INC	000	12/22/2020	655.00	.00
25836	28	G & G MILFORD FARM SERV.	000	12/22/2020	207.19	.00
25837	546	JOHNSON'S EXTERMINATING	000	12/22/2020	625.00	.00
25838	999999	LEWIS MELISSA	000	12/22/2020	45.81	.00
25839	257	ON SITE PC	000	12/22/2020	65.00	.00
25840	1092	PBM	000	12/22/2020	500.00	.00
25841	919	PRO SHRED SECURITY	000	12/22/2020	45.00	.00
25842	700	TREASURER OF VIRGINIA	000	12/22/2020	42.00	.00
25843	1002	VACORP	000	12/22/2020	276.33	.00
		CLASS TOTAL			5,865.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,865.87	
		EPY TOTAL			.00	
		FINAL TOTAL			5,865.87	.00

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 THE TOTAL 5,865.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25828	41	VISA	000	12/16/2020	1,816.99	.00
25829	41	VISA	000	12/16/2020	571.72	.00
25830	41	VISA	000	12/16/2020	106.14	.00
		CLASS TOTAL			2,494.85	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,494.85	
		EPY TOTAL			.00	
		FINAL TOTAL			2,494.85	.00

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 THE TOTAL 2,494.85- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE TOWN MANAGER



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

AGENDA ITEM: Planning Commission Member Re-appointments

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At the December meeting, Scott Seigmund and Sandra Pelter were appointed to unexpired terms that ended on March 1, 2021 and March 16, 2021 respectively.

ATTACHMENTS:

None.

REQUESTED ACTION:

Motion to re-appoint Charles Scott Seigmund and Sandra Pelter to the Planning Commission with terms ending March 1, 2025 and March 16, 2025 respectively.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Schedule Public Hearing – Comp Plan Chapters 9 and 10

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Schedule a Public Hearing to consider updates to Chapters 9 and 10 of the Comprehensive Plan.

The Planning Commission will hold its Public Hearing on March 15th and send its recommendation to Town Council.

ATTACHMENTS:

Ad to run in FLS on 3/16 and 3/23

REQUESTED ACTION:

Schedule Public Hearing and authorize the Town Manager to advertise.

PUBLIC HEARING

Town of Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday, April 1, 2021, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing is for the Town Council to receive public comment on and consider proposed updates to Chapters 9 and 10 of the Town's Comprehensive Plan.

The proposed changes are available for review at Town Hall, 117 Butler Street during normal business hours and online at www.townofbowlinggreen.com. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager at 804-633-6212 ext. 1001 in advance so appropriate arrangements can be made.

Melissa Lewis

Town Manger/Zoning Administrator

CHAPTER 9 - LAND USE

Introduction

Land use is one of the most complex issues in planning. All sections of the Comprehensive Plan must be considered together as they work together to provide the complete vision. A good future land use plan is critical to the economic vitality and quality of life of the community. This chapter will examine the existing land use and the Town's goals for future land use along with outlining Development Standards and Design Features that shall be used by the community and developers when proposing new land uses and development.

Existing Land Use:

Existing Land Use is identified in Table 9-1 and in **Map Annex, Existing Land Use**. It is important to understand that multiple zoning classifications can exist in one (1) use.

Residential

Residential land use is approximately 21% of the total acreage in Town. Single family detached housing units occupy approximately 19% and multi-family housing units occupy approximately 2%. Residential areas are located throughout the Town with the exception of the downtown commercial district and the majority of the 301highway corridor located in the Northeastern portion of Town.

- ~~Look at updating percentages.~~

Commercial

Commercial land uses occupy approximately 7% of the total acreage of the Town. There are three (3) commercial areas in Town. These areas include, the Broaddus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green.

The three (3) business areas described are appropriately zoned for commercial uses. Most of the new businesses in these areas have filled in where other businesses have left the town. Infill development for commercial activity in the Town of Bowling Green should be prioritized with a focus on growth from within the commercial areas and expanding outward.

Institutional

Institutional land uses (churches, schools, government offices, etc.) occupy approximately 3% of Town's acreage. There are eight (8) churches in Town and the remaining acreage is occupied by Town and County municipal offices and parking lots.

Industrial

There are no industrial areas within the Town.

Other Uses

Currently, there are no Planned Unit Developments in the town. A conservation easement for the Old Mansion property exists on the South end of Main Street which occupies approximately 126.8 acres and cannot be developed. Right of Way acreage exists for roads, streets, and utilities which reduces the amount of available acreage for development. Agricultural land use exists within the town boundary along with Encroachment Potential Areas for land, which could be used as both preservation areas or growth areas. Areas within the town boundary meet the criteria of the Chesapeake Bay Preservation Act for designation as an environmentally sensitive area.

Table 9-1: Land Use – Existing and Future *Update with accurate percentages

Existing Land Use	Households	Percent	Acres	Percent	Future Land Use	Acres	Percent
Residential (R1)	343	80.1%	200.3	19.7%	Low Density Residential	523.4	51.5%
Residential (R2 & R3)	78	18.2%	13.3	1.3%	Moderate Density Residential	13.3	1.3%
Planned Unit Development	0	0%	0.0	0.0%	High Density/Mixed Use	0.0	0.0%
Commercial (B1 & B2)	2	.5%	60.4	5.7%	Commercial	165.3	16.1%
Industrial (M1)	0		0.0	0.0%	Limited (Light) Industry	6.6	0.6%
Agricultural (A1)	4	1.0%	190.9	18.8%	Agricultural	0.0	0.0%
Conservation/Historic (A-1)	1	.2%	126.8	12.5%	Conservation/Historic (A-1)	126.8	12.5%
Right of Way			155.7	15.4%	Right-of-Way	155.7	15.4%
Institutional/Public Lands			26.2	2.6%	Institutional/Public Lands	26.2	2.6%
Encroachment Potential Areas			0.0	0.0%	Encroachment Potential Areas	0.0	0.0%
Vacant/Undeveloped			243.7	24.0%	Not Applicable	-	-
Total	428	100.0%	1017.3	100.0%	Total	1017.3	100.0%

Source: Town of Bowling Green

Future Land Use:

Future Land Use is identified in Table 9-1 and in **Map Annex, Future Land Use**.

Future Vision

Growth will come to Bowling Green and it is important that the Future Land Use Plan provide the right balance of residential, commercial and industrial land use to meet the demands for growth without sacrificing Bowling Green's small town charm and quality of life. The Future Land Use map indicates what types of development are appropriate for a particular area. It should be noted that the Comprehensive Plan is not an ordinance. It is a plan to help guide Town officials in making land use decisions. Table 9-1 shows the amount and percentage of land which is proposed for various types of land use.

Area Plan

There are three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability. These areas are the Broadus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green. **Residential areas are located on the North and South ends of Main Street, including side streets, Bowling Green Meadows and Caroline Manor Apartments.** Detailed plans should be established and reviewed on a regular basis to ensure that all activity is supportive of the established goals and objectives for each area. Although individual area plans are relevant for establishing goals and tracking progress toward those goals to achieve a desired result, the size of Bowling Green in both population and land area dictates the need for an overarching plan to unify the town across all development areas. This plan requires the input from residents, business owners, land owners, developers, builders, VDOT, Fort A.P Hill, and Caroline County in concert with the Planning Commission and Town Council to document a unified position on land use and development.

Future Land Use Descriptions: ~~*Add High Density Residential~~

These descriptions are to be used in conjunction with the Future Land Use Map of the Comprehensive Plan when evaluating development proposals. The Future Land Use Map and Comprehensive Plan are intended to be used as guidelines for development over the next five to ten years.

Low Density Residential

Low Density Residential areas are residential developments or land suitable for such development with overall densities of no more than 3 to 4 dwelling units per acre dependent upon the character of the surrounding area, physical attributes of the property, and consistency with the Comprehensive Plan. Low Density Residential areas are located where natural characteristics such as terrain and soils are suitable for residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designation R-1.

Moderate Density Residential

Moderate Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 4 to 8 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. Moderate Density Residential areas are located where natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-2 and R-3.

High Density Residential

High Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 5 to 10 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. High Density Residential areas are located where

natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-3 and PUD.

Commercial

General business activities having a moderate impact on nearby developments are designated Commercial. Location criteria for commercial uses require access to arterial roads, preferably at intersections with collector and arterial roads; moderate to large sized sites; public water and sewer; suitable environmental features such as soils and topography; and adequate buffering by physical features or adjacent uses to protect nearby residential development. This land use is consistent with the Town Code requirements for Zoning Designation B-1 and B-2.

Limited Industry

Limited Industry sites are areas that have a moderate impact on the surrounding area. Industrial developments require access to arterial or major collector roads, public water and sewer, moderate sized sites, environmental features such as soils and topography suitable for intense development, and adequate buffers to protect nearby residential uses. This land use is consistent with the Town Code requirements for Zoning Designation M-1.

Agricultural/Conservation/Historic Areas

Agricultural, Conservation, and Historic Areas are lands that are intended to be preserved. Wetlands, steep slopes, wildlife habitats, and streams banks are types of areas that meet the criteria under the Chesapeake Bay Protection Act as environmentally sensitive and require conservation. Historically significant sites and properties are important and should be preserved. Examples of preferred land use in these three areas include agriculture, horticulture, parks, wildlife habitats, open space, historic preservation, renovation back to original use, adaptive reuse, or any use that maintains the integrity of the site or property. Agricultural land use is consistent with the Town Code requirements for Zoning Designation A-1.

Institutional/Public Lands

This designation includes land owned by Federal, State, County, and Town governments along with other community facilities. There are no Federal owned or managed properties within the Town limits. There are properties that are owned by the State, County, and Town governments within the Town boundary along with **eight (8)** churches.

Development Standards:

Development standards are intended to provide a guide for accommodating land uses in a manner harmonious with the environment. If any standard listed in the Comprehensive Plan conflicts with existing ordinances, the Town Code is the final authority.

General Land Use Standards

1. Permit new development where the impact of such development can be adequately addressed. Particular attention shall be given to impacts such as density, intensity, building height and scale, land uses, smoke, noise, dust, odor, vibration, light, traffic, and encroachment.
2. Permit new development or redevelopment only when required public services, utilities, and facilities or upgraded public services, utilities, and facilities can be provided.
3. Preserve the natural and wooded character of the Town. Particular attention shall be given to locating structures and uses outside of sensitive areas; maintaining existing topography, vegetation and trees to the maximum extent possible, especially along roads and between

uses; encouraging enhanced landscaping of the developments located in open fields; locate new roads and minimize access points, such as driveways, in accordance with VDOT requirements; and utilize lighting where necessary to enhance safety.

4. Protect land designated as conservation areas by encouraging conservation easements.
5. Protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.
6. Minimize the impact of development on major roads by limiting access points and providing side street access and common entrances.
7. Encourage a transition to underground utilities for existing above ground utilities when major improvements are planned or when major work on collocated utilities supports the transition from above ground to underground.

Residential Land Use Standards

1. Ensure that overall housing densities are compatible with the capacity of public services, facilities, and utilities available or planned; and character of development in the surrounding area. Ensure that residential developments provide usable open space and protect the Town's natural wooded character.
2. Preserve sensitive areas as open space, retain trees and vegetation, and design residential developments to preserve the character of the Town's natural setting in support of a pleasant living environment.
3. Design with the best and most beneficial use of topography and other physical features in mind.
4. Encourage builders and developers to design diversity and character into their development to avoid excessive repetitiveness in larger developments.
5. Prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible. Locate residential development along internal roads within the development improve traffic flow and enhance safety.

Commercial and Industrial Land Use Standards

1. Locate commercial and industrial developments adjacent to compatible uses and ensure special features are incorporated in the design to protect residential or sensitive areas.
2. Commercial and industrial areas should be planned and located to avoid traffic through residential areas except in special circumstances where residential and nonresidential areas are both part of an overall Master Plan or special measures are taken to ensure the residential uses are protected.
3. Provide landscaped areas and trees along public roads and private properties and develop sites in a manner that retains or enhances the natural wooded character of the Town.

Aesthetics and Design:

The Town's appearance and design are important as a quality of life issue for its residents and as an economic development tool. The following are design features and resources that should be used to propose and develop land uses.

Aesthetics:

Entrance Corridors

These corridors are important for historical, aesthetic, and practical reasons. Entrance corridors serve to visually mark the boundary of the municipality, establish the first impression of the Town for visitors, and generally, show the Town's commitment to its appearance and attractiveness. There are five major entrance corridors in the Town: Route 301 at Fort A.P. Hill, Route 2 starting at Paige Road, Route 207 adjacent to the Bowling Green Shopping Center, Route 301/Route 207/Route 2 at the outer bypass interchange, and Route 301 bypass at the eastern entrance to the Town. Design features such as signs, appropriate placement of parking areas near the corridors, and landscaping should be encouraged.

Historic Sites

Places of historic significance should be preserved or considered for preservation during the development of a particular site. An example of historic preservation is the historic easement placed on Bowling Green Farm (formerly known as the Old Mansion) located at the south end of Town. This easement protects the property by prohibiting certain land uses. In 2003, an historic area was identified consisting of 140 contributing properties and the area was added to the National Register of Historic Places. A list of the properties can be found in Chapter 8.

Utility Lines

Utility lines include electrical, natural gas, telephone, cable, water, and others. All utilities should be placed underground to reduce susceptibility to above ground hazards and weather events and eliminate competition with trees and other landscaping features.

Design Features:

Landscaping

Landscaping is one of the best ways to enhance a site. A well-designed landscape plan can provide shade that decreases radiant heat from man-made and natural surfaces, green areas aid in the absorption and filtration of runoff, and a pleasant environment in which to work and live. Plant materials should be chosen to compliment the structure or use and the surrounding environment. Care should be taken to choose native plants that will survive the local climate conditions.

Landscape Strips

Landscape strips are areas of land between roads and parking areas or adjacent properties and developed areas, for the placement of landscaping material. These areas help buffer developments from adjacent uses and improve their appearance. Trees have particular root structures which need a particular amount of soil to survive and the proper amount of room to accommodate future growth. Landscape strips should be wide enough to provide adequate room for the type and density of trees and shrubs to be used and sufficient buffering between uses.

Berms

A berm is a man-made mound of earth. Its purpose is to provide a visual, acoustic, and safety barrier between two land uses or between a development and public road. A berm offers several advantages by standing directly between a driver's eye level view and a development, reducing traffic noise from adjacent roads, and adding topographic diversity to flat sites. As the development of many sites requires excavation, it is possible to use the soil on site to construct berms which can reduce the need to remove soil from the site. While berms offer a number of advantages, it is important to note that they occupy a finite amount of land.

Fencing

If a berm is deemed unfeasible or undesirable, fencing provides a good alternative as a buffer or decorative feature. Fencing should be chosen that compliments the structure or use and the surrounding environment. Fencing can also be used to buffer conflicting land uses. Fencing materials may be man-made or natural such as trees or shrubs.

Signage

A sign can be a person's first impression of a business or a Town in the case of an entrance corridor. A sign should be designed to compliment the site on which it is placed. Signs can be building mounted, pole mounted, or a monument style. Signs can be made of metal, plastic, wood, or other variations. Care should be taken to insure that signs are in compliance with the local ordinance and compatible with the development and surrounding area. Use of monument style signs should be encouraged. This type of sign can be constructed to be less obtrusive than pole mounted signs and still provide adequate visibility to customers. For large developments, the use of one sign should be encouraged to advertise the multiple uses within the development and decrease the number of signs, increase visibility of tenants, and improve the appearance of

the development.

Lighting

Lighting on commercial, industrial and public sites is necessary for safety reasons. Lighting can be obtrusive if not carefully designed. Lights should be placed far enough from residential properties and roads and at a height that does not produce objectionable glare to adequately light the site. Light should be focused more downward than outward for maximum effect and light fixtures should be complimentary to the surrounding area and aesthetically pleasing.

External Factors Affecting Development:

Encroachment on Military Installations

Bowling Green must be constantly aware of its proximity to Fort A.P. Hill especially in its North Route 301 area where future development is highly possible. Encroachment can be prevented by working closely with Department of Defense officials at Fort A. P. Hill.

Bowling Green-Milford Sub-Area Development Plan

Planning in the Town of Bowling Green must remain sensitive to the planning accomplished and development projected in the Bowling Green-Milford Sub-Area Development Plan in which the Caroline County Government identifies one of three development areas in Caroline County. Many opportunities exist to work with our County partners to ensure the needs of County residents are met regardless of whether they live in the Town of Bowling Green or outside of its outer boundary.

~~CHAPTER 10 – GOALS, OBJECTIVES AND STRATEGIES~~

Environment:

~~GOAL: — Achieve a pattern of land use which balances water quality and environmental protection with social and economic development goals.~~

~~Objective: Focus Town growth in areas most suitable for development so that environmentally sensitive areas are protected.~~

~~*Strategy 1* — The Bowling Green Planning Commission obtains information from Caroline County regarding soil conditions prior to the preliminary development plan review to determine suitability for development. Do not allow development in areas where soil conditions do not support the proposed development.~~

~~*Strategy 2* — The Bowling Green Planning Commission assesses the impact of development throughout the Town in areas where slopes are 15% or greater, and limit development in Chesapeake Bay Preservation Act areas with slopes of 15% or greater.~~

~~*Strategy 3* — The Bowling Green Planning Commission reviews data from the Virginia Division of Natural Heritage prior to approving development in order to protect the Town's natural heritage resources.~~

~~Objective: Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing commercial areas.~~

~~*Strategy 1* — The Bowling Green Town Council follows the recommendations of the Downtown Bowling Green Revitalization Action Plan to encourage revitalization of the downtown area and thus reduce the need to expand into undeveloped areas. Use shared access and parking to achieve a well-designed and concentrated commercial area downtown.~~

~~*Strategy 2* — The Bowling Green Town Council follows the Comprehensive Plan's recommendations for commercial development.~~

~~Objective: Review the Subdivision and Zoning Ordinances every two years, as a minimum, to achieve land use which balances environmental protection with development goals.~~

~~*Strategy 1* — The Bowling Green Planning Commission recommends changes to the Subdivision Ordinance and Zoning Ordinance to include provisions for open space developments, biking and walking trails, open space easements and donations. Ensure that all development includes safety features such as sidewalks, adequate lighting, marked crosswalks, etc. for residents, visitors, and tourists.~~

~~Strategy 2—The Bowling Green Planning Commission recommends changes to land use ordinances to reflect the future land use recommendations of the Comprehensive Plan, including environmental objectives.~~

Objective: Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply.

~~Strategy 1—The Bowling Green Public Works Director manages the water supply system, performs required testing, and manages of the chlorination system, the cross connection control and inspection program, hazard inspection requirements, and the installation of backflow prevention devices.~~

~~Strategy 2—The Bowling Green Public Works Director identifies local groundwater recharge areas and uses mapping techniques to assess the vulnerability of the areas to groundwater contamination. Ensure appropriate land use controls are in place for those areas.~~

~~Strategy 3—The Bowling Green Public Works Director provides for the long-term water needs of the Town through semi-annual evaluations of population projections, estimates water needs for future growth, and participates in county or regional water resources management planning.~~

~~Strategy 4—The Bowling Green Public Works Director prevents point source pollution through compliance with the VPDES permit program.~~

~~Strategy 5—The Bowling Green Zoning Administrator takes action to prevent increases in nonpoint source loadings by erosion and sediment control practices and by other means of nutrient reduction.~~

~~Strategy 6—The Bowling Green Zoning Administrator prevents increases in storm water runoff by utilizing and maintaining Best Management Practice (BMP) in Chesapeake Bay Preservation Act areas, including vegetative buffers at all storm water runoff sites.~~

Objective: Enlist County, Regional or State assistance where needed to ensure water quality protection.

~~Strategy 1—The Bowling Green Zoning Administrator participates in a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act program and to address any erosion problems, including stream bank and stream bed erosion areas.~~

~~Strategy 2—The Bowling Green Zoning Administrator encourages the use of shared or regional retention basins for existing and future development.~~

~~Strategy 3—The Bowling Green Zoning Administrator and Public Works Director enlist State and County assistance in identifying possible existing sources of point and nonpoint source pollution in the Town such as illegal landfills, underground~~

storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges.

Strategy 4—The Bowling Green Public Works Director educates the Town citizenry on ways to conserve water and to minimize impacts on water quality from everyday activities like yard and garden care, driving, vehicular maintenance, storage tank maintenance, and other activities that adversely affect water quality.

Objective: Protect the natural wooded character of the Town.

Strategy 1—The Bowling Green Planning Commission reviews site plans and other types of development plans to ensure the trees are retained to the greatest extent possible.

Strategy 2—The Bowling Green Town Council provides funding to plant trees on Town properties and in selected areas throughout the Town.

Housing:

GOAL: Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

Objective: Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.

Strategy—The Bowling Green Planning Commission reviews the current Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities and recommends changes to the Bowling Green Town Council, as required.

Objective: Provide an adequate supply of properly zoned land to support the demand for the future housing needs of Town residents.

Strategy—The Bowling Green Planning Commission reviews the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance to ensure they allow densities that maximize the use of land for new housing while protecting the environment.

Objective: Encourage the rehabilitation of existing substandard housing.

Strategy—The Bowling Green Town Manager coordinates with Caroline County to ensure that the Building Code allows for rehabilitation projects at a reasonable cost.

Objective: Protect residential developments from encroachments by incompatible land uses.

~~Strategy~~—The Bowling Green Planning Commission reviews the Subdivision Ordinance and Zoning Ordinance to ensure that they require adequate buffers between residential, commercial and industrial uses and recommends changes to the Bowling Green Town Council, as required.

Economies:

~~GOAL: **Promote managed economic growth while preserving historic character of the Town and the quality of life of its residents.**~~

~~Objective: **Promote the Town as the center of retail trade for Caroline County.**~~

~~Strategy 1~~—The Bowling Green Town Council works with the County Office of Economic Development and Caroline County Chamber of Commerce to promote the Town through the development of advertising materials.

~~Strategy 2~~—The Bowling Green Town Manager uses the results of the marketing study of the Town and surrounding area to pursue new businesses.

~~Strategy 3~~—The Bowling Green Town Council follows the recommendations of the Downtown Revitalization Action Plan to improve the downtown area thereby strengthening it as a business center.

~~Strategy 4~~—The Bowling Green Planning Commission shall conduct a semi-annual review of the land use map in the Comprehensive Plan to ensure it allows for an adequate supply of land zoned for business and industrial development.

~~Objective: **Provide adequate public utilities and services to support commercial and industrial growth.**~~

~~Strategy 1~~—The Bowling Green Public Works Director shall conduct an annual review of the Town's existing public utilities and services to ensure that they are adequate to support projected development.

~~Strategy 2~~—The Bowling Green Town Manager shall conduct an annual review of all possible resources, financial and otherwise, that will enable the Town to extend utilities and services to areas that have business growth potential.

~~Objective: **Develop an economic development program.**~~

~~Strategy 1~~—The Bowling Green Town Manager shall work with the County Office of Economic Development, the Caroline County Visitors Center, and the Caroline County Chamber of Commerce to promote economic development opportunities to potential developers.

~~Strategy 2~~—The Bowling Green Town Manager shall promote the growth of existing and development of potential businesses in order to provide job opportunities.

Transportation:

~~GOAL: Provide for the safe, efficient and economical movement of people and goods.~~

~~Objective: Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.~~

~~*Strategy 1*—The Bowling Green Town Council prioritizes road improvement projects.~~

~~*Strategy 2*—The Bowling Green Town Manager shall actively pursue funding for needed road projects.~~

~~*Strategy 3*—The Bowling Green Planning Commission shall require that private land developers adequately provide transportation improvements which are necessary to serve their developments. Minimize the impact of developments on the roadway network by limiting access points, by providing joint entrances, and interconnecting adjoining developments.~~

~~Objective: Ensure that regional and local transportation networks complement each other.~~

~~*Strategy*—The Bowling Green Town Manager shall work with Caroline County and VDOT in a cooperative manner to provide for projects that meet the transportation needs of Town residents.~~

~~Objective: Ensure that the transportation network is designed to be compatible with the environment.~~

~~*Strategy 1*—The Bowling Green Planning Commission shall review the environmental impact of all proposed road projects to ensure that they meet the environmental goals of the Comprehensive Plan.~~

~~*Strategy 2*—The Bowling Green Town Council shall improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-A-Highway program, and corporate sponsored projects.~~

~~Objective: Promote the use and development of sidewalks throughout Town.~~

~~*Strategy 1*—The Bowling Green Town Council shall review the Town's sidewalk system annually, and make recommendations for improvement of the system.~~

~~*Strategy 2*—The Bowling Green Town Council shall provide funding for new sidewalks using Town funds or request funds from Caroline County and Virginia Department of Transportation for new sidewalks.~~

Community Facilities and Services:

GOAL:—~~Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.~~

Objective: ~~Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.~~

Strategy—~~The Bowling Green Town Manager shall prepare a Master Community Facilities document that outlines the Town's existing facilities and plans for future needs. Review the Town, State and County facilities and services to ensure that the Town does not duplicate facilities and services which are already being provided. Include the recreational needs of the community and develop a plan to meet those needs.~~

Objective: ~~Maintain and upgrade existing facilities and services.~~

Strategy 1—~~The Bowling Green Town Manager shall review the condition of existing facilities and provide funding requirements in the Capital Improvement Program to ensure their upkeep and extend their life.~~

Strategy 2—~~The Bowling Green Town Council shall pursue grant funding to provide funds for public facilities and services and determine the priority of the projects to be funded.~~

Historic Preservation and Tourism:

GOAL:—~~Preserve the historic assets of the community while promoting tourism.~~

Objective: ~~Ensure the protection and preservation of the historical assets of the community.~~

Strategy 1—~~The Bowling Green Planning Commission shall monitor Federal and State legislation related to historic and cultural preservation and development.~~

Strategy 2—~~The Bowling Green Town Council shall promote the Civil War Trail Lee v. Grant and Bowling Green's markers located in front of the County Courthouse.~~

Strategy 3—~~The Bowling Green Town Council shall promote the Bowling Green walking tour, Old Mansion, County Courthouse and other historic attractions of the historic district listed on the National Register of Historic Places and The Virginia Landmarks Register.~~

Strategy 4—~~The Bowling Green Town Council shall work with the Caroline~~

~~County Historical Society, the Caroline County Visitors Center, and other organizations to identify and preserve historical assets located in the Town of Bowling Green.~~

Objective: Develop and promote tourism programs that highlight the Town's historical and cultural assets.

~~*Strategy 1*—The Bowling Green Town Council shall use the Potomac Gateway Welcome Center and the Caroline County Visitors Center as resources to promote the Town's tourist attractions.~~

~~*Strategy 2*—The Bowling Green Town Manager and the Bowling Green Town Council shall work closely with Caroline County, the Chamber of Commerce, and other organizations to develop and promote tourism programs.~~

Land Use:

GOAL: Provide a balance pattern of land use that promotes harmony among existing development, future development and the natural environment while meeting the Town's future growth needs.

Objective: Ensure that land exists for the controlled growth of residential, commercial, industrial, recreational, and institutional uses.

~~*Strategy*—The Bowling Green Planning Commission reviews and the Bowling Green Town Council approves the amount of land being used within each type of land use category. If land for a particular type of land use becomes limited, review the options to add additional land for that type of land use category.~~

Objective: Ensure that land uses are compatible with their surroundings.

~~*Strategy 1*—The Bowling Green Planning Commission shall review the Town and County Comprehensive Plans to ensure that their goals are compatible with each other.~~

~~*Strategy 2*—The Bowling Green Planning Commission shall review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.~~

~~*Strategy 3*—The Bowling Green Planning Commission reviews and recommends to the Bowling Green Town Council which acts on proposed strip commercial development to prevent long commercial strips and integrate other less intensive types of land uses.~~

~~*Strategy 4*—The Bowling Green Zoning Administrator requires the documentation of impacts for proposed developments to include, but not limited to, the analysis of the traffic in order to review the traffic impacts of development proposals and~~

~~require that private developers provide funds to address those~~

impacts in and adjacent to development, environmental impact on storm water management, and other considerations such as noise, odor, smoke, light and building height and scale.

~~Strategy 5—The Town of Bowling Green follows the Comprehensive Plan's Development Standards and Design Features in the Bowling Green Planning Commission review and the Bowling Green Town Council approval of future development.~~

Objective: **Promote land uses that are consistent with the Town's ability to provide public services for those uses.**

~~Strategy 1—The Bowling Green Planning Commission conducts an annual review of the Town's Capital Improvement Plan to ensure that funds are provided to support the future land use plans and infrastructure needs of new developments.~~

~~Strategy 2—The Bowling Green Planning Commission, with input from the Bowling Green Public Works Director, reviews and the Bowling Green Town Council approves development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.~~

~~Strategy 3—The Bowling Green Town Council defines and implements a process to seek private investment and State and Federal grants that will provide funds to support facilities for future land uses.~~

Objective: **Encourage "infilling" of vacant parcels to utilize existing facilities.**

~~Strategy—The Bowling Green Planning Commission prepares an inventory of infill parcels and encourages their development above parcels that need full development of public services such as utilities.~~

Objective: **Encourage the compatibility of land uses between the Town's Comprehensive Plan and County's Comprehensive Plan.**

~~Strategy—The Bowling Green Planning Commission reviews the Town and County Comprehensive Plans to seek ways to consolidate resources and support the land use needs of both jurisdictions.~~

Improved Coordination and Cooperation:

~~GOAL: Develop a collaborative process between the Town of Bowling Green and the various county, state, and federal agencies to improve Bowling Green's and Caroline County's capacity to address issues related to growth.~~

~~Objective: Initially, establish an annual meeting between the Town of Bowling Green and Caroline County. Increase the frequency of the meetings as needs dictate.~~

~~*Strategy 1*—The Bowling Green Planning Commission coordinates and holds a meeting with the Caroline County Planning Commission.~~

~~*Strategy 2*—The Bowling Green Town Council coordinates and holds a meeting with the Caroline County Board of Supervisors.~~

~~*Strategy 3*—The Bowling Green Town Staff coordinates and holds a meeting with the Caroline County Staff.~~

~~Objective: Establish and maintain a continuous dialogue between the Town of Bowling Green and Fort A.P. Hill. Set the frequency of the meetings as needs and notification requirements dictate.~~

~~*Strategy 1*—The Town of Bowling Green, represented by the Bowling Green Town Council, Mayor, Town Manager, Bowling Green Planning Commission, and the Public Works Director, coordinates and holds meetings with the Commander, Fort A.P. Hill and his staff to address mutual needs.~~

~~*Strategy 2*—The Bowling Green Town Manager notifies the Commander, Fort A.P. Hill and his staff of any proposed development, rezoning requests, and other actions within 3000 feet of the installation boundary, or other defined encroachment sensitive zone that is federally mandated.~~

~~Objective: In matters of growth, involve all parties early and address the Big Picture to define all known development, zoning, and rezoning proposals. Avoid piecemeal approval of subdivision, zoning, and rezoning requests that will ultimately define a pattern of growth that is unexpected. Be proactive in all matters to achieve responsible growth.~~

~~*Strategy*—The Bowling Green Town Council shall use the charette to bring the all parties together and identify proposed and anticipated growth so that a clear understanding of growth for the next 24 to 60 months is achieved. Document and follow all agreements. Update the Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance as required.~~

Public Relations and Information Sharing:

GOAL: ~~Provide pertinent, relevant, and legally required information to the public in a timely manner.~~

Objective: ~~Meet all legal and logical requirements to disseminate and provide access to all information that affects the residents of Bowling Green and the surrounding jurisdictions.~~

Strategy ~~The Bowling Green Town Government (Mayor, Town Council, Planning Commission, and Town Staff) shall use the Town's web site, newsletter, press releases, the local government TV channel, the local newspapers, and other methods and media to provide information to the public.~~

Chapter 10 – Goals and Implementation Plans

Notes:

~~Throughout this Chapter will be entries that reference a particular body of government or staff. The following list will illustrate the short form of these for ease of reading. One aspect of reviewing this section includes an organization of responsibility, therefore these references are open to change or addition. Bear in mind that the Council has a final say in any matters that are labeled as a responsibility of a lower body.~~

Legend:

Planning Commission [PC]
Economic Development Authority [EDA]
Town Manager [TM]
Zoning Administrator [ZA]
Public Works Director [PWD]
Bowling Green Town Council [Council]
All of the Above [BGTG]

~~The goals below are organized into general areas of consideration. The category is followed by a primary goal, supported by multiple implementation directives with explanation.~~

1. Environment:

Goal

~~Achieve a pattern of land use that balances water quality and environmental protection with social and economic needs.~~

Implementation

1. Focus growth in areas most suitable for development to protect environmentally sensitive areas
 - [PC] Determine soil suitability by referencing County information before development plan reviews. Do not allow development where soil conditions do not support the proposed plans.
 - [PC] Limit development in areas of the Chesapeake Bay Preservation Act with slopes of 15% or greater.

2. Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing and defined growth areas.
 - [PC] Adhere to the Comprehensive Plan when reviewing potential development plans, recommending projects that follow those guidelines as a rule.
 - [BGTG] Encourage infill growth in the downtown ~~area~~ commercial district to reduce the need of expansion into undeveloped areas.
 - [BGTG] Prioritize shared access, parking, and pedestrian walkway improvements to achieve a well-designed and concentrated commercial downtown area. Continue this method as growth occurs in the secondary commercial areas.
 - [PC] Review Subdivision and Zoning Ordinances every two years, as a minimum, to ensure alignment between environmental and development goals. This may involve updates to those ordinances, to the Comprehensive Plan, or both as needs change.

3. Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply.
 - [Council] Support and maintain communication with the Public Works Director. Encourage consistent reporting to be made aware of issues as early as possible to address them.
 - [TM] Ensure that the job description of the Public Works Director is updated according to the needs of the town.
 - [PWD] Prevent increases in storm water runoff by maintaining Best Management Practices (BMP) at runoff sites, including vegetative buffers and the maintenance thereof.

4. Enlist County, Regional or State Assistance where needed to ensure water quality protection.
 - [~~TM~~ ZA] Maintain a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act Program and to address any erosion problems.
 - [~~TM~~ ZA] Encourage the use of shared or regional retention basins for existing and future development.
 - [PWD], [~~TM~~ ZA] Enlist State and County assistance as needed in order to identify possible sources of point and non-point pollution in the town such as illegal landfills, underground storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges.
 - [BGTG] Educate the Town citizenry on ways to conserve water and to minimize

impacts on water quality.

5. Protect the natural wooded character of the town.

- [PC] When reviewing site plans, ensure that trees are retained to the highest extent possible.
- [Council] will attempt to provide funding for trees to be planted on Town properties and in selected areas throughout Town.

2. Housing

Goal

Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

Implementation

1. Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.
 - [PC] Review the Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities.
 - [PC] Review the Zoning and Subdivision Ordinances and Comprehensive Plan to ensure they allow densities that maximize the use of land for new housing while protecting the environment and surrounding character.
 - [TM] Encourage the rehabilitation of existing substandard housing. Coordinate with Caroline County to ensure the Building Code allows for rehabilitation at a reasonable cost.
 - [PC] Review the Zoning and Subdivision Ordinances to ensure they require adequate buffers between residential, commercial and industrial uses to protect development from encroachment.

3. Economics

Goal

Promote managed economic growth while preserving historic character of the Town and quality of life of its residents.

Implementation

1. Promote the Town as a center of retail trade for Caroline County.
 - [EDA] Maintain and regularly update a marketing plan to promote the town, working with the County Office of Economic Development and Chamber of

- Commerce as needed.
 - [PC] Conduct an annual review of the land use map in the Comprehensive Plan to ensure it allows for an adequate supply of land zoned for business and industrial development.
 - [Council] Use the EDA's market plan and Planning Commission's review to direct staff Town Manager on how to pursue new business.
2. Provide adequate public utilities and services to support commercial and industrial growth.
- [PWD] Conduct an annual review of the Town's existing public utilities and services to ensure that they are adequate to support projected development.
 - [TM] Conduct an annual review of all possible resources, financial and otherwise, that will enable the Town to extend utilities and services to areas that have business growth potential.
3. Maintain an Economic Development Program.
- ~~Support the cooperation of~~ To foster collaboration between the Town Manager and Bowling Green Economic Development Authority with the County Office of Economic Development, County Visitor Center, and County Chamber of Commerce to promote opportunities for potential developers.
 - [EDA] Report to the Council regularly regarding plans and potential avenues of development.
 - The Planning Commission, EDA, and Council will have open communication in order to promote cooperation between the bodies, including joint meetings when the need arises to properly collaborate. An annual joint meeting should be considered between the PC and EDA as well as each of them with the Council separately.

4. Transportation

Goal

Provide for the safe, efficient and economical movement of people and goods.

Implementation

1. Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.
 - [Council],[TM], [PC] Prioritize ~~road~~ transportation improvement projects and pursue funding through multiple avenues.
 - [PC] Private land developers will be required to provide adequate transportation improvements necessary to serve their developments. They must minimize the impact of development on the roadway network by limiting access points, providing joint entrances, and interconnecting adjoining developments.
 - [TM],[PC] Ensure regional and local transportation networks complement each other by ~~cooperating~~ collaborating with the County and VDOT on applicable projects.

2. Ensure that the transportation network is designed to be compatible with the environment.
 - [PC] Review the environmental impact of all proposed road projects to ensure that they meet the goals of the Comprehensive Plan.
 - [Council] Improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-a-Highway programs, and corporate sponsored projects.

3. Promote the use and development of sidewalks throughout Town.
 - [Council] Review the Town's sidewalk system annually and make recommendations for improvement of the system.
 - [Council] Provide funding for new sidewalks if possible using Town funds or request funds from Caroline County and VDOT for new sidewalks. In addition the Town Manager will search for grant opportunities.

5. Community Facilities and Services

Goal

Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.

Implementation

1. Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.
 - [TM] Ensure that resources are available to meet the needs of the community.
 - [TM] Develop a plan that reviews Town, County, and State facilities and services so that the town does not duplicate items that are already being provided.

2. [TM], [PWD] Review existing facilities regularly to assess their conditions and need of upkeep or renovation to extend their life.

3. [TM] Pursue grant funding for public facilities and services when available to ease the economic burden of the Town.

6. Historic Preservation and Tourism

Goal

Preserve the historic assets of the community while promoting tourism.

Implementation

1. Ensure the protection and preservation of the historical assets of the community.
 - [BGTG] Work with the Caroline County Historical Society, the County Visitor Center, and other organizations to identify and preserve historical assets located in the Town.
 - [PC] Regularly review Federal and State legislation related to historic and cultural preservation and development.
 - [BGTG] Promote Bowling Green as a walk-able historic district. Emphasize the Old Mansion, County Courthouse, ~~Civil War~~ All Historical Markers, and other historic attractions listed on the National Register of Historic Places and the Virginia Landmarks Register.
 - [EDA] Develop and promote tourism programs.

7. Land Use

Goal

Provide a balanced pattern of land use that promotes harmony among existing development, future development, and the natural environment while meeting the Town's future growth needs.

Implementation

~~**Special Note: This Is The Section That Would Reference The Proposed Utility Resource Management Plan**~~

1. [PC] Ensure that land exists for the controlled growth of residential, commercial, industrial, and institutional uses. Review land use annually and recommend updates if land for a particular use becomes limited.

2. Ensure that land uses are compatible with their surroundings.
 - [PC] Encourage the compatibility of land uses between the Town's Comprehensive Plan and Caroline County's Comprehensive Plan. When reviewing the Town's Plan seek ways to consolidate resources and support the needs of both jurisdictions.
 - [PC] Review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.
 - [PC] Promote infilling of downtown commercial district whenever possible. Limit intensive commercial development of vacant land outside of the 301 Growth District.
 - [TM ZA] Require development proposals to include analysis assessments regarding traffic impact, environmental impact, and other considerations such as noise, odor, smoke, light, building height and scale. Private developers will be required to provide funds to address impact in and adjacent to development.
 - [PC] Maintain the character of the town by easing land use transition. Adequate buffers will be required for new development adjacent to existing residential areas when such new development represents a change in land use. These buffers will differ based on the intensity of the change.
 - [PC] reviews the Zoning and Subdivision Ordinances to ensure adequate setbacks, buffers, and restrictions exist between development areas in ~~order to protect the character of existing residential zoning.~~
 - ~~[BGTG] Adopt the attached Residential Character Preservation Plan into the Comprehensive Plan.~~

3. ~~Public utilities for the uses that are consistent with the Town's ability to provide~~
 - [PC] Conduct an annual review of the [CIP] to ensure funds are provided to support the future land use plans and infrastructure needs of new developments.
 - [PC] Review all development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.
 - [Council] [TM] Define and implement a process to seek private investment and/or State or Federal grants that will provide funds to support facilities and future land uses.
 - ~~[BGTG] Adopt the attached proposal of the Utility Resource Management Plan into the Comprehensive Plan.~~

8. Utility Resource Management Plan

Goal -

To responsibly and efficiently provide a means ~~of which~~ to oversee incoming growth of the Town of Bowling Green. To establish a method of control over the Town's resource usage and establish a method of phasing in

scaled development to address potential resource capacity concerns.

Implementation:

1. Staff [TM] [PWD] maintains an accurate and accessible current projection of public utility capacity and usage. A corresponding engineering study to verify capacity should also be enacted.
2. This report will establish a baseline usage of current public utility from which to generate the following Plans. The report should also include an estimated impact of expected by-right usage awaiting connection but not yet online.
3. The Planning Commission shall give a recommendation and Council approve an appropriate threshold limiting large development upon reaching a defined percentage of utility capacity. This is beyond the scope of the existing DEQ limit and is intended as a hard stop against large scale projects that would over-encumber the Town's ability to provide service to its existing residents.
4. The Planning Commission shall give a recommendation and Council approve a defined projection of land use to direct growth while approaching this limit. This should establish a policy of prioritizing specific land uses incrementally so that uses grow together rather than a single large development absorbing all remaining supply. These brackets may be tiered and tied to related overall caps to serve as a multi-phased growth plan as the Town looks to expand its resource capacities.
5. Benchmarks and ratios will be assigned to land use types based off of remaining utility access. If the Town chooses to establish multiple growth tiers then large developments will be on hold until the corresponding benchmarks of those tiers are met.
6. These metrics are to be reassessed annually at a minimum.
7. The Town will establish and continue on an overall utility conservation, maintenance, and expansion plan that will serve future growth without causing undue economic or environmental harm to the community.
8. The Town will reach out and work with both inside and outside agencies to complete these goals. The Town will be transparent with the public. Efforts will be made to search for grant opportunities and other potential ways to improve utility performance, access, and growth.
9. This Plan will be adopted into the Bowling Green Comprehensive Plan as a defined policy in dealing with all site plan and development projects.

Sewer

Totals do not include County reserve and usage

Current Usage		Amount (gallons per day)	% of capacity used	Actions Triggered
Max Capacity Permitted		205,000 250,000		None
Total Average Usage by Town		98,000	39.2 %	
▪ Residential		51,156	20.4 %	
▪ Commercial		29,890	12.0 %	
▪ Inflow and Infiltration		16,954	6.8 %	
Caroline County Reserve		45,000	18.0%	
Unused Capacity		107,000	42.8 %	
Tier 1 Growth Cap	New Growth GPD	Total GPD	Capacity used	
Total Max Usage	25,000	123,000	60.0 %	<ul style="list-style-type: none"> ▪ Engineering Study ▪ Project Approval ▪ Financing Secured
▪ Residential	9,944	61,100	29.8 %	
▪ Commercial	4,760	34,650	16.9 %	
▪ Inflow and Infiltration	46	17,000	8.3 %	
▪ Reserve	10,250	10,250	5.0 %	
Unused Capacity		82,000	40.0%	
Tier 2 Growth Cap	New Growth GPD	Total GPD	Capacity used	
Total Max Usage	20,500	143,500	70.0 %	<ul style="list-style-type: none"> ▪ Break Ground on Project ▪ Secure Amended Permit
▪ Residential	9,225	70,325	34.3 %	
▪ Commercial	6,150	40,800	19.9 %	
▪ Inflow and Infiltration	0	17,000	8.3 %	
▪ Reserve	5,125	15,375	7.5 %	
Unused Capacity		61,500	30.0%	

Water

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 GPD on average. The current average daily production is 153,000 GPD.

- This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from Caroline County Fire and Rescue (training, filling trucks, etc.)
- Current daily reserve is 37,465 which allows for an additional 124 connections at 300 GPD
- Approval of development that will cause an excess of 190,000 GPD is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of modified withdrawal permit.
- VDEQ will not consider modifying the Town's groundwater withdrawal permit without conditionally approved development plans.

Current Usage	Total Production GPD	Capacity used
Total Permitted Daily Production	190,465	
Total Average Usage	153,000	80.3%
▪ Residential	92,070	48.3 %
▪ Commercial	34,050	17.9 %
▪ Unaccounted for water loss	26,880	14.1 %
Unused Capacity	37,465	19.7%

9. Public Relations and Information Sharing

Goal

Provide Pertinent, relevant, and legally required information to the public in a timely manner.

Implementation

1. [BGTG] shall use the Town's website, ~~newsletter~~, press releases, local government television, newspapers, social media, and other methods and media to provide information the public.
2. [BGTG] will meet all legal and logical requirements to disseminate and provide access to information that affects the Town and surrounding areas swiftly and efficiently.
3. [BGTG] will facilitate the means for public feedback on public matters and access to public meetings. When emergency or executive orders prohibit physical access, every effort to enable electronic participation will be enacted.
4. [TM] Contact information for the Town Office will be easily accessible for the public. ~~to communicate with~~. The staff will be prompt in referring communication to the appropriate channel.
5. [TM] Contact information for elected and appointed officials will be publicly available. ~~to the public to be able to serve as representatives of the Town.~~

10. Improved Coordination and Cooperation

Goal

Develop a collaborative process between the Town of Bowling Green and the various County, State, and Federal Agencies to improve Bowling Green and Caroline County's capacity to address issues.

Implementation

1. [BGTG] Forge and foster a cooperative relationship with the Caroline County Board and Administration. Establish communicative points of contact and if possible establish annual meetings with the equivalent bodies of the Town and County.
2. [BGTG] ~~Establish and maintain a continuous dialogue~~ Forge and foster a cooperative relationship between the Town and Fort A.P. Hill. Coordinate and hold meetings with the Commander and/or staff to address needs. Ensure prompt notification of A.P. Hill of any proposed actions within 3000 feet of the installation boundary, or any other defined encroachment sensitive zone that is federally

mandated.

3. [BGTG] In matters that would greatly affect other ~~parties~~agencies, involve ~~them~~ said agencies early and address the scope to define all known developmental, zoning, and rezoning proposals. Avoid piecemeal approval of subdivision, zoning, and rezoning requests that will ultimately define a pattern of growth that is unexpected. Be proactive in all matters to achieve responsible growth.



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

AGENDA ITEM: Resolution R-2021-002 – Police Dept. Policies and Procedures

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Resolution to adopt the same policies and procedures as the Caroline County Sheriff's Office for the purpose of seamless operations between the two departments.

ATTACHMENTS:

R-2021-002 – Police Dept. Policies and Procedures

REQUESTED ACTION:

Adopt R-2021-002

RESOLUTION
POLICE DEPARTMENT POLICIES & PROCEDURES

WHEREAS the Bowling Green Police Department is committed to working cooperatively with the Caroline County Sheriff's Office; and

WHEREAS in order to allow for seamless operations between the Bowling Green Police Department and the Caroline County Sheriff's Office, the Bowling Green Police Department finds that having the same policies and procedures will ensure the highest level of service to the community.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its regular monthly meeting on March 4, 2021, that, unless otherwise specified by formal action of the Bowling Green Town Council, the policies and procedures of the Caroline County Sheriff's Office, to the extent applicable to the Bowling Green Police Department, shall constitute the policies and procedures for the Bowling Green Police Department; and

BE IT FINALLY RESOLVED THAT any and all previously adopted polices, except for the policies relating to sexual assault, lineups and witness ID, domestic violence, use of force and duty to intervene, shall be revoked and the policies and procedures of the Caroline County Sheriff's Office, as detailed in this Resolution, shall take effect immediately.

Adopted by the Town Council of Bowling Green, Virginia, this 4th day of March, 2021.

Hon. Mark A. Gaines, Mayor

ATTEST:

Clerk of the Council



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

AGENDA ITEM: Caroline County Emergency Utility Repair Mutual Aid Agreement
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Josh Irby, Director of Public Works and Utilities
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

An Emergency Utility Repair Mutual Aid Agreement with Caroline County was drafted and considered by Council in 2016. The attached is being reviewed by Caroline County, only the dates and Exhibit 1 have been updated. The Mayor and Town staff met with Sup. Sili and County staff to discuss the agreement. The following questions were answered by the County:

1. What are the County's limitations in assisting with repairs / What is the maximum depth that equipment can access?

Caroline County owns equipment that can reach a maximum depth of 15 feet. However, we can rent equipment that can go much deeper if necessary and appropriate.

2. Will the County be able to provide service outside of "normal" business hours (nights, weekends, holidays, snow days, etc.?)

Caroline County responds to emergencies 24 hours a day, 7 days per week. Per the Mutual Aid Agreement, The County will assess its utilities situation to determine whether it can assist no matter the time of day.

ATTACHMENTS:

- Emergency Utility Repair Mutual Aid Agreement
- Exhibit 1

REQUESTED ACTION:

Take appropriate action.

**THE COUNTY OF CAROLINE
AND
THE TOWN OF BOWLING GREEN**

**Mutual and Assistance Agreement
for Water And Wastewater Utilities**

This **AGREEMENT**, dated the _____ day of _____, 2021, is entered into by and between the **COUNTY OF CAROLINE, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Caroline"), and the **TOWN OF BOWLING GREEN, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia, (hereinafter referred to as "Bowling Green") (collectively, the "Parties") to set forth the terms and conditions under which CAROLINE will provide Mutual Aid and Assistance to BOWLING GREEN.

WHEREAS, BOWLING GREEN is located within CAROLINE and, as such, is bordered by and coterminous with CAROLINE at all points along its boundary; and

WHEREAS, BOWLING GREEN owns and operates a public water and wastewater system within the Town of Bowling Green (the "Bowling Green Water and Wastewater System"); and

WHEREAS, BOWLING GREEN desires to contract with CAROLINE to provide Mutual Aid and Assistance to the Bowling Green Water and Wastewater System; and

WHEREAS, CAROLINE has agreed with BOWLING GREEN to provide Mutual Aid and Assistance to the Bowling Green Water and Wastewater System by providing staffing, equipment; materials and supplies; and

WHEREAS, CAROLINE and BOWLING GREEN desire to enter into this Agreement to provide for the terms under which CAROLINE will provide Mutual Aid and Assistance to the Bowling Green Water and Wastewater System and BOWLING GREEN will pay for the same; and

NOW, THEREFORE, in consideration of the premises, the mutual benefits to be derived by the parties to this Agreement by entering into this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows;

I. EMERGENCY REPAIR SERVICE

1. **Rights.** CAROLINE shall have the right to assess its utilities situation to determine whether it is capable of providing assistance. CAROLINE shall not be under any obligation to provide assistance to BOWLING GREEN, nor shall BOWLING GREEN be under any obligation to call CAROLINE for assistance. The personnel and equipment of CAROLINE shall remain, at all times, under the direct supervision and control of the designated supervisory personnel of CAROLINE. In the event that CAROLINE provides assistance to BOWLING GREEN, no part of any work performed by CAROLINE shall be subcontracted.

2. **Reimbursable Expenses.** BOWLING GREEN shall pay CAROLINE for Mutual Aid and Assistance to the Bowling Green Water and Wastewater System during the term of this Agreement as follows. CAROLINE shall document and maintain personnel time records, a log of equipment, materials and supplies furnished. The reimbursable expenses paid to CAROLINE for Mutual Aid and Assistance shall include the following;

A. Personnel - When providing Mutual Aid and Assistance to BOWLING GREEN, CAROLINE shall pay its employees according to their current rate of pay. BOWLING GREEN shall reimburse CAROLINE for all direct and indirect payroll cost and

expenses incurred during the Period of Assistance, including any overtime. CAROLINE shall include a 30% markup of employee's actual rate of pay to cover employee pensions, benefits, FICA, Hospital - Medical Insurance, Group Life Insurance, Disability Insurance, Unemployment Insurance, and Workers' Compensation Insurance.

B. Equipment – CAROLINE shall be reimbursed for the use of its equipment during the Period of Assistance according to the Schedule of Equipment Rates. See Exhibit 1. Rates for equipment not referenced on Exhibit 1 shall be developed based on actual recovery costs.

C. Materials and Supplies – CAROLINE shall be reimbursed for all materials and supplies furnished by it and used during the Period of Assistance. The measure of reimbursement shall be the replacement cost of the materials and supplies used. In the alternative, the parties may agree that BOWLING GREEN will replace, with like kind and quality as determined by CAROLINE, the materials and supplies used.

D. Administrative Fee – BOWLING GREEN shall pay a five percent (5%) administrative fee of the total of all such cost to CAROLINE to cover miscellaneous expenses that are not reasonable to track.

3. **Payment.** CAROLINE shall bill BOWLING GREEN for all expenses no later than thirty (30) days following the Period of Assistance. BOWLING GREEN shall pay CAROLINE the full amount no later than thirty (30) days following the bill date. Unpaid bills shall become delinquent forty (40) days following the bill date, and once delinquent shall be charged a ten percent (10%) penalty every thirty (30) days until paid.

II. GENERAL PROVISIONS

1. **Term.** This Agreement shall become effective upon execution and shall remain in effect through and including December 31, 2025 (the "Initial Term"). This Agreement shall continue in force following the expiration of the Initial Term for additional terms of five (5) years each until terminated by either The Town Manager of BOWLING GREEN or the County Administrator of CAROLINE giving the other party thirty (30) days written notice to that effect.

2. **Termination for Breach.** CAROLINE and BOWLING GREEN each shall be entitled to terminate this Agreement in its entirety upon a material breach by the other of any of its obligations hereunder. Prior to exercising such right of termination, however, the acting party shall provide the party alleged to be in breach with written notice of such breach and a reasonable time under the circumstances, but in any event not to exceed thirty (30) days, to cure such breach. Nonpayment of any amount due to CAROLINE from BOWLING GREEN under this Agreement as and when due shall be deemed to be a material breach of this Agreement. CAROLINE and BOWLING GREEN may mutually agree to an extension of this thirty day time period in circumstances where the breach cannot reasonably be cured within thirty days and the parties agree upon a plan of action and a schedule to cure such breach.

3. **Termination for Convenience.** Anything in this Agreement to the contrary notwithstanding, either party shall be entitled to terminate this Agreement in its entirety at any time; provided, however, that prior to exercising such right of termination, five (5) days advance notice for termination in all cases except for termination for breach which is governed by Part II, paragraph 2 of this Agreement is provided by the terminating party. CAROLINE shall be entitled to any and all reasonably-incurred charges whether direct or indirect for emergency repairs to the Bowling Green Water and Wastewater System that have been expended to that date.

4. **Means of Notices.** Whenever notice is required or permitted from one party to the other, it shall be given in writing and shall be effected by hand delivery, overnight courier service or by mailing by certified first class mail, return receipt requested, to the party whom given as follows:

If to Bowling Green:

Town Manager, Town of Bowling Green
Post Office Box 468
Bowling Green, Virginia 22427

with a copy to Town Attorney at the same address;

If to Caroline:

County Administrator, Caroline County
P.O. Box 447
Bowling Green, Virginia 22427;

with a copy to County Attorney at the same address;

or to such other persons or addresses as may hereafter be designated by notice given pursuant to this paragraph, in writing by one party to the other. Notice by hand delivery shall be deemed effective when delivered, notice by mail shall be deemed effective as of five (5) business days after the date it is deposited in the mail, certified first class postage prepaid, and notice by overnight courier shall be deemed effective on the first business day after being deposited with such courier, fees prepaid. In case of any emergency or urgent circumstances, notice shall be

given by the fastest possible means, and the provisions of this paragraph do not apply; provided, however, that notice of material defaults and termination shall be effective only if given in writing, delivered as prescribed in this paragraph.

5. **No-Waiver Clause.** The failure of either BOWLING GREEN or CAROLINE to exercise, or the delay by either of them in exercising, any right under this Agreement in the event of default by the other shall not be deemed to be and shall not constitute a waiver with respect to any subsequent default.

6. **Force Majeure.** If, by reason of force majeure, either party hereto shall be rendered unable, in whole or in part, to carry out its obligations under this Agreement, and if such party shall give notice and full details in writing of such force majeure to the other party within a reasonable time after the occurrence of the event or cause relied on, then the obligations of the party giving such notice, so far as it is affected by such force majeure shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

7. **Definition of Force Majeure.** The term “force majeure”, as employed herein, shall mean acts of public enemy, orders of any kind of the government of the United States, the Commonwealth of Virginia, changes in any law or regulation making performance of obligation(s) herein impossible to perform, or any civil or military authority, insurrections, riots, arrests, civil disturbances, labor unrest or strikes, machinery failure, inability to obtain any necessary supplies, utilities or services, earthquakes, floods, fires, storms and any serious weather-related casualty.

8. **Governing Law.** This Agreement is made and intended to be performed in the Commonwealth of Virginia, and shall be interpreted and construed in accordance with the laws of that state. Jurisdiction and venue for all legal actions involving this Agreement shall lie in the

Circuit Court of Caroline County, Virginia, and all such proceedings shall be brought only in such court.

9. **Ownership Rights.** Nothing in this Agreement shall be construed to convey to CAROLINE any ownership interest in the Bowling Green Water and Wastewater System. CAROLINE shall have no right to assign, sell, transfer or convey to any other person or entity any or all of the Bowling Green Water and Wastewater System under this Agreement.

10. **Authority to Enter into Agreement.** BOWLING GREEN and CAROLINE each represents and warrants for itself as follows as of the date of this Agreement:

(a) It has the power to enter into this Agreement and the transactions contemplated hereunder and to perform the obligations hereunder according to the terms of this Agreement.

(b) It has duly taken all actions and obtained all consents necessary to enable it to enter into this Agreement.

(c) The person or persons executing or attesting the execution of this Agreement on behalf of each party has or have been duly authorized and empowered to so execute and attest.

(d) The execution of this Agreement on behalf of the party shall bind and obligate the party to the extent provided by the terms hereof.

(e) There exists no litigation pending or threatened against either party that, if determined adversely, would materially and adversely affect the ability of the party to carry out its obligations under this Agreement or the transactions contemplated hereunder.

11. **Default and Cure.** Except as otherwise set forth herein, in the event either party fails to comply with a deadline set forth hereunder or otherwise is in breach of its obligations or in default hereunder, the party that has failed to comply with such deadline or that otherwise is in breach or default shall cure such breach or default within thirty (30) days of receiving written notice of such breach or default from the party not in default, or if such breach or default is not capable of being cured within such thirty (30) days, and the breaching party commences good faith efforts to cure such breach or default within such time, then such breaching party shall have such additional time as is reasonably necessary to effect such cure, or any such longer period to which the parties may agree in writing.

12. **Liability and Damages.** BOWLING GREEN shall pay and/or reimburse CAROLINE for all damages, cost of defense (including attorney fees and costs) fines, penalties and other amounts incurred by CAROLINE resulting from any liabilities, claims, actions, causes of action, suits, damages, costs and expenses, arising out of, in connection with, or as a result of, this Agreement and the services provided by CAROLINE to BOWLING GREEN hereunder, except for those that are proximately caused by the gross negligence or willful misconduct of CAROLINE, its employees and agents. In the event legal action is necessary to resolve whether the gross negligence or willful misconduct of CAROLINE, its employees and agents was the proximate cause, the prevailing party in such action shall be entitled to recover and collect all costs, including, but not limited to, reasonable attorney fees and court costs, associated with the action from the non-prevailing party. Anything herein to the contrary notwithstanding, CAROLINE shall have no liability to BOWLING GREEN or any other person or entity for any lack of water or wastewater in the Bowling Green Water and Wastewater System, failure of the BOWLING GREEN System or any event related to the Bowling Green Water and Wastewater System, except as may be expressly set forth in this Agreement.

13. **No Third Party Beneficiaries.** This Agreement is between and entered into only for the benefit of the Parties. There are no third party beneficiaries of or to this Agreement and no person or entity other than one of the Parties shall be entitled to maintain any legal action against one or both of the Parties.

14. **No Presumption Against Drafter.** This Agreement has been drafted through a cooperative effort of both parties, and neither party shall be considered the drafter of this Agreement so as to give rise to any presumption or convention regarding construction of this document.

15. **Attorney Fees.** In the event legal action is necessary to enforce any provision of this Agreement, including, but not limited to any payment provision, whether such action is a law, in equity or otherwise, the prevailing party in such action shall be entitled, in addition to any other rights or remedies available to it, to collect from the non-prevailing party the reasonable attorney fees and court costs.

16. **Entire Agreement.** This Agreement contains the entire understanding and agreement of the parties with respect to the subjects hereof, and no amendment or modification shall be binding unless in writing and signed by all parties hereto.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, BOWLING GREEN and CAROLINE have caused this Agreement to be executed by their duly authorized officers, as of the day, month and year first set forth above.

THE TOWN OF BOWLING GREEN, VIRGINIA

By:

Mayor

COMMONWEALTH OF VIRGINIA,

COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2021 by _____, in his/her capacity as _____ of BOWLING GREEN.

Notary Public

Notary Identification Number

My commission expires:

COUNTY OF CAROLINE, VIRGINIA

By:

Chairman, Board of Supervisors

COMMONWEALTH OF VIRGINIA,

COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2021 by _____, in his capacity as Chairman of the Board of Supervisors of Caroline
County, Virginia.

Notary Public

Notary Identification Number

My commission expires:

APPROVED AS TO FORM:

County Attorney

Mutual Aid and Assistance

Hourly Billing Rate Schedule

FEMA -2019

EQUIPMENT

All equipment rates are based on “FEMA’s Schedule of Equipment Rates”. A minimum or two hours will be charged per event.

FEMA Cost Code	Equipment	Unit	Rate
8013	Air Compressor	Hour	\$20.98
8050	Trailer Mounted Arrow Board	Hour	\$4.53
8051	Trailer Mounted Message Board	Hour	\$11.60
8222	Compactor/Roller (Trench)	Hour	\$24.09
8281	Excavator (46-90 hp)	Hour	\$36.06
8306	Fork Lift Material Handler	Hour	\$44.62
8310	6 KW Generator	Hour	\$5.36
8311	33 KW Generator	Hour	\$7.81
8313	100 KW Generator	Hour	\$34.95
8382	Compact Tack Loader 61-118 hp	Hour	\$69.24
8401	Loader/Tractor	Hour	\$33.73
8469	Trash Pump 2”	Hour	\$7.87
8470	Pump Centrifugal	Hour	\$6.31
8476	4" High head Trailer pump	Hour	\$27.45
8496	Crain, Truck Mounted Max lift 24,000	Hour	\$16.54
8497	Crain, Truck Mounted Max lift 36,000	Hour	\$23.17
8517	Jack Hammer	Hour	\$1.77
8542	Steer Skid/Loader 3,000	Hour	\$38.72
8572	Loader-Backhoe up to 95 HP	Hour	\$43.46
8651	Trencher (41-85 HP)	Hour	\$29.53
8711	Trailer 12,000 lbs.	Hour	\$3.21
8714	Vactor-Combined Sewer Cleaning	Hour	\$86.00
8721	Dump Truck 10 CY	Hour	\$86.94
8735	Truck, Attenuator	Hour	\$3.89
8799	Roll-Off Truck 33,001 lbs. +	Hour	\$42.33
8801	½ Ton Pickup Truck	Hour	\$12.78
8802	1-Ton Truck	Hour	\$17.91
8806	3/4 Ton Truck	Hour	\$14.32
8808	1 Ton Service Truck with Body	Hour	\$22.99
8810	1-1/2 ton Small Dump Truck	Hour	\$26.82
8871	Light Tower	Hour	\$6.93

PARTS

Actual Cost to the County

PERSONNEL

Actual Cost to the County (including benefits (35%))

Note: All equipment, labor, rentals, parts and supplies will be at cost plus 5%

Updated February 17, 2021



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Updated job description

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

In 2019 Council adopted a job description for Economic Development Coordinator. The listed job functions are narrow in scope. The attached proposed job description allows for greater flexibility which better reflects the administrative needs of the town. The goal in adopting updated job descriptions and realigning duties is to allow for fewer administrative staff to cover a broader scope of work, ultimately eliminating one administrative position and saving the Town money.

The Director of Community Planning and Economic Development job description would replace the Events and Economic Development Coordinator job description.

ATTACHMENTS:

- Proposed job description – Director of Community Planning and Economic Development

REQUESTED ACTION:

Motion to adopt proposed job description

Town of Bowling Green Job Description

POSITION: Director of Community Planning and Economic Development

DEPARTMENT: Town Administration

PAY RANGE: \$47,979-\$ 62,372-\$ 76,766

FLSA Status: Exempt

GENERAL STATEMENT OF JOB: Under general supervision of the Town Manager, performs advanced administrative support work for the Economic Development Authority (EDA) and Planning Commission. Assists the Management Team with planning, organizing, developing, coordinating, maintaining and managing Town events and special projects related to the Town's priorities as established by Town Council and the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Serves as the main point of contact for Public Relations matters
- Assists the Zoning Administrator and provides staff support to the Planning Commission and the Board of Zoning Appeals.
- Responsible for economic development initiatives and provides staff support to the Economic Development Authority.
- Administers policies and procedures set forth by the Town Council.
- Identifies and completes grant applications for community development related projects and partners with other departments to implement and administer the grants to completion.
- Receives and answers public requests and complaints; performs research as to the nature/cause of subject and to secure related information.
- Manages or coordinates various special projects as assigned by the Town Manager.
- Prepares a variety of correspondence, including memoranda, proclamations, media releases, letters, e-mails, reports, and presentations, contract specifications, resolutions, ordinances, and Town Council Staff documents.
- Prepares and presents staff reports and other necessary communications to the Town Manager, Town Council and others as necessary.
- Attends Council meetings, work sessions, and other meetings and takes necessary actions regarding agenda items or meeting follow up as required.
- Attends necessary events, activities and represents the Town on various boards, committees and regional organizations.
- Responds to and resolves difficult and sensitive business, citizen, and internal organization inquiries and complaints.
- Develops and distributes promotional materials to support tourism efforts, activities and works to attract new events and retain previous events
- Maintains and promotes Town's website and social media.
- Performs related tasks and other duties as required.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Town Manager. Occasional night meetings and week-end events required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers, electronic data processing, calculators, fax machines and other miscellaneous office equipment.
- Knowledge of the Town’s policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain successful working relationships. Possess the ability to foster teamwork, innovation and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.
- Ability to prepare correspondence conforming to all rules of grammar.

EDUCATION AND EXPERIENCE:

Any combination of education and experience relating to community development, economic development, social media, and planning and zoning.