



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**A G E N D A**

**Thursday, May 07, 2026  
4:00 PM**

**PLEDGE OF ALLEGIANCE:**

**CALL TO ORDER AND ESTABLISHMENT OF QUORUM:**

**CONSENT AGENDA:**

- [1.](#) Minutes- April 2, 2026
- [2.](#) Out of Town Connection
- [3.](#) Special Events Coordinators Approval
- [4.](#) Cancellation- Town Council Meeting- July 3

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

**MEMBER COMMENTS:**

[Public](#) Service Recognition Week Resolution- Mayor Tina Gambill

**STAFF REPORTS & PRESENTATIONS:**

- [5.](#) Bowling Green Police Department Monthly, Chief Cecil
- [6.](#) Utilities Report, Inboden Environmental Services
- [7.](#) Public Works Department Monthly Report, Shawn Fortune, DPW
- [8.](#) Finance Director/Treasurer's Report
- [9.](#) Town Manager's Report
10. Town Park Playground Replacement Proposal Presentation, India Adams-Jacobs

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- [11.](#) Code Enforcement Discussion, Mayor & Town Council
- [12.](#) FY27 Proposed Budget Presentation, Rate Setting and Public Hearing Request, India Adams-Jacobs, Town Manager
- [13.](#) Appointment of Interim Town Treasurer, India Adams-Jacobs, Town Manager
- [14.](#) Appointment of Deputy Zoning Administrator, India Adams-Jacobs

[15.](#) IFB-2026-02 — Sewer Main Replacement Bid Award Approval

**INFORMATIONAL ITEMS:**

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

**MEMBER COMMENTS:**

**CLOSED SESSION:**

16. I move to go in to closed session pursuant to Virginia Code § 2.2-3711(A)(1), for discussion of performance of specific public officers, to complete the performance evaluation of the Town Manager.

**RECONVENE IN OPEN SESSION:**

**ACTION FOLLOWING CLOSED MEETING:**

**ADJOURNMENT:**



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### MINUTES

Thursday, April 02, 2026  
6:00 PM

#### **PLEDGE OF ALLEGIANCE:**

- Mayor Tina Gambill called the Town Council Meeting to order at 6:05 PM and requested a roll call. Councilmember Jeff Voit was absent. A quorum was established with six members present.

#### *Councilmembers Present:*

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke, Councilmember Randy Hageman

#### *Councilmembers Absent:*

Councilmember Jeff Voit

#### *Staff Members Present:*

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

#### **CALL TO ORDER AND ESTABLISHMENT OF QUORUM:**

#### **CONSENT AGENDA:**

1. Work Session Minutes- March 5, 2026
  2. Regular Meeting Minutes- March 5, 2026
- Town Council reviewed the consent agenda items.
  - Councilmember Randy Hageman motioned to approve Consent Agenda Items 1–2. The motion was seconded by Councilmember Jean Davis and carried unanimously by right-hand raise.

#### **PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

#### **MEMBER COMMENTS:**

- Mayor Tina Gambill provided an overview of recent activities, including participation in community events, the Mayor's Business Appreciation Reception, coordination with Caroline County Public Schools, and upcoming economic development efforts, including the Domino's grand opening. Mayor Gambill also requested that a discussion regarding code enforcement be placed on a future agenda due to associated operational costs and budget considerations.

## **STAFF REPORTS & PRESENTATIONS:**

3. Dominion Energy Weather Readiness, Andre May
  - Mr. Andre May, Dominion Energy External Affairs Representative, presented on storm preparedness, including infrastructure maintenance such as tree trimming cycles, grid hardening, and undergrounding efforts, as well as outage response procedures and coordination with localities. Council discussed outage reporting practices, generator safety, storm impacts on local circuits, and challenges related to utility pole replacements and third-party attachments.
4. Finance Director/Treasurer's Report
  - Finance Director Hope Toliver presented the monthly financial report, including updates on audit preparation, delinquent tax collection efforts, utility billing enforcement, and ongoing system improvements. Council discussed budget variances, including the 457 plan increases due to automatic contribution adjustments and expenditures for contracted services, and received clarification on accounting and the classification of expenses. The Town Manager noted improved utility collection rates and coordination between departments.
5. Town Manager's Report
  - Town Manager India Adams-Jacobs provided updates on the water quality improvement project and well replacement efforts, including coordination with regulatory agencies and engineering consultants. Additional updates included economic development initiatives, upcoming community events, the completion of a recent debt issuance, and the submission of a grant application for waterline improvements through congressional funding opportunities.
6. Utilities Report, Inboden Environmental Services
  - Council received the utilities report. No additional discussion was held.
7. Public Works Department Monthly Report
  - Public Works Director Shawn Fortune presented the monthly report and responded to Council comments, including updates on pump station monitoring during recent outages and operational improvements at Town facilities. Council also received an update on the installation and performance of new equipment at the wastewater treatment site.
8. Bowling Green Police Department
  - Bowling Green Police Chief Justin Cecil presented the department report and responded to Council inquiries, including recent arrests related to a regional homicide investigation in Sparta, noting that four individuals had been apprehended. Chief Cecil also informed Council that the Town's digital radar signs are experiencing intermittent functionality and may require removal and repair.
9. Town Facilities Update & Discussion, Shawn Fortune
  - Public Works Director Shawn Fortune presented findings from a facilities assessment conducted with the Town's insurance provider, outlining maintenance needs across multiple Town facilities, including Town Hall, the police department, wastewater treatment plant, and public playground. Identified issues included building repairs, electrical updates, safety improvements, ADA

accessibility concerns, and potential asbestos in the Town Hall basement pending testing. Director Fortune also reported that the playground equipment is significantly deteriorated and may require replacement, with interim removals already completed for safety. The Town Manager indicated that funding options and a formal recommendation will be presented at a future meeting. Council discussed preservation considerations for the Town Hall ballroom floor and requested exploration of restoration alternatives. Vice-Mayor Coyle expressed an interest in having Nathan Ulfrick at a future meeting to discuss preservation efforts.

10. Utility Billing Process Improvements Presentation, Hope Toliver, Finance Director/ Treasurer

- Finance Director Toliver presented an overview of prior challenges with the Town's billing system, including system incompatibility, manual data entry, billing inaccuracies, and customer dissatisfaction. Ms. Toliver outlined improvements implemented during the transition to new financial software and payment systems, resulting in higher billing accuracy, greater operational efficiency, and improved customer service.

11. Records Retention Update, Jeffrey Smith, Deputy Clerk/Administrative Assistant

- Deputy Clerk Jeffrey Smith provided an update on records retention efforts, including compliance with Library of Virginia schedules, participation in Clean Sweep, and organization of Town records. Mr. Smith reported that outdated records, including financial documents that exceed retention requirements, have been identified for proper destruction, thereby improving storage capacity and record management practices. Council discussed long-term strategies for record preservation, including potential digital storage solutions for permanent records.

12. Committees, Boards, and Commissions Update, India Adams-Jacobs, Town Clerk

- Town Manager India Adams-Jacobs reported that all committees, boards, and commissions are fully staffed with no current vacancies. Council discussed upcoming FOIA training requirements and options for scheduling compliance training, with consensus to schedule a session in May.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

13. Taxation Code Revision, Jeff Gore

- Town Attorney Jeff Gore provided an overview of ongoing efforts to update the Town Code, noting that proposed revisions primarily reflect technical updates to align with current state law. Council discussed the anticipated timeline, including a future public hearing and review of tracked changes prior to adoption in May.

14. Authorization to Contract Senior Planner to fill the Vacancy of Director of Community Development Position for the Remainder of FY26 and FY27

- Town Manager Adams-Jacobs presented a recommendation to contract senior planner services to address ongoing workload demands and recruitment challenges for the vacant Director of Community Development position. Council discussed the proposed arrangement, including the use of contracted services through the Berkley Group and remote work expectations.

- Councilmember Randy Hageman motioned to authorize the Town Manager to procure senior planner services through the Berkley Group for a period of one year, commencing April 15, 2026, and ending April 15, 2027, for an amount not to exceed \$60,000. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

15. FY27 Audit Engagement Authorization, India Adams-Jacobs, Town Manager/Clerk

- Town Manager Adams-Jacobs presented the annual audit engagement recommendation to continue services with the Town's current audit firm.
- Councilmember Randy Hageman motioned to authorize the FY27 audit engagement. The motion was seconded by Vice-Mayor Coyle and carried unanimously by roll-call vote.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

None.

**INFORMATIONAL ITEMS:**

16. ADA Title II Web and Mobile Application Accessibility Rule

- Town India Manager Adams-Jacobs provided an overview of new ADA accessibility requirements related to municipal websites, documents, and streaming services. Council discussed potential compliance measures, including captioning and document formatting. The Town Manager noted that additional information and cost considerations will be presented at a future meeting.

**MEMBER COMMENTS:**

- Councilmember Davis noted attendance at a recent local Sheetz opening in Caroline County and expressed appreciation for the event.

**CLOSED SESSION:**

17. I move to go in to closed session pursuant to Virginia Code § 2.2-3711(A)(1), for discussion of performance of specific public officers, to complete the performance evaluation of the Town Manager.

- Councilmember Randy Hageman motioned to enter closed session pursuant to Virginia Code § 2.2-3711(A)(1) for discussion of the performance of specific public officers, specifically the Town Manager and Town Attorney. The motion was seconded by Councilmember David Storke and carried unanimously by right-hand raise.

**RECONVENE IN OPEN SESSION:**

- Mayor Tina Gambill reconvened Town Council in open session following certification from each Councilmember stating that only public business matters lawfully exempted from open meeting requirements under Virginia Code § 2.2-3711(A)(1) were discussed in closed session, specifically the performance of the Town Manager and Town Attorney.

**ACTION FOLLOWING CLOSED MEETING:**

None.

**ADJOURNMENT:**

- Councilmember Randy Hageman motioned to adjourn the meeting. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously. The meeting adjourned at 9:33 PM.

**Attest:**

**Mayor:** \_\_\_\_\_  
**Tina Gambill**

**Clerk:** \_\_\_\_\_  
**India Adams-Jacobs, MPA, ICMA-CM**

## **Attachments Referenced During Meeting:**



## MEMORANDUM

**TO:** The Honorable Mayor and Town Council  
**FROM:** Shawn Fortune, DPW; India Adams-Jacobs, Town Manager  
**SUBJECT:** Authorization to Approve Water Connection to Out-of-Town Customer  
**DATE:** May 7, 2026

### **SUMMARY:**

This memorandum is intended to explain a request to the Town Council to allow a water connection to out-of-town customer Mr. Charles Midliff at 15241 Hilldale Avenue.

### **BACKGROUND:**

It has been determined by Town Staff that applicant Charles Midliff of Parkline Contracting is eligible for a water connection at the above-mentioned address, which is located outside the Town limits in Caroline County. There is currently no dwelling on the parcel.

### **ISSUE:**

No unusual issues have surfaced to keep the transaction from taking place.

### **ALTERNATIVES:**

Opposition from the Town Council to this would force the property owner to dig a well.

### **FISCAL IMPACT:**

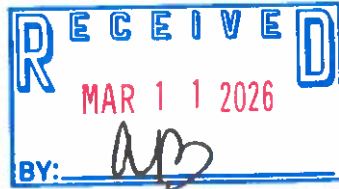
Total fees paid to the Town were be \$6,975, including availability, connection, and inspection fees. The applicant will also pay out-of-town water rates beginning with the first billing.

### **RECOMMENDATION:**

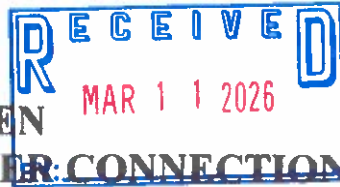
Town Staff recommends the approval of the request.

### **DRAFT MOTION**

I move that the Town Council approve a request for a water connection outside of Town limits at 15241 Hilldale Avenue.



AVAILABILITY  
and  
CONNECTION  
APPLICATION  
FORM  
WITH  
INFORMATION  
PACKAGE



TOWN OF BOWLING GREEN
APPLICATION FOR WATER AND/OR SEWER CONNECTION

All connections will be subject to the Public Works Department approval. Additional charges will be billed when the Town goes beyond the existing water and/or sewer infrastructure.

FOR COMMERCIAL ACCOUNTS: Your consumption may be reviewed every six months. Your availability fee payment is subject to adjustment based on actual use. Rebates for fees paid will be on a case by case basis.

It is hereby agreed that the charges for water/sewer service at the below address shall be paid at a rate established by the Town and that the service is to be rendered in accordance with its rules and regulations. The charges for water/sewer service shall start with the installation of the meter and shall continue until notice is given in advance and received by the Town to discontinue service.

SIGNATURE [Handwritten Signature] DATE 3/11/26

PRINT FULL NAME Charles Michiff

PHYSICAL ADDRESS OF CONNECTION 15241 Hilldale Ave, Caroline County VA 22427

BILLING ADDRESS 11500 Allecingie Parkway North Chesterfield VA 23235

TELEPHONES: Residence 804-836-5161 Business 804-836-5161

Note to Applicant: Plat or Site plan must accompany this application. Connection to be completed by the Town unless otherwise approved by the Public Works Department.

This installation to be provided by: Town: Others:

Connection inspected and approved by: on
Town work completed on Approved by:

**TOWN OF BOWLING GREEN**  
**APPLICATION FOR WATER AND/OR SEWER CONNECTION**

Date: 3/11/2026

Applicant Name: Parkline Contracting

Address: 11500 Allecingie Parkway North Chesterfield WA 23235

Property Owner: Parkline Contracting

Address: 11500 Allecingie Parkway North Chesterfield VA 23235

Location: 15241 Hilldale Ave. Tax Map #: 43-A-66

Subdivision/Other \_\_\_\_\_

Type of Connection:

Water \_\_\_\_\_ Sewer \_\_\_\_\_ # of Meters \_\_\_\_\_ Meter Size(s) \_\_\_\_\_

Date Backflow Preventer (if required) is installed: \_\_\_\_\_

Availability Fees (payable prior to work being scheduled for the connection)      Water \$ 6,000.00  
Sewer \$ —

Connection & Inspection Fees (to be paid at time of inspection request)      Connection Fee \$ 750.00  
Inspection Fee \$ 35.00  
Administration Fee \$ 40.00 + 150.00  
Total Fees Paid \$ 6,975.00

Pipe Size for Water Lateral(s) \_\_\_\_\_ Sewer Lateral(s) \_\_\_\_\_

Type of Pipe(s) Water \_\_\_\_\_ Sewer \_\_\_\_\_

Lateral Inspections by Public Works required, call 804-633-9474

**TOWN OF BOWLING GREEN**  
**WATER AND SEWER APPLICATION PROCEDURES/FEEES**  
219 ANDERSON AVENUE  
POST OFFICE BOX 468  
BOWLING GREEN, VIRGINIA 22427  
(804) 633-9474

## APPLICATION PROCEDURE

In order to streamline and reduce confusion with regard to applications for Water and Sewer service, the Department of Public Works is providing to all applicants the following information.

**1. AVAILABILITY FEES:** Availability Fees are assessed for all new or altered connections to the system based on the anticipated consumption of each individual customer. Availability Fees must be paid prior to the work being scheduled for the actual connection(s). A Minimum Availability Fee is assessed or based on a single family dwelling (SFD) consumption of 400 gallons per day or less. The minimum fees for a SFD are \$6,000 for water and \$6,000 for sewer. Availability Fees are subject to increase after one year if a connection(s) has not been made and service provided (meter turned on). Any connection which is under construction would not be subject to any increase that may occur. Approved applications shall become void six (6) months from the date of approval if the applicant has failed to pay the availability fee or has failed to comply with any other applicable requirements of the Code of the Town of Bowling Green.

- a. Application forms should be picked up from the Town Hall Office, 117 Butler Street, and must be complete in full. Payment should be made to the Town of Bowling Green at the Town Hall.
- b. The Town Hall will give written notice to the Public Works Department of the receipt of the fees. The department will then schedule an appointment with the applicant for confirmation of the location of the connection(s) and will schedule the construction of the connection(s).

**2. CONNECTION FEES:** Connection Fees are charged for all connections to the system and represent the cost the Town incurs per connection. Connection(s) can be made any time during construction, however the connection fees must be paid for prior to the service being turned on or altered. The following factors should be considered in selecting the time you elect when connection is requested.

- a. Construction water must be obtained through a fire hydrant meter or the connection to the SFD you are constructing.
- b. Invoicing any additional Connection Fees will occur after the connection is made, and payment must be received prior to the service being turned on. A minimum fee of \$750 will be paid at time of application approval.

c. Cost:

1. A **minimum fee (\$750)** is paid for all **water connections** based on the cost to the Town to provide a 3/4" tap and 5/8" water meter. All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer **plus a 25% Administration Fee.**
2. A **minimum fee (\$750)** is paid for all **sewer connections.** All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer **plus a 25% Administration Fee.**
3. **METER CHARGES:** In addition to an initial charge for any meter larger than a 5/8" meter, a meter charge will be assessed for meters 1" and above, at anytime the meter is replaced for maintenance or repairs. No charge is assessed for 5/8" meters.

Availability Fees and Connection Fees utilize the same Application. If you have applied for service you will need the responsible party's name and address that will make payment for monthly service. This form must be completed to provide that information.

3. **INSPECTION FEES:** The Town Public Works Department is responsible for the inspection of water and sewer laterals from the property line to the point of connection to our utilities. Caroline County Building Department will inspect the water and sewer laterals from the property line to the building. The Town will give written notice to the applicant/agent and the Building Official results of the inspection. **24 hour notice is required for inspections and the connection/laterals must be uncovered. Inspections are performed Monday through Friday, 8:00 am until 2:30 pm.**

A. The cost of inspections is as follows;

1. **\$35.00** if inspection for both laterals requested at the same time or;
2. **\$35.00** each if inspections are requested separately.
3. **Re-inspection Fees: \$35.00 each.**

B. Inspection Fees will be invoiced with the Connection Fees.

4. **ACCOUNT SETUP FEE: \$15.** This fee is assessed when an account is approved and shall be the same whether water and sewer accounts are opened at the same time or at different times.
5. **DEPOSITS:** In-Town \$100.00 – Out of Town \$150.00. The amount of the deposit is the same whether for a water or sewer account, or both.

6. **USER FEES:** User Fees or bi-monthly charges are assessed based on consumption by each customer. The Town charges a Minimum Fee bimonthly for all consumption between 0 and 5,000 gallons, which is billed to all active accounts. All usage above 5,000 gallons is billed per 1,000 gallons or fractional part thereof.

7. **RECONNECTION FEES: \$25.00.** This fee is assessed when a reconnection is requested when the utilities are disconnected due to non-payment.

8. **PLAN REVIEW:**

1. **APPLICATION FEE: \$25.** Reviewing plans that exceed the construction normally required for a connection to the water and sewer systems. **Not required for established system.**

a. Review by the Public Works Staff, for operability and compliance with the overall Town's water and sewer infrastructure plan, and

b. Review for a construction permit. If this were done by the Town under current staffing, our consultants would be used in that a Professional Engineer is required.

The application fee is a basic fee charged in either case and represents the Administration of the plan review and in extremely small (1 page) extensions, the in-house review cost.

2. **PLAN REVIEW:** The actual plan review for extensions in excess of one plan sheet is based on time and the type of review performed. The cost for a construction permit will be based on **time required at \$90.00 per hour** for in-house review. This charge will be in addition to the Application Fee.

**SUMMARY OF FEES**

**AVAILABILITY FEES** based on maximum meter size, minimum Water \$6,000.00  
5/8" - see TABLE A for additional size/cost Sewer \$6,000.00

**CONNECTION FEES** minimum \$750.00 each

**INSPECTION FEES** both laterals/same time \$35.00  
water and sewer separately \$35.00 each

**REINSPECTION FEES** \$35.00

**PLAN REVIEW APPLICATION FEE** minimum \$25.00  
or multi-page in house review \$90/hr + \$25.00

**ACCOUNT SETUP FEE** \$15.00

**DEPOSITS** In-Town \$100.00  
Out of Town \$150.00

**RECONNECTION FEE**

**\$25.00**

**TABLE A**

**WATER AVAILABILITY FEE**

**SEWER AVAILABILTY FEE**

**Nominal Meter Size (inches)**

5/8 or 3/4	\$6,000	\$6,000
1	\$6,500	\$6,500
1 1/2	\$9,500	\$9,500
2	\$12,500	\$12,500
3	\$15,500	\$15,500
4	\$18,000	\$18,500
6	\$21,500	\$21,500
8	\$24,500	\$24,500

**TOWN OF BOWLING GREEN  
PUBLIC WORKS LABOR & EQUIPMENT RATES**

**EQUIPMENT**

PICK-UP TRUCK	\$ 25.00/ 8 HRS.
DUMP TRUCK	\$ 75.00/ 4 HRS.
BACK-HOE	\$150.00/ 4 HRS

Adopted June 29, 2005

Revised July 1, 2007

TRACTOR \$ 45.00/ 4 HRS.

AIR COMPRESSOR \$ 25.00/ 4 HRS.

\* NOTE: All rental equipment will be charged at the same rate as to the Town plus 25%.

\* NOTE: All rates are charged in increments of the hours set forth above, and shall not be pro-rated.

### **MATERIAL/PARTS**

\* NOTE: All material and parts will be charged at the same cost as to the Town plus 25%.

### **PERSONNEL**

ENGINEER \$ 90.00/ HR.

TOWN STAFF \$ 18.00/ MANHOUR

\* NOTE: All contractors and/or sub-contractors hired by the Town will be charged at the same rate as to the Town plus 25% including equipment, parts and labor.

TOWN OF BOWLING GREEN  
117 BUTLER ST, PO BOX 468  
BOWLING GREEN, VA 22427-  
(804)633-6212

P A Y M E N T

Date: 3/11/2026  
Time: 11:57 AM

PARKLINE CONTRACTING LLC  
11500 ALLECINGIE PARKWAY  
CHECK # 1597

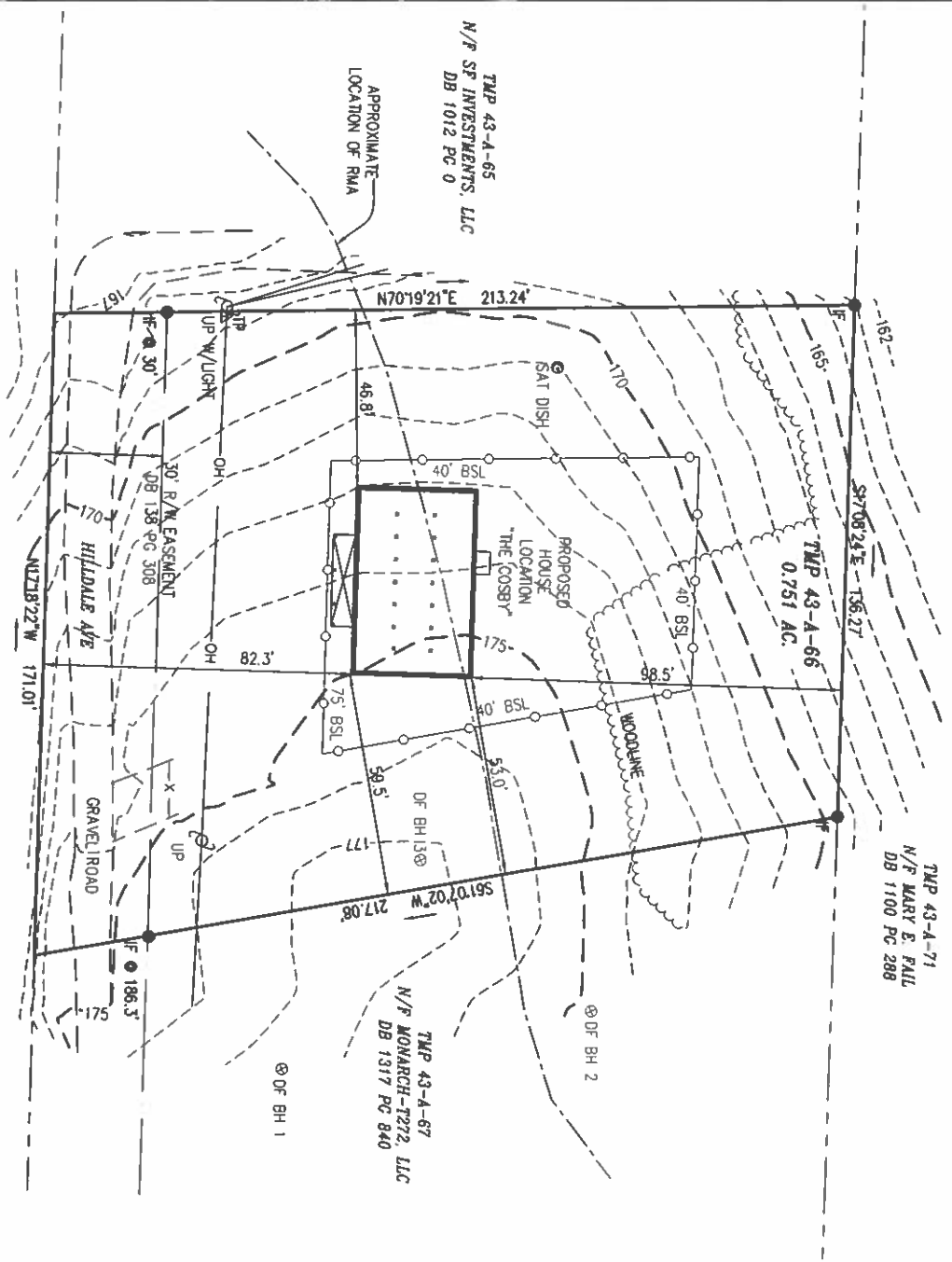
Cash:	\$0.00
Check:	\$6,975.00
Charge:	\$0.00
MoneyOrder:	\$0.00
Total Fee:	\$6,975.00
TOTAL PAID:	\$6,975.00
Change Due:	\$0.00

1 WATER WATER - UTILITY	\$35.00
1 WATER WATER - AVAILAB	\$6,000.00
1 WATER WATER - CONNECT	\$750.00
1 WATER WATER - DEPOSIT	\$150.00
1 WATER WATER - ACCOUNT	\$40.00

Operator: 13  
Receipt#: 4950

T H A N K Y O U !

**FORESIGHT**  
**SURVEY, PC**  
 LAND SURVEYING | LAND PLANNING  
 912 E High Street, Suite C  
 Charlottesville, VA 22902  
 www.foresightpc.com  
 434-586-3395



TWP 43-A-71  
 N/F MARY E. FALL  
 DB 1100 PG 288

TWP 43-A-65  
 N/F SF INVESTMENTS, LLC  
 DB 1012 PG 0

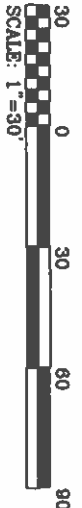
APPROXIMATE  
 LOCATION OF RMA

TWP 43-A-66  
 0.751 AC.

TWP 43-A-67  
 N/F MONARCH-T272, LLC  
 DB 1317 PG 840



- NOTES:
1. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY SHOWN HEREON.
  2. THIS PLAT HAS BEEN PREPARED FROM A FIELD SURVEY DONE AS PER THE DATE OF THIS PLAT USING MONUMENTS FOUND TO EXIST AT THE TIME.
  3. THE AREA SHOWN HEREON IS LOCATED IN ZONE "X" AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN AS SHOWN ON FEMA MAP NO 51033C0240D, EFFECTIVE DATE MAY 23, 2023. THIS DETERMINATION HAS BEEN MADE BY GRAPHIC METHODS ONLY. AN ELEVATION STUDY WAS NOT PERFORMED FOR THIS SURVEY.
  4. OWNER OF RECORD: PARKLINE CONTRACTING, LLC
  5. SOURCE OF TITLE: 250005589
  6. PROPERTY IS ZONED: RURAL PRESERVATION, SETBACKS: FRONT 75', SIDE 40', & REAR 40'
  7. A PORTION OF THE PROPERTY IS WITHIN A RMA, RESOURCE MANAGEMENT AREA, PER CAROLINE COUNTY GIS.
  8. VERTICAL DATUM IS NAVD 88, CONTOUR INTERVAL IS 1'.



**LEGEND**

BSL	BUILDING SETBACK LINE
BH	BORR HOLE
DF	DRAINFIELD
IF	IRON PIN FOUND
OH	OVERHEAD UTILITY
TP	TELEPHONE PEDESTAL
UP	UTILITY POLE

**EXHIBIT SHOWING**  
**BUILDING PERMIT PLAN FOR**  
**TWP 43-A-66**  
**15241 HILLDALE AVE**  
**CAROLINE COUNTY, VIRGINIA**

JANUARY 8, 2026	SHEET
SCALE 1" = 30'	1 OF 1
FILE 25.459	



## MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager/Clerk

COPY: Jeff Gore, Town Attorney

DATE: May 7, 2026

RE: Request for Approval to Enter into Agreements for Event Coordination Services for FY27 Town Events

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### BACKGROUND

Approval is requested for authority to enter into agreements for event coordination services for the Town's FY27 special events program, specifically the 36th Harvest Festival, the Christmas Parade, and Winefest, which will be the first time this event has been held post-pandemic. Event coordination agreements typically define the scope of services, event responsibilities, and payment obligations in writing so that the parties have clear expectations for performance and administration.

The requested authority would allow the Town Manager to finalize and execute an agreement with a qualified event coordinator, subject to review the final contract terms. Securing event coordination services for FY27 will support timely planning, vendor and volunteer coordination, scheduling, logistics management, and event-day operations for the Town's major community events. Special events coordinator roles commonly include overseeing vendors and contractors, maintaining event schedules, coordinating implementation details, coordinating with public safety partners, and obtaining road-closure permits.

The three large events included in this request are cornerstone community events that require advance planning and consistent operational oversight. Authorization at this time will require staff to begin preparations early enough to support event quality, compliance, and efficient coordination across Town departments and outside partners.

### ALTERNATIVES

Should the Town Council not authorize contractual event coordinators, the town would forgo events for FY27.

### DRAFT MOTION

Move to authorize the Town Manager to enter into agreements with Ms. Shermeka Baker Latney and Ms. Lisa Stevens for event coordination services for FY27 Town events, including the 36th Harvest Festival, Christmas Parade, and Winefest, subject to legal review by the Town Attorney and the availability of FY27 budgeted funds, not to exceed \$11,500.



## MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager/Clerk

COPY: Jeff Gore, Town Attorney

DATE: May 7, 2026

RE: Meeting Cancellation Request – July 3

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### BACKGROUND

This memorandum respectfully requests that the Town Council authorize the cancellation of the regularly scheduled July council meeting.

#### *Grants Administration*

Active grant application deadlines coincide with the July meeting date and require dedicated staff resources for submission preparation, compliance documentation, and internal review coordination. Diverting personnel to meeting preparation during this period would materially affect the completeness of applications and the Town's ability to submit timely and responsive grant materials, as well as to close out materials for active grants.

#### *Staffing Constraints*

Current staffing levels are insufficient to support meeting preparation, agenda coordination, and active administrative obligations simultaneously. Reduced operational capacity requires prioritization of statutory, compliance-driven, and deadline-sensitive responsibilities.

#### *Audit Preparation*

The department is also actively engaged in audit preparation, including document compilation, records reconciliation, and coordination with the external audit team. Audit readiness efforts require uninterrupted staff availability during this period to support timely and accurate preparation.

#### *Fiscal Year-End Close-Out*

Staff will be engaged in fiscal year-end close-out responsibilities, including expenditure reconciliation, encumbrance review, and fund balance reporting. These activities are time-sensitive and require concentrated staff attention to ensure accurate and compliant year-end financial reporting.

### DRAFT MOTION

Staff recommends approval of the cancellation of the regularly scheduled July 3 council meeting and authorizes the Clerk to provide public notice of the change on the website and public notice board.



TOWN OF BOWLING GREEN  
RESOLUTION-#2026-010

A RESOLUTION FOR PUBLIC SERVICE RECOGNITION WEEK, MAY 3–9, 2026

**WHEREAS**, the week of May 3 through May 9, 2026, has been designated as “Public Service Recognition Week” to honor employees of federal, state, and local governments and members of the uniformed services who are entrusted with missions fundamental to the United States and deliver services upon which residents depend;

**WHEREAS**, Public Service Recognition Week provides an opportunity to recognize and promote the important contributions of public servants and to honor those who serve their country, Commonwealth, and local communities at all levels of government;

**WHEREAS**, public servants take a solemn oath to support and uphold the Constitution of the United States and faithfully discharge the duties of their office, reflecting a commitment to the people they serve;

**WHEREAS**, public servants in the Town of Bowling Green and across the nation work diligently each day to provide essential services that protect public health and safety, maintain infrastructure, support economic development, and enhance the quality of life for residents;

**WHEREAS**, public servants contribute significantly to the strength and stability of local economies by managing public resources, maintaining critical systems, and ensuring the effective delivery of services that communities rely upon;

**WHEREAS**, public service is a noble calling that requires dedication, professionalism, and a commitment to serving others, often under challenging circumstances, and those who serve demonstrate perseverance and a continued commitment to their communities;

**WHEREAS**, Public Service Recognition Week serves as an opportunity for the Town of Bowling Green to express its appreciation for the hard work, integrity, and dedication of its employees and all public servants who serve the community;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Bowling Green, Virginia, that:

1. The Town Council hereby recognizes May 3 through May 9, 2026, as Public Service Recognition Week in the Town of Bowling Green;

2. The Town Council commends the dedication, professionalism, and commitment of all public servants who provide essential services to the residents of Bowling Green and beyond;
3. The Town Council acknowledges the vital role public servants play in strengthening the community, protecting public safety, and sustaining effective and responsive local government;
4. The Town Council encourages all residents of Bowling Green to observe Public Service Recognition Week with appropriate programs, ceremonies, and expressions of appreciation that honor the service and contributions of public servants.

**ADOPTED this 7 day of May, 2026.**

By: \_\_\_\_\_  
Hon. Tina Gambill, Mayor

Attest:

\_\_\_\_\_  
India Adams-Jacobs, Town Manager/Town Clerk

**Votes:**

Ayes:

Nays:

Absent:

Abstains:



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** Chief J.O.Cecil Bowling Green Police Dept.  
**COPY:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Police Department Monthly Report- April 2026  
**DATE:** April 17, 2026

### *Police Activity*

41-Total calls for service  
15-Assist other agencies  
2-Arrest/Warrant Service  
39-Traffic Summons / 17- Warnings Given  
1- Larceny  
3-Motor vehicle accidents  
1- Domestic/Assaults  
43- Property checks/ Vacation checks/ Business Checks

### *Heads Up*

- **Working jointly with Public Works and Radarsigns.com to take down radar signs and send them off for repairs.**
- **In contact with Dominion Power on replacing broken utility pole from MVA.**
- ***Reviewing Town Code***

# UTILITY REPORT

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**MARCH 2026**

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**Town of Bowling Green, VA**

**Authored by:**

**Inboden Environmental Services, Inc.**

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# WATER

## Water Quality

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

### Bacteriological Analysis:

Location	Date	Result
030 – Bowling Green Health Care	3/19/2026	Absent
060 – VDOT	3/19/2026	Absent

## Water Treatment

The water treatment plant met the Town’s water demand with a total monthly well yield of 4.084 MG for an average daily production rate of 0.131 MGD.

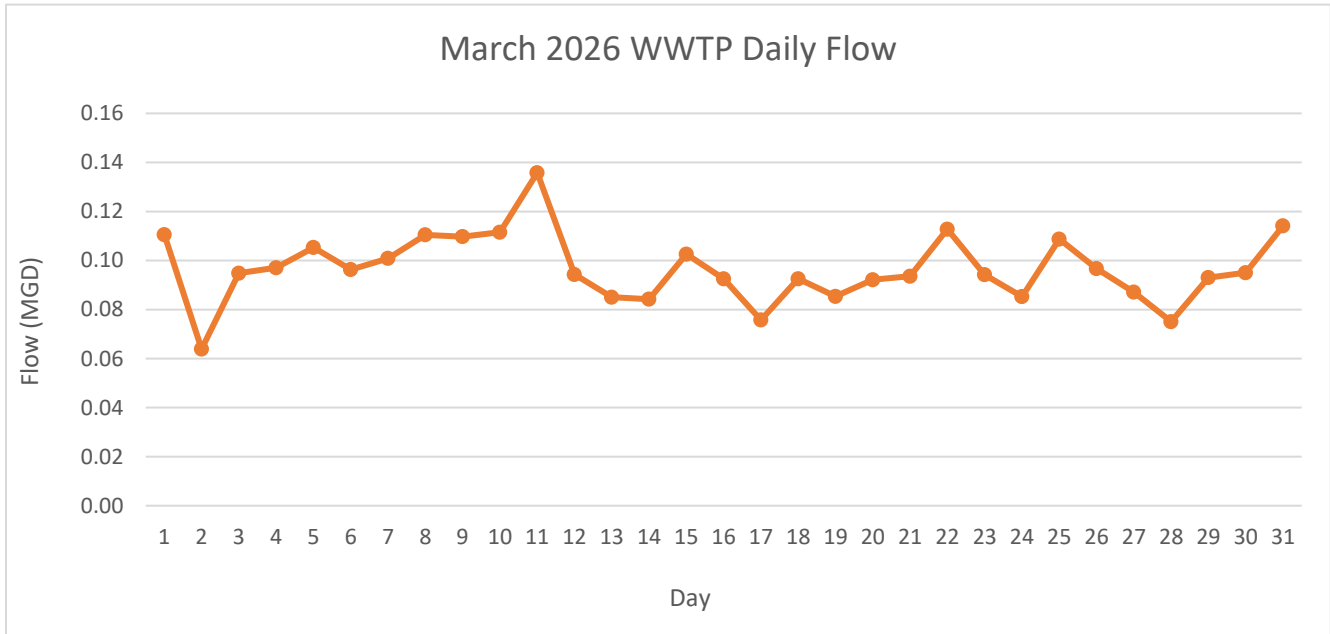
### Operational Notes:

- Continuing to disinfect the water per state requirements.
- All state required samples were collected and reported.
- Kop Kit replaced on chemical dosing pump at Well 4.

# WASTEWATER

## Wastewater Treatment

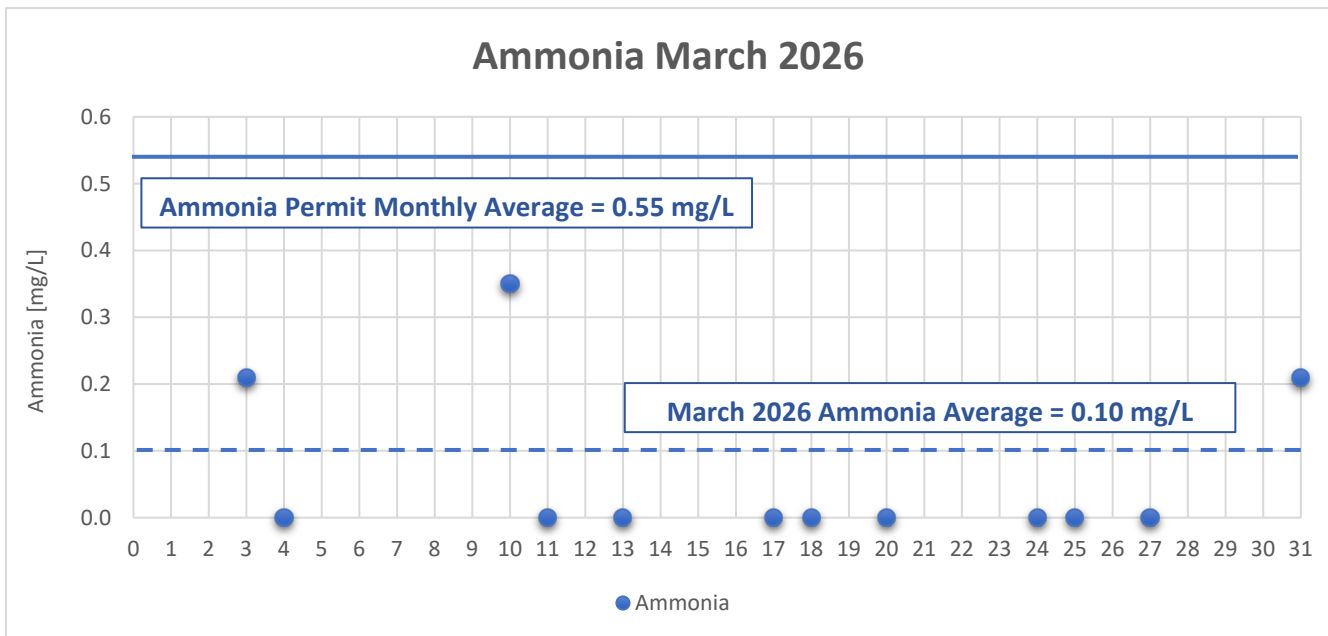
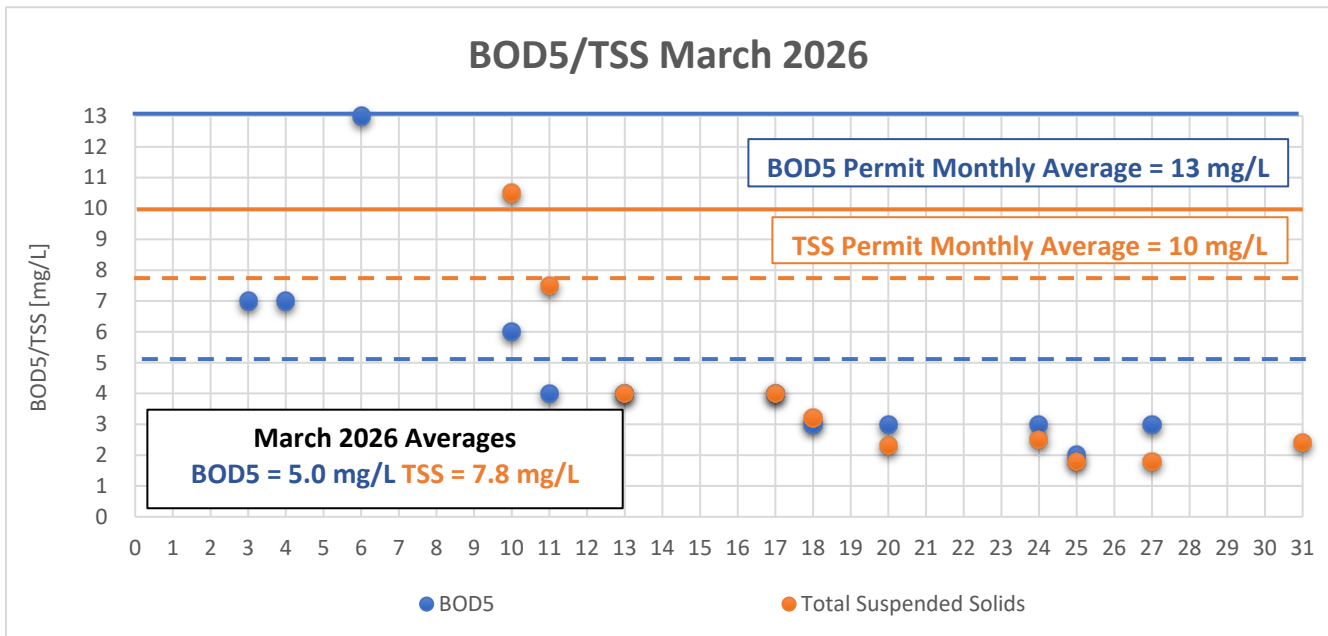
The wastewater treatment plant had an average daily flow of 0.097 MGD for a total monthly effluent discharge of 2.997 MG.

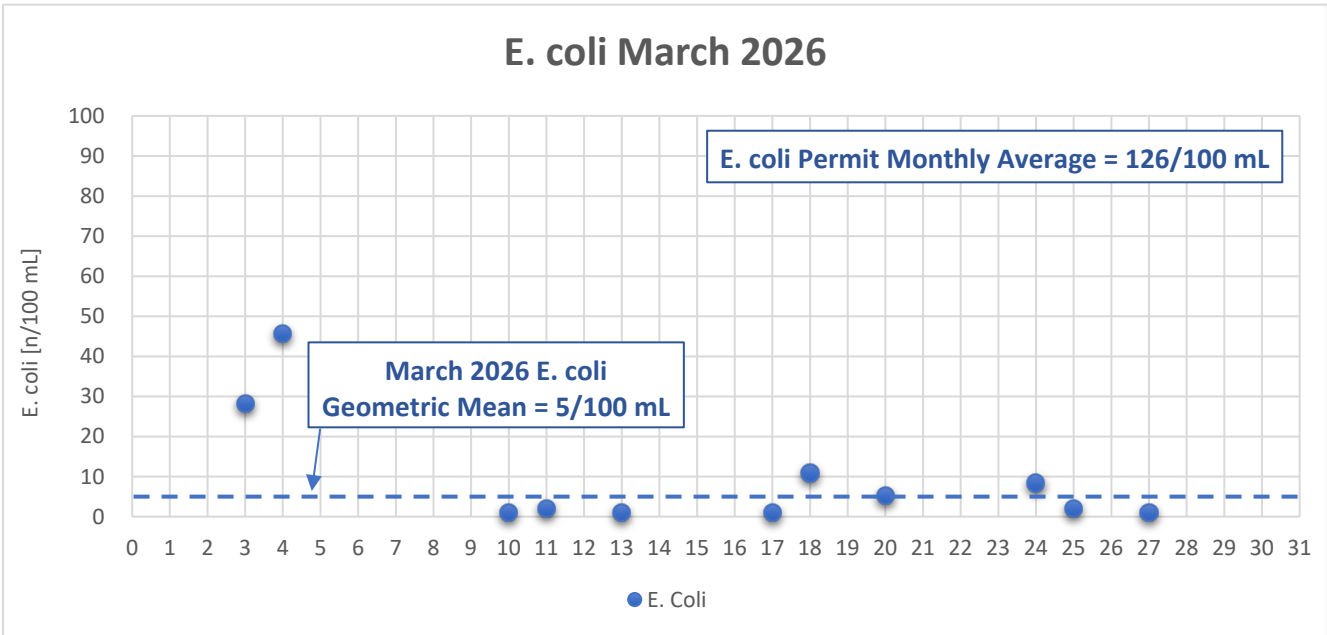
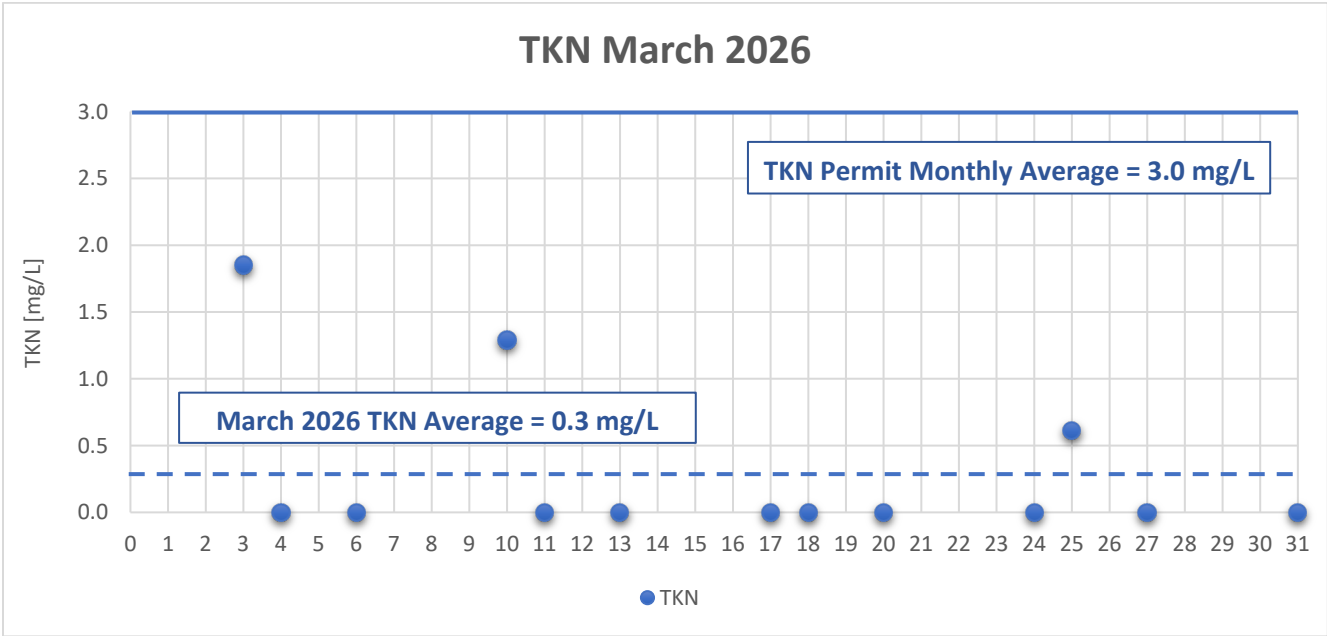


### Operational Notes:

- Pillow bearing block has been identified as failed. IES will provide a quote for service on repair/replace.
- Sludge dewatering bag has been deployed along with chemical dosing and sludge transfer equipment. Since deployed, there has been no sludge hauled off-site.
- Receptacles added for 30 amp service near sand drying bed for electrical service of components that will dose the chemical and transfer the sludge.

## Sample Results:





## Exceedance Details:

- During the monitoring week of March 1–7, the weekly average Total Suspended Solids (TSS) concentration was 20.6 mg/L, which exceeded the permitted weekly average limit of 15 mg/L. During this time, a noticeable increase in filamentous organisms was observed during routine microscopic examination of the mixed liquor. In response, wasting was increased to reduce the filamentous population within the treatment system. Subsequent microscopic examinations indicate that filamentous organisms are no longer present, and treatment processes returned to normal operating conditions.

# Glossary

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



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

**AGENDA ITEM:** Public Works Department Monthly Report

**DATE:** April 17, 2026

**PREPARED BY:** Shawn Fortune

**MONTHLY REPORT / PROJECT UPDATE:**

**Public Works**

1. Routine daily inspections of all Public Works vehicles have continued, including checks of oil levels, tires, and lighting systems.
2. Staff provided logistical setup support for the Town Council meeting.
3. HVAC filters were replaced in all Town facilities.
4. Daily inspections of playground equipment have been maintained to ensure safety and functionality.
5. Weekly collection and disposal of trash along Main Street has continued.
6. The ballroom dehumidifier is monitored daily to maintain humidity levels at approximately 50 percent.
7. Seasonal grass cutting operations have commenced and are being performed on a weekly basis across all Town-maintained sites.
8. Monthly inspections of fire extinguishers in all Town facilities have been completed.
9. Staff continue to update Safety Data Sheets (SDS) at the Wastewater Treatment Plant (WWTP), including the development of a comprehensive inventory of all chemicals used across Town facilities.
10. New mulch has been installed at Town Hall and the Police Department.
11. A survey of double utility poles throughout Town was completed, and a corresponding address list has been provided to the Town Manager.

12. Installation of steps and handrails at the WWTP is scheduled for April 21, 2026, to ensure compliance with VERSA standards.
13. Quotes have been requested from multiple contractors for asbestos abatement in the Town Hall basement.

## **Utilities**

1. The sewer line from Martin Street to Lee Street continues to be monitored weekly to ensure proper flow.
2. Preventative maintenance is being conducted weekly at all six pump stations to mitigate grease buildup.
3. Daily inspections of all pump stations have continued.
4. A total of 123 water disconnection notices were issued to customers.
5. Weekly operational checks of all generators have been completed.
6. Staff continue daily monitoring of the Sunset manhole to verify proper sewer flow conditions.
7. A total of 18 Miss Utility (811) tickets were marked during this reporting period.
8. Daily monitoring of alarmed water meters has continued, with repairs performed as needed on the public side. Customers are notified via door hangers when issues are identified on the private side.
9. The annual fire hydrant flushing program is currently underway.
10. New identification tags were installed at all wells on April 17, 2026.

## Budget vs Actual

TOWN OF BOWLING GREEN  
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Period Ending 4/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
100-011010-0001 REAL CURRENT YEAR TAXES	250,000	0.00	6,876.60	6,876.60	225,870.88	(24,129.12)	90%	
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	287.87	(1,212.13)	19%	
100-011011-0001 RT 301 CURRENT YEAR TAXES	31,000	0.00	4,170.10	4,170.10	58,063.54	27,063.54	187%	
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	3,000	0.00	545.32	545.32	4,960.85	1,960.85	165%	
100-011020-0011 PP PUBLIC SERVICE CURRENT YEAR TAXES	0	0.00	0.00	0.00	3.86	3.86		
100-011030-0001 PERSONAL CURRENT YEAR TAXES	55,000	0.00	1,675.82	1,675.82	49,949.43	(5,050.57)	91%	
100-011030-0002 PERSONAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	278.30	(1,221.70)	19%	
100-011060-0001 REAL PENALTY	2,000	0.00	786.44	786.44	1,324.76	(675.24)	66%	
100-011060-0002 REAL INTEREST	1,600	0.00	774.51	774.51	1,323.78	(276.22)	83%	
100-011060-0011 PERSONAL PENALTY	0	0.00	100.81	100.81	270.48	270.48		
100-011060-0012 PERSONAL INTEREST	0	0.00	261.07	261.07	622.91	622.91		
100-012010-0001 SALES TAX	52,050	0.00	0.00	0.00	70,050.55	18,000.55	135%	
100-012020-0001 CONSUMER UTILITY TAX	39,500	0.00	2,957.69	2,957.69	30,113.92	(9,386.08)	76%	
100-012030-0001 BUSINESS LICENSE	95,000	0.00	3,382.65	3,382.65	64,693.74	(30,306.26)	68%	
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	0.00	877.04	877.04	15,327.58	327.58	102%	
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	0.00	0.00	(428,400.00)		
100-012070-0001 CIGARETTE TAX	35,000	0.00	0.00	0.00	31,285.53	(3,714.47)	89%	
100-012080-0001 MEALS TAX	375,000	0.00	47,946.80	47,946.80	394,629.48	19,629.48	105%	
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	0.00	825.66	825.66	5,737.62	2,737.62	191%	
100-013030-0001 ZONING PERMITS/FEES	3,175	0.00	225.00	225.00	5,383.62	2,208.62	170%	
100-013030-0002 HOME OCCUPATION	100	0.00	0.00	0.00	50.00	(50.00)	50%	

## Budget vs Actual

TOWN OF BOWLING GREEN  
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Period Ending 4/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
PERMITS								
100-014010-0001 POLICE/COURT FINES	20,000	0.00	1,232.07	1,232.07	12,346.79	(7,653.21)	62%	
100-014010-0002 RETURNED CHECK FEE	100	0.00	75.62	75.62	350.62	250.62	351%	
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	1,300	0.00	0.00	0.00	0.00	(1,300.00)		
100-015010-0001 INTEREST EARNED	25,000	0.00	0.00	0.00	28,359.33	3,359.33	113%	
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	0.00	14,000.00	0.00	100%	
100-015020-0002 TOWN HALL RENTALS	18,000	0.00	1,075.00	1,075.00	22,963.00	4,963.00	128%	
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	0.00	150.00	(350.00)	30%	
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	0.00	0.00	0.00	5,622.82	(44,377.18)	11%	
100-016099-0003 TRASH REVENUE	110,000	0.00	9,457.41	9,457.41	77,574.60	(32,425.40)	71%	
100-016099-0006 PENALTY FEES	0	0.00	0.00	0.00	3.30	3.30		
100-018900-0060 SALE OF SURPLUS EQUIP/FURN	0	0.00	0.00	0.00	3,000.00	3,000.00		
100-018900-0800 REIMBURSEMENT/RESTITUTION	0	0.00	0.00	0.00	576.35	576.35		
100-018950-0001 UNCLAIMED PROPERTY	0	0.00	0.00	0.00	2,104.80	2,104.80		
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	0.00	2.97	2.97		
100-020109-0001 VA 599 POLICE FUNDING	16,000	0.00	0.00	0.00	22,887.00	6,887.00	143%	
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	0.00	21,907.50	(0.50)	100%	
100-020111-0001 COMMUNICATIONS TAX	28,900	0.00	2,139.01	2,139.01	21,453.93	(7,446.07)	74%	
100-040407-0001 LITTER GRANT	1,596	0.00	0.00	0.00	1,658.56	62.56	104%	
100-040407-0100 GF GRANT PROCEEDS	4,000	0.00	0.00	0.00	4,000.00	0.00	100%	
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	0.00	(15,000.00)		
100-041050-0002 USE OF FUND BALANCE	113,062	0.00	0.00	0.00	0.00	(113,061.71)		

## Budget vs Actual

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Period Ending 4/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-041050-0500 TRANSFER IN FROM WATER FUND	4,315	0.00	0.00	0.00	0.00	(4,314.55)		
100-041050-0520 TRANSFER IN FROM SEWER FUND	8,201	0.00	0.00	0.00	0.00	(8,201.42)		
<b>Revenues Totals:</b>	<b>1,843,707</b>	<b>0.00</b>	<b>85,384.62</b>	<b>85,384.62</b>	<b>1,199,190.27</b>	<b>(644,516.41)</b>	<b>65%</b>	

## Budget vs Actual

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Period Ending 4/30/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Expenses</b>								
100-011010-0003 REAL TAX REFUNDS	0	0.00	0.00	0.00	1,213.16	(1,213.16)		
Totals:	0	0.00	0.00	0.00	1,213.16	(1,213.16)		
100-012110-1101 SALARIES	118,928	0.00	9,701.85	9,701.85	103,638.37	15,289.63	87%	
100-012110-1150 PT Salaries and Wages	56,176	0.00	0.00	0.00	8,050.00	48,126.46	14%	
100-012110-2100 FICA	9,098	0.00	738.35	738.35	8,782.89	315.56	97%	
100-012110-2210 VRS	16,764	0.00	1,470.24	1,470.24	13,967.21	2,797.05	83%	
100-012110-2220 457 PLAN	135	0.00	210.42	210.42	1,937.19	(1,802.12)	1434%	
100-012110-2300 HEALTH PLAN	0	0.00	575.62	575.62	1,151.24	(1,151.24)		
100-012110-2400 GROUP LIFE	1,551	0.00	120.56	120.56	1,145.32	405.35	74%	
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	0.00	380.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	0.00	216.68	4,283.32	5%	
100-012110-3050 MAYOR EXPENSES	1,500	0.00	999.37	999.37	1,054.27	445.73	70%	
100-012110-3100 CONTINGENCY	31,556	0.00	0.00	0.00	0.00	31,555.88		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	26,930.26	(26,330.26)	4488%	
100-012110-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	2,291.01	2,291.01	13,069.94	(13,069.94)		
100-012110-3142 CONTRACTED SERVICES - LAND USE	0	0.00	0.00	0.00	31,411.81	(31,411.81)		
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	55,000	0.00	0.00	0.00	29,575.94	25,424.06	54%	
100-012110-3152 WEB BASED SERVICES	15,000	0.00	0.00	0.00	7,720.27	7,279.73	51%	
100-012110-3600 ADVERTISING	3,000	0.00	0.00	0.00	2,864.03	135.97	95%	
100-012110-3700 ZONING FEES	0	0.00	0.00	0.00	2,500.00	(2,500.00)		
100-012110-5250 TELECOMMUNICATIONS	3,000	0.00	0.00	0.00	2,043.26	956.74	68%	
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	0.00	0.00	18,422.88	11,577.12	61%	

## Budget vs Actual

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100 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	6,000	0.00	0.00	0.00	3,709.70	2,290.30	62%		
100-012110-5810 MEMBERSHIP DUES	1,500	0.00	0.00	0.00	2,049.27	(549.27)	137%		
100-012110-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	585.60	2,414.40	20%		
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	0.00	0.00	4,547.91	(1,047.91)	130%		
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	0.00	0.00	965.29	534.71	64%		
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	675.00	675.00	24,821.63	178.37	99%		
COUNCIL AND TOWN ADMINISTRATION Totals:	387,689	0.00	16,782.42	16,782.42	311,160.96	76,527.83	80%		
100-012410-1101 SALARIES/WAGES	147,409	0.00	8,044.30	8,044.30	84,296.30	63,112.70	57%		
100-012410-1200 PT SALARY AND WAGES	36,066	0.00	1,825.00	1,825.00	15,835.23	20,230.77	44%		
100-012410-2100 FICA	14,059	0.00	746.56	746.56	9,471.06	4,587.94	67%		
100-012410-2210 VRS	20,652	0.00	1,254.04	1,254.04	11,913.38	8,738.62	58%		
100-012410-2220 457 PLAN	0	0.00	148.00	148.00	592.00	(592.00)			
100-012410-2300 HEALTH PLAN	26,257	0.00	1,346.94	1,346.94	11,673.40	14,583.60	44%		
100-012410-2400 GROUP LIFE	1,975	0.00	102.84	102.84	976.91	998.09	49%		
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	0.00	870.00			
100-012410-3120 AUDIT	108,245	0.00	0.00	0.00	119,916.19	(11,671.32)	111%		
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	0.00	0.00	0.00	4,762.91	237.09	95%		
100-012410-3150 PROFESSIONAL SERVICES - CPA	145,000	0.00	11,375.00	11,375.00	118,576.76	26,423.24	82%		
100-012410-3151 PROFESSIONAL SERVICES - FINANCIAL ADVISORS	0	0.00	0.00	0.00	13,973.38	(13,973.38)			
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	0.00	756.08	743.92	50%		
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	0.00	1,524.50	1,524.50	39,707.46	35,292.54	53%		
100-012410-3600 LATE FEES & PENALTIES	6,517	0.00	0.00	0.00	6,544.99	(28.15)	100%		

## Budget vs Actual

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Period Ending 4/30/2026

100 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
100-012410-5210 POSTAGE	5,944	0.00	0.00	0.00	2,874.42	3,069.70	48%		
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	627.42	872.58	42%		
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	0.00	0.00	2,403.40	(403.40)	120%		
100-012410-5810 MEMBERSHIP DUES	700	0.00	0.00	0.00	250.00	450.00	36%		
100-012410-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	318.20	2,681.80	11%		
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	0.00	0.00	0.00	7,299.84	(1,299.84)	122%		
TREASURER Totals:	607,694	0.00	26,367.18	26,367.18	452,769.33	154,924.50	75%		
100-031100-1101 SALARIES/WAGES	115,489	0.00	8,870.32	8,870.32	98,340.95	17,148.05	85%		
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	0.00	300.00	300.00	3,120.00	3,000.00	51%		
100-031100-1201 TOWN HALL SECURITY - OVERTIME	0	0.00	0.00	0.00	983.11	(983.11)			
100-031100-2100 FICA	9,303	0.00	697.90	697.90	7,804.44	1,498.56	84%		
100-031100-2210 VRS	16,180	0.00	1,286.72	1,286.72	12,223.84	3,956.16	76%		
100-031100-2300 HEALTH PLAN	10,341	0.00	132.72	132.72	967.74	9,373.26	9%		
100-031100-2400 GROUP LIFE	1,548	0.00	113.40	113.40	1,077.30	470.70	70%		
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	0.00	275.00			
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	0.00	0.00	1,407.60	592.40	70%		
100-031100-3310 VEHICLE MAINTENANCE	10,000	0.00	0.00	0.00	2,685.11	7,314.89	27%		
100-031100-3312 EQUIPMENT REPAIR	200	0.00	42.00	42.00	84.00	116.00	42%		
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	0.00	336.00	2,014.00	14%		
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	0.00	1,305.35	9,194.65	12%		
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	0.00	0.00	234.31	765.69	23%		
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	0.00	0.00	1,350.00	150.00	90%		
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	0.00	0.00	2,377.74	122.26	95%		

## Budget vs Actual

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100 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	0.00	90.41	2,909.59	3%		
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	0.00	0.00	2,601.13	398.87	87%		
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	57.65	57.65	18,280.24	(13,280.24)	366%		
100-031100-6011 UNIFORMS	2,000	0.00	0.00	0.00	1,505.00	495.00	75%		
POLICE DEPARTMENT Totals:	202,306	0.00	11,500.71	11,500.71	156,774.27	45,531.73	77%		
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	0.00	4,500.00			
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	0.00	4,500.00			
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	0.00	15,000.00	0.00	100%		
DONATIONS Totals:	15,000	0.00	0.00	0.00	15,000.00	0.00	100%		
100-043100-1101 SALARIES	62,565	0.00	5,420.11	5,420.11	50,476.51	12,088.29	81%		
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	0.00	0.00	0.00	(1,058.65)	2,078.65	-104%		
100-043100-2100 FICA	7,319	0.00	335.78	335.78	6,133.04	1,185.96	84%		
100-043100-2210 VRS	1,944	0.00	698.58	698.58	6,636.44	(4,692.86)	341%		
100-043100-2220 457 PLAN	(574)	0.00	52.20	52.20	454.78	(1,028.84)	-79%		
100-043100-2300 HEALTH PLAN	22,322	0.00	1,531.10	1,531.10	10,910.87	11,411.13	49%		
100-043100-2400 GROUP LIFE	(2,009)	0.00	58.86	58.86	559.10	(2,568.36)	-28%		
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	0.00	0.00	0.00	235.00			
100-043100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	0.00	0.00	7,674.43	(7,674.43)			
100-043100-3311 VEHICLE MAINT	10,000	0.00	0.00	0.00	2,979.30	7,020.70	30%		
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	0.00	7,756.20	31,243.80	20%		
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	0.00	0.00	1,049.79	1,950.21	35%		
100-043100-5300 INSURANCE	7,500	0.00	0.00	0.00	4,605.72	2,894.28	61%		
100-043100-5540 EDUCATION/ TRAINING	500	0.00	0.00	0.00	373.34	126.66	75%		
100-043100-6001 OFFICE SUPPLIES &	500	0.00	0.00	0.00	449.09	50.91	90%		

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
PRINTING								
100-043100-6006 HAND TOOLS	500	0.00	0.00	0.00	208.90	291.10	42%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	0.00	0.00	0.00	4,658.70	7,341.30	39%	
100-043100-6008 VEHICLE FUEL/ OIL								
100-043100-6009 EQUIPMENT/ SUPPLIES	3,000	0.00	0.00	0.00	505.96	2,494.04	17%	
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	0.00	29.99	29.99	8,093.42	2,906.58	74%	
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	0.00	0.00	1,268.55	231.45	85%	
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT								
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	6,000	0.00	0.00	0.00	12,612.00	(6,612.00)	210%	
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	7,500	0.00	0.00	0.00	7,227.39	272.61	96%	
100-043100-7130 REFUSE COLLECTION								
100-043100-7140 LITTER GRANT	100,222	0.00	0.00	0.00	52,767.28	47,454.72	53%	
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00		
100-043100-7200 TOWN HALL EXPENSES	36,000	0.00	775.00	775.00	30,766.51	5,233.49	85%	
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00		
PUBLIC WORKS Totals:	357,243	0.00	8,901.62	8,901.62	217,108.67	140,134.39	61%	
100-072000-5800 REFUNDS OF ACTIVITY FEES								
100-093100-0300 TRSF TO CIP FR GENERAL FUND	0	0.00	0.00	0.00	5,500.00	(5,500.00)		
100-093100-0300 TRSF TO CIP FR GENERAL FUND								
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	50,000	0.00	0.00	0.00	0.00	50,000.00		
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES								
100-093100-0520 TRANSFER TO SEWER FUND	14,500	0.00	0.00	0.00	0.00	14,500.00		
100-093100-0520 TRANSFER TO SEWER FUND								
Totals:	269,275	0.00	0.00	0.00	5,500.00	263,775.00	2%	
Expenses Totals:	1,843,707	0.00	63,551.93	63,551.93	1,159,526.39	684,180.29	63%	

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100 GENERAL FUND	Revenues Over/(Under) Expenses:	21,832.69	21,832.69	39,663.88
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### 300 CAPITAL PROJECTS

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
300-041050-0100 TRANSFER FR GEN FUND TO CIP	50,000	0.00	0.00	0.00	0.00	(50,000.00)	
<b>Revenues Totals:</b>	50,000	0.00	0.00	0.00	0.00	(50,000.00)	

## Budget vs Actual

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### 300 CAPITAL PROJECTS

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Expenses</b>							
300-300100-0005 CAPITAL PROJECTS RESERVE	50,000	0.00	0.00	0.00	0.00	50,000.00	
Totals:	50,000	0.00	0.00	0.00	0.00	50,000.00	
<b>Expenses Totals:</b>	<b>50,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	

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300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
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## Budget vs Actual

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310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
310-016010-0002 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	0.00	56,228.20	56,228.20		
<b>Revenues Totals:</b>	0	0.00	0.00	0.00	56,228.20	56,228.20		

## Budget vs Actual

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### 310 INTERGOV SERVICE AGREEMENT

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Expenses</b>							
310-016010-0001 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	0.00	56,228.20	(56,228.20)	
INTERGOV SERVICE AGREEMENT Totals:	0	0.00	0.00	0.00	56,228.20	(56,228.20)	
<b>Expenses Totals:</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,228.20</b>	<b>(56,228.20)</b>	

# Budget vs Actual

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310 INTERGOV SERVICE  
AGREEMENT

Revenues Over/(Under) Expenses:

0.00

0.00

0.00

## Budget vs Actual

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### 320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
320-041050-0060 USE OF FUND BALANCE	6,000	0.00	0.00	0.00	0.00	(6,000.00)	
<b>Revenues Totals:</b>	<b>6,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,000.00)</b>	

## Budget vs Actual

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### 320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Expenses</b>							
320-032100-0100 EDA LOANS AND GRANTS	2,500	0.00	0.00	0.00	0.00	2,500.00	
DONATIONS STATE FUNDS Totals:	2,500	0.00	0.00	0.00	0.00	2,500.00	
320-053400-3500 PRINTING	1,000	0.00	0.00	0.00	0.00	1,000.00	
320-053400-3600 ADVERTISING/MARKETING	2,500	0.00	0.00	0.00	0.00	2,500.00	
ECONOMIC DEVELOPMENT AUTHORITY Totals:	3,500	0.00	0.00	0.00	0.00	3,500.00	
<b>Expenses Totals:</b>	<b>6,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	

# Budget vs Actual

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320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
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400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	0.00	0.00	2,135.33	2,135.33		
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	0.00	0.00	7,450.00	7,450.00		
400-016050-0051 HARVEST FESTIVAL - CAR SHOW	0	0.00	0.00	0.00	2,325.00	2,325.00		
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	0.00	0.00	12,970.00	(6,030.00)	68%	
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
400-041050-0100 TRANSFER FROM GF TO EVENTS	14,500	0.00	0.00	0.00	0.00	(14,500.00)		
<b>Revenues Totals:</b>	34,500	0.00	0.00	0.00	24,880.33	(9,619.67)	72%	

## Budget vs Actual

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400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Expenses</b>								
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	0.00	0.00	435.00	(435.00)		
400-071200-1210 HARVEST FESTIVAL	27,500	0.00	0.00	0.00	22,943.80	4,556.20	83%	
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	800.00	800.00	2,200.00	1,800.00	55%	
400-071200-1250 PARADE/HOLIDAY	1,500	0.00	0.00	0.00	2,601.91	(1,101.91)	173%	
<b>EVENTS</b>								
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	0.00	1,500.00		
<b>Totals:</b>	<b>34,500</b>	<b>0.00</b>	<b>800.00</b>	<b>800.00</b>	<b>28,180.71</b>	<b>6,319.29</b>	<b>82%</b>	
<b>Expenses Totals:</b>	<b>34,500</b>	<b>0.00</b>	<b>800.00</b>	<b>800.00</b>	<b>28,180.71</b>	<b>6,319.29</b>	<b>82%</b>	

## Budget vs Actual

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400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	(800.00)	(800.00)	(3,300.38)
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## Budget vs Actual

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500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
500-016099-0001 WATER SALES	612,000	0.00	56,651.18	56,651.18	585,270.65	(26,729.35)	96%	
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	0.00	0.00	70.00	(930.00)	7%	
500-016099-0004 WATER RECONNECT FEES	100	0.00	150.00	150.00	600.00	500.00	600%	
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	0.00	2,250.00	750.00	150%	
500-016099-0006 PENALTY FEES	2,500	0.00	0.00	0.00	50.74	(2,449.26)	2%	
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	6,000.00	(12,000.00)	33%	
500-016099-0012 UTILITY INSPECTION FEES	0	0.00	0.00	0.00	105.00	105.00		
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	75.00	(25.00)	75%	
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,063	0.00	3,565.74	3,565.74	26,926.79	(5,136.21)	84%	
500-016099-0040 GRANT PROCEEDS	0	0.00	0.00	0.00	45,000.00	45,000.00		
500-020111-0100 STATE GRANTS	87,000	0.00	0.00	0.00	0.00	(87,000.00)		
500-041050-0500 USE OF FUND BALANCE	184,193	0.00	0.00	0.00	0.00	(184,193.36)		
<b>Revenues Totals:</b>	<b>938,456</b>	<b>0.00</b>	<b>60,366.92</b>	<b>60,366.92</b>	<b>666,348.18</b>	<b>(272,108.18)</b>	<b>71%</b>	

## Budget vs Actual

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500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Expenses</b>								
500-093100-0100 TRANSFER FROM WATER TO GENERAL	4,315	0.00	0.00	0.00	0.00	4,314.55		
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	0.00	71,013.00		
500-500100-1101 SALARIES	114,703	0.00	13,725.48	13,725.48	133,659.66	(18,956.79)	117%	
500-500100-1200 SALARIES/WAGES PART TIME	0	0.00	844.90	844.90	5,267.80	(5,267.80)		
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	0.00	0.00	0.00	2,110.39	(1,110.39)	211%	
500-500100-2100 FICA	4,729	0.00	568.72	568.72	3,288.30	1,440.78	70%	
500-500100-2210 VRS	8,554	0.00	1,059.50	1,059.50	10,065.18	(1,510.72)	118%	
500-500100-2220 457 PLAN	(1,727)	0.00	86.98	86.98	591.24	(2,318.07)	-34%	
500-500100-2300 HEALTH PLAN	14,270	0.00	1,966.58	1,966.58	13,475.11	794.89	94%	
500-500100-2400 GROUP LIFE	801	0.00	88.40	88.40	839.80	(38.93)	105%	
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00		
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	0.00	0.00	29,519.00	48,108.00	38%	
500-500100-3140 ENGINEERING/PROF. SERVICES	165,000	0.00	0.00	0.00	0.00	165,000.00		
500-500100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	0	0.00	0.00	0.00	1,172.50	(1,172.50)		
500-500100-3142 2026 DEBT ISSUANCE - ENGINEERING COSTS	0	0.00	150,039.53	150,039.53	150,039.53	(150,039.53)		
500-500100-3150 2026 DEBT ISSUANCE LEGAL - BOND	0	0.00	0.00	0.00	22,750.00	(22,750.00)		
500-500100-3151 2026 DEBT ISSUANCE LEGAL - FA	0	0.00	0.00	0.00	46,819.85	(46,819.85)		
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	0.00	1,350.00		
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	0.00	0.00	0.00	15,771.53	(7,271.53)	186%	
500-500100-5110 ELECTRICITY	23,500	0.00	0.00	0.00	19,851.22	3,648.78	84%	

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500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
500-500100-5210 MAILING COSTS	10,693	0.00	0.00	0.00	5,951.52	4,741.84	56%	
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	0.00	4,200.00		
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	0.00	0.00	6,250.62	3,749.38	63%	
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	373.33	1,126.67	25%	
500-500100-5810 FEES AND DUES	3,127	0.00	0.00	0.00	400.00	2,727.00	13%	
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	0.00	4,733.00	13,767.00	26%	
500-500100-5840 MISCELLANEOUS	3,000	0.00	8.98	8.98	38.96	2,961.04	1%	
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00		
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	0.00	0.00	0.00	767.05	1,232.95	38%	
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	41.66	1,458.34	3%	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
500-500100-6007 REPAIR / MAINTENANCE	184,914	0.00	1,903.56	1,903.56	149,839.94	35,074.06	81%	
500-500100-6008 VEHICLE FUEL/OIL	10,000	0.00	0.00	0.00	3,892.01	6,107.99	39%	
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	1,654.64	345.36	83%	
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	0.00	1,300.00		
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	581.30	581.30	2,761.60	2,238.40	55%	
500-500100-6022 WATER TESTING	124,000	0.00	0.00	0.00	1,905.33	122,094.67	2%	
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	684.29	1,815.71	27%	
500-500100-6060 WELL HEAD PROTECTION GRANT	5,000	0.00	0.00	0.00	0.00	5,000.00		
500-500100-8500 2018 Loan Interest Expense	53,986	0.00	0.00	0.00	24,652.39	29,333.61	46%	
Totals:	938,456	0.00	170,873.93	170,873.93	659,167.45	279,288.91	70%	
Expenses Totals:	938,456	0.00	170,873.93	170,873.93	659,167.45	279,288.91	70%	

## Budget vs Actual

TOWN OF BOWLING GREEN

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500 WATER	Revenues Over/(Under) Expenses:	(110,507.01)	(110,507.01)	7,180.73
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## Budget vs Actual

TOWN OF BOWLING GREEN  
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520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
520-016099-0002 SEWER SALES	676,125	0.00	60,351.04	60,351.04	527,806.15	(148,318.85)	78%	
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	0.00	750.00	(1,500.00)	33%	
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,062	0.00	2,678.83	2,678.83	19,341.13	(12,720.87)	60%	
520-016099-0060 PENALTY FEES	0	0.00	0.00	0.00	11.16	11.16		
520-041050-0002 USE OF FUND BALANCE SEWER	4,742	0.00	0.00	0.00	0.00	(4,741.84)		
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	0.00	(240,650.00)		
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	0.00	(71,013.00)		
<b>Revenues Totals:</b>	1,044,842	0.00	63,029.87	63,029.87	547,908.44	(496,933.40)	52%	

## Budget vs Actual

TOWN OF BOWLING GREEN  
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520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Expenses</b>								
520-093100-0100 TRANSFER FROM SEWER TO GENERAL FUND	8,201	0.00	0.00	0.00	0.00	8,201.42		
520-500100-1101 SALARIES	339,959	0.00	31,179.77	31,179.77	291,627.63	48,331.37	86%	
520-500100-1200 SALARIES/WAGES PART TIME	0	0.00	844.73	844.73	5,267.63	(5,267.63)		
520-500100-1201 OVERTIME	1,000	0.00	387.14	387.14	2,739.39	(1,739.39)	274%	
520-500100-2100 FICA	4,729	0.00	598.33	598.33	3,428.40	1,300.68	72%	
520-500100-2210 VRS	8,554	0.00	1,059.50	1,059.50	10,065.18	(1,510.72)	118%	
520-500100-2220 457 PLAN	(1,727)	0.00	86.98	86.98	591.24	(2,318.07)	-34%	
520-500100-2300 HEALTH INSURANCE	14,270	0.00	1,966.58	1,966.58	13,475.11	794.89	94%	
520-500100-2400 GROUP LIFE	801	0.00	88.40	88.40	839.80	(38.93)	105%	
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00		
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	0.00	75,000.00		
520-500100-3150 2026 DEBT ISSUANCE LEGAL - BOND	0	0.00	0.00	0.00	22,750.00	(22,750.00)		
520-500100-3151 2026 DEBT ISSUANCE LEGAL - FA	0	0.00	0.00	0.00	46,819.85	(46,819.85)		
520-500100-3160 TESTING	30,000	0.00	674.74	674.74	18,683.77	11,316.23	62%	
520-500100-3180 SLUDGE REMOVAL	145,500	0.00	0.00	0.00	178,865.00	(33,365.00)	123%	
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	0.00	2,341.00		
520-500100-3321 COMPUTER LICENSES/SUPPORT	0	0.00	0.00	0.00	4,771.54	(4,771.54)		
520-500100-5110 ELECTRICITY	45,000	0.00	0.00	0.00	11,583.00	33,417.00	26%	
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	2,040.27	459.73	82%	
520-500100-5210 MAILING COSTS	5,242	0.00	0.00	0.00	0.00	5,241.84		
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-5300 INSURANCE	6,000	0.00	0.00	0.00	3,618.78	2,381.22	60%	

## Budget vs Actual

TOWN OF BOWLING GREEN  
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520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	373.33	2,126.67	15%	
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	0.00	0.00	4,610.92	(110.92)	102%	
520-500100-5840 SEWER OPS MISCELLANEOUS	15,000	0.00	148.84	148.84	3,300.77	11,699.23	22%	
520-500100-5899 MISS UTILITY COST	500	0.00	0.00	0.00	0.00	500.00		
520-500100-6001 OFFICE SUPPLIES	800	0.00	0.00	0.00	375.81	424.19	47%	
520-500100-6004 EQUIPMENT / SUPPLIES	15,000	0.00	0.00	0.00	12,789.33	2,210.67	85%	
520-500100-6005 Janitorial Supplies	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6007 REPAIR / MAINTENANCE	150,000	0.00	8,002.52	8,002.52	85,488.37	64,511.63	57%	
520-500100-6008 VEHICLE FUEL/OIL	1,500	0.00	0.00	0.00	2,063.91	(563.91)	138%	
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	300	0.00	0.00	0.00	0.00	300.00		
520-500100-8500 Loan Interest Expense	161,270	0.00	17,938.00	17,938.00	204,032.41	(42,762.41)	127%	
520-500300-3334 MAINTENANCE-MAINS	0	0.00	0.00	0.00	962,062.50	(962,062.50)		
Totals:	1,044,842	0.00	62,975.53	62,975.53	1,892,263.94	(847,422.10)	181%	
<b>Expenses Totals:</b>	<b>1,044,842</b>	<b>0.00</b>	<b>62,975.53</b>	<b>62,975.53</b>	<b>1,892,263.94</b>	<b>(847,422.10)</b>	<b>181%</b>	

# Budget vs Actual

TOWN OF BOWLING GREEN  
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Period Ending 4/30/2026

520 SEWER	Revenues Over/(Under) Expenses:	54.34	54.34	(1,344,355.50)
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## MEMORANDUM

**TO:** Town Council

**FROM:** India Adams-Jacobs, MPA, ICMA-CM, Town Manager

**DATE:** May 7, 2026

**RE:** Town Manager's Report – April 2026

### **Infrastructure Operations and Project Management**

April marked the successful completion of a significant wastewater infrastructure improvement project and the advancement of planning efforts for additional capital improvements.

- Water Quality Improvement Project & Well Replacements: Worked collaboratively with Stantec, IES, and Public Works Department to begin the next phase of the water quality improvement project, which is the completion of a professional engineering report. The project is still on target for completion in May. The PER was completed and submitted to VDH ahead of the May 1<sup>st</sup> deadline in compliance with the Town's corrective action plan.
- Stantec will attend the June meeting to brief the council on the project status and next steps.
- Coordinated and completed manhole lining demonstration at Courthouse and Ennis on April 27, 2026. This innovative preventive maintenance effort will extend the useful life of this manhole for approximately 10-15 years and was provided at no cost to the town.



### **Grants, Regulatory Compliance, and Environmental Affairs**

We work proactively with regulatory agencies. Preparing policy frameworks positions the Town to efficiently address compliance and maintain strong environmental stewardship.

- Congressionally Directed Spending Grant Application: submitted an application for a waterline project with Congressman Vindman's office. Application accepted by his office and is found here-



<https://vindman.house.gov/community-project-funding-2027/>

- DEQ Chesapeake Bay Preservation Act annual report submitted to the state.
- The annual Consumer Confidence Report (2025) was included in the upcoming utility bill and is posted on the town's website.

### **Revenue Administration and Taxpayer Services**

The Town continues to provide accurate service to residents navigating tax obligations and billing inquiries. Activities reflect our commitment to clear communication and efficient problem resolution.

- Personal Property and Real Estate collections have continued
- Continued collaboration with TACS for delinquent collections.
- Continued review of BPOL for processing by Finance

### **Intergovernmental Relations**

Effective collaboration with county, state, and regional partners enhances service delivery and ensures the Town's interests are represented in broader planning initiatives.

- Attended ceremony with Ft. A.P. Hill leadership regarding award for IGSA partnership
- Attended Caroline County Partnerships Partners in Education with Vice Mayor Coyle and Councilmember Davis
- Attended the GO VA Regional Economic Development Summit for economic development
- Town Council invited to A.P. Hill Commander's ceremony on May 14<sup>th</sup>

### **Procurement and Contract Administration**

Strategic procurement activities advanced key infrastructure projects. All processes ensured competitive bidding and full compliance with the Virginia Public Procurement Act.

- Intergovernmental Services Agreement: three more IGSA projects for HVAC, roofing, and tiling are out for bid and close on May 6<sup>th</sup> at 3:00 PM, May 6<sup>th</sup> at 4:00 PM, and May 13<sup>th</sup> at 3:00 PM.
- Completed IFB-2026-02 process for Main Street sewer repairs; award prepared for council consideration.



### **Audit and Financial Reporting**

- We have established a work plan for the FY25 audit and are working with staff on deliverables to the auditor.

### **Board and Commission Support**

Comprehensive support for Town boards and commissions ensures informed decision-making and maintains forward momentum in economic development and land-use planning initiatives.

- Economic Development Authority (EDA) Meeting: Prepared agenda materials, provided staffing support, facilitated discussion, documented decisions, and coordinated follow-up actions. The EDA has canceled its meeting from May to July and will reconvene in August.
- Planning Commission: provided comp plan matrix items to Planning Commission members and provided subsequent regional plans for members' consideration in goal setting for the comprehensive plan revisions.
- Minutes Review and Approval: Reviewed draft minutes from EDA, Planning Commission, and Town Council meetings for accuracy, completeness, and official action documentation.

### **Legal Affairs and Code Updates**

We regularly review and update administrative code provisions. This keeps the Town's regulatory framework up to date with legal requirements and best practices.

- Coordinated with the Town Attorney on a comprehensive review of administrative code sections, Taxation, and beginning review of Parking, then will transition to the Town Charter. Will continue with code updates after the Charter revisions are completed. This ensures consistency with the Virginia Code and current legal standards.



- Developed Town Council agenda items and assembled comprehensive supporting documentation, including background information, staff analysis, fiscal impact assessment, and recommended action statements.

### **Strategic Administration**

Comprehensive planning tools support effective governance and ensure critical deadlines are met throughout the fiscal year.

- Parking- was discussed with EDA regarding business impacts and provided an impact for future code revisions and regulatory framework for the Town Manager's consideration. At the request of Councilman Hageman, further parking changes have been deferred for now due to other priorities.
- Coordination with event coordinators for the upcoming Harvest Festival, Christmas Parade, and the forthcoming 2027 Winefest.

### **Conclusion**

April 2026 operations show strong progress across all administrative functions. Strategic planning has advanced. The coming months will focus on infrastructure project management, grants management, audit, FY27 budget adoption, and ongoing economic development and community engagement.

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM  
Town Manager/Clerk



## MEMORANDUM

**TO:** The Honorable Mayor & Town Council  
**FROM:** India Adams-Jacobs, Town Manager/Clerk  
**COPY:** Jeff Gore, Town Attorney  
**DATE:** May 7, 2026

**RE:** Request for Discussion- Code Enforcement

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### BACKGROUND

At the Mayor's request, this item is submitted to place code enforcement on a future Town Council agenda for discussion. Local code enforcement programs generally address property maintenance, nuisance conditions, and other municipal code violations through complaint intake, investigation, notice issuance, compliance timelines, and follow-up enforcement actions.

A Council discussion provides an opportunity to review the Town's current code enforcement practices, identify any operational or policy concerns, and determine whether changes to procedures, staffing, communication, or ordinances are warranted. Effective code enforcement programs often emphasize consistent case handling, public education, and clear compliance processes to improve neighborhood conditions and encourage voluntary compliance.

The requested discussion may also help clarify Council's expectations regarding response times, complaint handling, coordination with other departments, and the enforcement tools available under the Town Code and applicable Virginia law.

Over the last two years, the Town has received approximately 7-10 complaints per year. Most of which are for tall grass and through the Spring and Summer months.

### ALTERNATIVES

- 1) The Town Council could decide to continue with the status quo of reactive complaint-based code enforcement.
- 2) Town Council could decide on a more proactive approach and define for staff what they would like to require complaints, such as tall grass, etc.
- 3) Town Council could request additional funding for code enforcement support in the upcoming FY27 budget. This could include contracted services, a part-time position, or a full-time position.

### FISCAL IMPACTS

The fiscal impacts would vary depending on the Town Council's selected course of action; this would require additional staff time to refine. An anticipated salary range for a full-time Code Enforcement Officer, excluding benefits, is \$43,809- \$69,031, based on current market rates. There would also need to be consideration for an appropriate vehicle and office space if a permanent position were hired.

### RECOMMENDATION

This is an informational request for the Town Council discussion. There is no recommendation from the Town Manager at this time.



**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, ICMA-CM, Town Manager  
**COPY:** Jeff Gore, Town Attorney  
**SUBJECT:** Proposed Budget-Fiscal Year 26/27  
**DATE:** May 7, 2026

**SUMMARY:**

The State of Virginia requires that localities present a balanced budget for town council consideration and adoption by June 30.

*§ 15.2-2503. Time for preparation and approval of budget; contents. The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general, or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.*

**BACKGROUND:**

The Town Manager will present the proposed operating and capital budgets during the meeting.

**ALTERNATIVES:**

Not applicable.

**RECOMMENDATION:**

The Town Manager recommends that the Town Council proceed with the budget timeline process outlined for final adoption at the June meeting.



## MEMORANDUM

**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**COPY:** Jeff Gore, Town Attorney  
**SUBJECT:** Resolution Appointing Interim Town Treasurer  
**DATE:** May 7, 2026

### **BACKGROUND:**

The position of Town Treasurer became vacant effective May 1, 2026.

### **ISSUE:**

Continuity of financial operations requires immediate designation of an interim Treasurer to fulfill statutory duties and maintain uninterrupted service to taxpayers and utility customers while the Town conducts a comprehensive recruitment process for permanent appointments.

### **RECOMMENDATION:**

Town Staff recommends the approval of the request.

### **DRAFT MOTION**

I move to appoint Ms. Tomeka Morgan as Interim Town Treasurer, effective May 7, 2026, and to authorize the addition of Ms. Tomeka Morgan to the town's bank account signatories.

**TOWN of BOWLING GREEN**  
**Resolution No. \_\_\_\_**

Resolution to appoint the Town Treasurer

WHEREAS, the Town Manager, Ms. India Adams-Jacobs, is requesting the appointment of Ms. Tomeka Morgan as the Interim Town Treasurer for the Town of Bowling Green, Virginia; and

WHEREAS, Ms. Morgan has previous municipal finance experience in the Commonwealth of Virginia and the private sector; and

WHEREAS, Ms. Morgan has knowledge in all aspects of the Treasurer's position. Including, but not limited to, local government audits, payroll, accounts payable, collections, general ledger maintenance, budget development process, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL: that the Mayor and Town Council hereby recognize and appoint Ms. Tomeka Morgan as the Interim Town Treasurer for the Town of Bowling Green.

This resolution was approved on this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: \_\_\_\_\_  
Hon. Tina Gambill, Mayor

Attest:

\_\_\_\_\_  
India Adams-Jacobs, Town Manager/Clerk to the Council



## MEMORANDUM

**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**COPY:** Jeff Gore, Town Attorney  
**SUBJECT:** Resolution Appointing Deputy Zoning Administrator  
**DATE:** May 7, 2026

### **BACKGROUND:**

The purpose of this appointment is to ensure continuity in the administration and enforcement of the Town's zoning ordinance, subdivision regulations, and other land use responsibilities. Designating a Deputy Zoning Administrator provides operational support to the Zoning Administrator and helps ensure that zoning reviews permit administration, inspections, enforcement actions, and related development functions continue efficiently and without interruption.

### **ISSUE:**

Appointing a Deputy Zoning Administrator strengthens the Town's ability to:

- Maintain service continuity for residents, businesses, developers, and property owners.
- Avoid delays in zoning determinations, permits, and code enforcement matters.
- Improve internal efficiency by providing additional administrative and operational capacity.
- Support orderly growth, development review, and code compliance activities.

### **RECOMMENDATION:**

It is recommended that the Town Council appoint Ms. Darla Orr Odom to serve as Deputy Zoning Administrator, effective May 7, 2026.

In this role, the Deputy Zoning Administrator would be authorized to perform duties assigned by the Zoning Administrator and to act in that capacity, when necessary, consistent with the Town Code and applicable laws of the Commonwealth of Virginia.

### **DRAFT MOTION:**

Staff respectfully request that the Town Council approve the appointment of Ms. Darla Orr Odom as Deputy Zoning Administrator, effective May 7, 2026.

**TOWN OF BOWLING GREEN**

**RESOLUTION NO. 2026-009**

**A RESOLUTION APPOINTING A DEPUTY ZONING ADMINISTRATOR**

WHEREAS, the Town of Bowling Green recognizes the need to ensure continuity, efficiency, and support in the administration and enforcement of the Town’s zoning regulations; and

WHEREAS, the position of Deputy Zoning Administrator serves to assist the Zoning Administrator in carrying out duties related to zoning compliance, permitting, and interpretation of the Town Code; and

WHEREAS, Ms. Darla Orr Odom has demonstrated the knowledge, experience, and capability necessary to assist in the administration of the Town’s zoning ordinances; and

WHEREAS, pursuant to the applicable provisions of the Code of Virginia and the Town Code of Bowling Green, the Town Council is authorized to make such appointments as necessary to support the administration of zoning regulations.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Bowling Green, Virginia, hereby appoints Ms. Darla Orr Odom as Deputy Zoning Administrator for the Town of Bowling Green, and the Deputy Zoning Administrator shall perform such duties as assigned by the Zoning Administrator and in accordance with the Town Code and applicable laws.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by the TOWN COUNCIL of the TOWN OF BOWLING GREEN, VIRGINIA

Mayor: \_\_\_\_\_  
Hon. Tina Gambill

ATTEST: \_\_\_\_\_  
India Adams-Jacobs  
Town Manager and Clerk of the Town Council

**VOTES:**

Ayes:

Nays:

Absent:

Abstain:



## MEMORANDUM

**TO:** The Honorable Mayor & Town Council  
**FROM:** India Adams-Jacobs, Town Manager/Clerk  
**COPY:** Jeff Gore, Town Attorney  
**DATE:** May 7, 2026

**RE:** IFB-2026-02 — Sewer Main Replacements Bid Award

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### BACKGROUND

The Town issued an Invitation for Bids (IFB-2026-02 — Sewer Main Replacements) on April 14, 2026, seeking qualified and licensed contractors to perform sewer main replacements along North Main Street within the Town's wastewater collection system.

The project addresses aging infrastructure through the removal and replacement of existing 8-inch concrete sanitary sewer piping and associated appurtenances, improving system reliability and long-term serviceability.

Sealed bids were received and publicly opened on April 24, 2026, at 3:00 PM, in accordance with the terms and conditions outlined in the IFB.

Following the bid opening, staff conducted a review of all submissions to determine responsiveness and responsibility in accordance with the Virginia Public Procurement Act and the requirements of the solicitation. The evaluation process confirmed the lowest responsive and responsible bidder for the project.

### DRAFT MOTION

I move to authorize the Town Manager and Town Attorney to execute a contract with the awarded contractor and coordinate with the vendor all necessary details regarding the delivery of this service.