

BOWLING GREEN TOWN COUNCIL MEETING A G E N D A

**June 1, 2017
7:30 P.M.**

I. CALL TO ORDER AND QUORUM ESTABLISHED:

II. PUBLIC HEARINGS:

- A. Proposed Budget - for the fiscal year beginning July 1, 2017 and ending June 30, 2018.
- B. O-2017-001 – To set Tax and Utility rates for the fiscal year beginning July 1, 2017 and ending June 30, 2018.
- C. O-2017-002 – To amend and re-ordain Article IV Meals Tax, Section 7-400. Imposition of tax; amount, for the purpose of increasing the Meals Tax from 4% to 6%.
- D. R-2017-005 – Resolution authorizing the issuance and sale of general obligation and sewer revenue bonds of the Town of Bowling Green in a principal amount not to exceed \$6,316,000 and providing for the form, details and payment of the bond.

III. DELEGATIONS:

IV. PUBLIC COMMENTS:

V. CONSENT AGENDA:

- A. Minutes –Town Council Meeting – May 4, 2017
- B. Bills – May 2017
- C. Amending Ordinance on Fence Height – refer to Planning Commission
- D. R-2017-006 – Resolution accepting Caroline County’s Solid Waste Management Plan
- E. R-2017-007 – Resolution of recognition for Robin Didlake
- F. R-2017-008 – Resolution of recognition for Sparta Ruritan Club
- G. R-2017-009 – FY18 Depository Designation
- H. R-2017-010 – FY 18 Recurring Expenses
- I. Approval of Job Descriptions for Administrative Staff

VI. STAFF REPORTS:

- A. Events Coordinator’s Report – May 2017
- B. Town Hall Rentals Report – May 2017
- C. Clerk/ Treasurer’s Report – May 2017
- D. Police Department Report – May 2017
- E. Town Manager’s Report – May 2017

VII. NEW BUSINESS:

- A. Road re-striping of E. Broaddus Avenue

VIII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

IX. UNFINISHED BUSINESS:

- A. R-2017-011 Credit Card Processing and fees
- B. Surplus of Items

X. ADJOURNMENT

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Public Hearing Proposed Budget

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- MOU
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Public Hearing (A)

BACKGROUND / SUMMARY: The FY'18 Budget was presented to the Town Council at its May 4th regularly scheduled monthly meeting. On May 10th the Council had a work session and added a proposed increase in the meals tax to fund a Capital Improvement fund. The purpose of this hearing is to receive public input on the FY'18 budget as presented.

ATTACHMENTS:

Public Notice

REQUESTED ACTION:

Defer action until June 15, 2017

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212
Email: Townmanager@townofbowlinggreen.com

Name:
Reese Peck

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	

VOTE: PASS NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Town of Bowling Green, Virginia
Notice of Public Hearings

Public hearings will be held by Town Council on Thursday, June 1, 2017, beginning at 7:30 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on Ordinance No. O-2017-001, O-2017-002, and the FY2017-18 budget. All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting.

ORDINANCE NO. O-2017-001

ORDINANCE NO. O-2017-001 TO SET TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.

ORDINANCE NO. O-2017-001 SETS THE TAX AND UTILITY RATES AS FOLLOWS:

Tax Rates

	Current Rate	Proposed Rate (equalized rates)
Real Estate	\$0.13/\$100 of assessed valuation	\$0.13/\$100
Personal Property	\$0.72/\$100 of 100% of assessed valuation	\$0.72/\$100 of 100% of assessed valuation
Mobile Homes	\$0.10/\$100 of assessed valuation	\$0.10/\$100
Machinery/Tools	\$0.72/\$100 of assessed valuation	\$0.72/\$100
Route 301 Tax Dist.	\$1.76/\$100 of assessed valuation	\$0.52/\$100

Residential Bi-Monthly Water/Sewer Rate Schedule

In-Town Water Rates:

Gallons	Current Rate	Rate with Proposed 5% increase
0-5,000	\$28.71 minimum	\$30.14 minimum
5,001-10,000	\$1.46/1,000 gal over 5,000	\$1.53/1,000 gal over 5,000
10,001-20,000	\$1.53/1,000 gal over 10,000	\$1.61/1,000 gal over 10,000
20,001-30,000	\$1.60/1,000 gal over 20,000	\$1.68/1,000 gal over 20,000
30,001 & Up	\$1.66/1,000 gal over 30,000	\$1.74/1,000 gal over 30,000

Out-of-Town Water Rates: 100% Surtax

Gallons	Current Rate	Rate with Proposed 5% increase
0-5,000	\$57.41 minimum	\$60.28 minimum
5,001-10,000	\$2.91/1,000 gal over 5,000	\$3.06/1,000 gal over 5,000
10,001-20,000	\$3.07/1,000 gal over 10,000	\$3.22/1,000 gal over 10,000
20,001-30,000	\$3.20/1,000 gal over 20,000	\$3.36/1,000 gal over 20,000
30,001 & Up	\$3.31/1,000 gal over 30,000	\$3.48/1,000 gal over 30,000

In-Town Sewer Rates: 261% of water consumption

	\$74.93 minimum	\$78.68 minimum
Out-of-Town Sewer Rates: 295% of water consumption		\$88.92 minimum

Commercial Bi-Monthly Water/Sewer Rate Schedule

In-Town Water Rates:

Gallons	Current Rate	Rate with Proposed 5% increase
0-5,000	\$28.71 minimum	\$30.14 minimum
5,001-10,000	\$1.60/1,000 gal over 5,000	\$1.68/1,000 gal over 5,000
10,001-20,000	\$1.66/1,000 gal over 10,000	\$1.74/1,000 gal over 10,000
20,001-30,000	\$1.71/1,000 gal over 20,000	\$1.80/1,000 gal over 20,000
30,001-40,000	\$1.79/1,000 gal over 30,000	\$1.88/1,000 gal over 30,000
40,001-50,000	\$1.85/1,000 gal over 40,000	\$1.94/1,000 gal over 40,000
50,001-100,000	\$1.91/1,000 gal over 50,000	\$2.01/1,000 gal over 50,000
100,001 & up	\$1.96/1,000 gal over 100,000	\$2.06/1,000 gal over 100,000

Out-of-Town Water Rates: 100% Surtax

Gallons	Current Rate	Rate with Proposed 5% increase
0-5,000	\$57.41 minimum	\$60.28 minimum
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10,001-20,000	\$3.31/1,000 gal over 10,000	\$3.48/1,000 gal over 10,000
20,001-30,000	\$3.42/1,000 gal over 20,000	\$3.59/1,000 gal over 20,000
30,001-40,000	\$3.57/1,000 gal over 30,000	\$3.75/1,000 gal over 30,000
40,001-50,000	\$3.71/1,000 gal over 40,000	\$3.90/1,000 gal over 40,000
50,001-100,000	\$3.81/1,000 gal over 50,000	\$4.00/1,000 gal over 50,000
100,001 & up	\$3.93/1,000 gal over 100,000	\$4.13/1,000 gal over 100,000

In-Town Sewer Rates: 282% of water consumption

	\$80.96 minimum	\$85.01 minimum
Out-of-Town Sewer Rates: 339% of water consumption		\$102.20 minimum

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

Residential Rates –	Current Rate \$30.00	Proposed Rate \$30.60
Commercial Rates:	Current Rate \$24.00 bimonthly/unlimited	Proposed Rate \$24.48 bimonthly/per cubic yard

ORDINANCE NO. O-2017-002

O-2017-002 amends and re-ordains Article IV Meals Tax, Section 7-400. Imposition of tax; amount, for the purpose of increasing the Meals Tax from 4% to 6% as follows:

Section 7-400. Imposition of tax; amount.

There is hereby imposed and levied by the Town on each person a tax at the rate of ~~4%~~ **6%** on the amount paid for meals purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not. Said tax shall be in addition to any sales and use taxes imposed by the Commonwealth of Virginia or the County of Caroline, but shall apply in lieu of the tax on prepared food and beverages or any similar tax imposed by the County of Caroline.

General Fund Revenues

General Gov't	FY 16-17 Adopted Budget	FY 17-18 Proposed Budget	Dollar Difference	% Chg.
R.E./Pers. Prop.	180,500	185,050	4,550	0.25
301 Sp. Tax Dist.	65,700	20,300	45,400	0.0
PPTRA from State	21,908	22,000	92	0.0
Interest Earned	1,000	1,000	0	0.0
Refuse Coll. Fees	86,500	85,000	-1,500	-1.7
Sales Tax	26,000	27,000	2,000	3.8
Consumer Util. Tax	30,000	30,000	0	0.0
Communications Tax	43,000	43,000	0	0.0
Business License	76,000	75,000	1,000	-1.3
Cable Franchise Fees	0	0	0	0.0
Vehicle License Fees	17,000	17,000	0	0.0
Bank Stock Tax	133,500	144,000	30,500	26.9
Transient Occupancy	7,500	4,500	-3,000	-40.0
Meals Tax	142,000	210,000	68,000	47.9
Zoning Permits/Fees	3,200	2,200	-1,000	-31.2
Police/Court Fines	8,000	4,400	-3,600	-45.0
Town Hall/Tower Rent	31,850	36,050	4,200	13.2
ABC/Wine Profits	0	0	0	0.0
Rolling Stock	0	0	0	0.0
Va. Police 599 Funds	23,000	23,000	0	0.0
Pol./Litter/Fire Grants	9,200	35,000	25,800	280.4
Art Grant/Show	6,500	0	-6,500	-100.0
Donations	10,600	500	-3,100	-95.3
Events	6,000	10,000	3,000	66.7
Fund Bal.	0	4,500	4,500	0.0
Total	\$908,958	\$979,500	\$70,542	7.8

General Fund Expenditures

Town Mgr./Admin	201,128	195,140	-5,988	-2.5
Treasurer's Office	165,880	171,620	5,740	3.5
Police Department	98,600	78,700	-19,900	-20.2
Fire Prevention	8,000	10,000	2,000	25.0
Fire/Rescue Donations	2,000	2,000	0	0.0
Streets/Sidewalks	31,000	31,500	500	1.6
Refuse Collection	90,400	89,500	-900	-1.0
Town Hall Operations	35,000	33,000	-2,000	0.0
Activities Program	7,500	7,500	0	0.0
Arts Commission	10,000	4,500	-5,500	-55.0
Debt Service	280,000	78,075	-201,925	-72.1
Events	2,000	2,000	0	0.0
Econ. Dev.	23,000	23,000	0	0.0
Public Works	-	124,820	124,820	-
Total	\$954,508	\$851,355	-103,153	-10.8

Public Utilities Funds Revenues

	FY 16-17 Adopted Budget	FY 17-18 Proposed Budget	Dollar Difference	% Chg.
Water & Sewer	285,000	267,336	-17,664	-6.2
Water Sales	2,250	2,250	0	0.0
Water Reconn. Fees	2,000	2,000	0	0.0
Sewer Charges	405,000	378,336	-26,664	-6.6
Sewer Connections	2,250	2,250	0	0.0
Pump and Haul	1,500	0	-1,500	-100.0
Penalty Fees	8,500	8,500	0	0.0
Acct. Setup Fees	2,000	2,000	0	0.0
Water Availability	18,000	18,000	0	0.0
Sewer Availability	18,000	18,000	0	0.0
Utility Insp. Fees	140	140	0	0.0
Irrigation App.	100	100	0	0.0
Fund Balance	0	0	0	0.0
Total	\$744,740	\$698,812	-\$45,928	-6.2

Public Utilities Funds Expenditures

Public Works Dept.	396,290	0	-396,290	-100.0
Water Operations	115,610	199,762	84,112	72.8
Sewer Operations	144,500	386,700	242,200	223.6
Trans to Avail. Fund	36,000	0	-36,000	-100.0
Total	\$692,400	\$586,462	-105,938	-15.3

Capital Improvement Fund

	FY 16-17 Adopted Budget	FY 17-18 Proposed Budget	Dollar Difference	% Chg.
General Fund	0	174,495	174,495	
Public Utilities	10,000	66,000	56,000	560.0
Total	\$ 10,000	\$ 240,495	230,495	2300.0

Harvest Festival Fund

	FY 15-16 Adopted Budget	FY 16-17 Proposed Budget	Dollar Difference	% Chg.
Revenues				
Vendor & Other Fees	18,000	16,000	-2,000	-11.0
Caroline County	3,000	3,000	0	0.0
Sponsors	6,000	4,500	-1,500	-15.0
Total	\$27,000	\$23,500	-\$3,500	-13.0

Expenditures				
Purchased serv.	23,790	23,500	-290	-1.2
Total	\$23,790	\$23,500	-\$290	-1.2

A complete copy of Ordinance No. O-2017-001 and No. O-2017-002 as well as the budget are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212

A. Reese Peck
Town Manager

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Public Hearing Proposed
Tax & Utility Tax Rates

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - X Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Public Hearing (B)

BACKGROUND / SUMMARY: The FY'18 Budget and proposed tax rates were presented to the Town Council at its May 4th regularly scheduled monthly meeting. On May 10th the Council had a work session and added a proposed increase in the meals tax to fund a Capital Improvement fund. The purpose of this hearing is to receive public input on the FY'18 tax rates as presented.

ATTACHMENTS:

Public Notice (see Public Hearing A)

REQUESTED ACTION:

Set and re-ordain Tax and Utility rates for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

ORDINANCE NO. O-2017-001

ORDINANCE NO. O-2017-001 TO SET TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.

ORDINANCE NO. O-2017-001 SETS THE TAX AND UTILITY RATES AS FOLLOWS:

Tax Rates

	Current Rate	Proposed Rate (equalized rates)
Real Estate	\$0.13/\$100 of assessed valuation	\$0.13/\$100
Personal Property	\$0.72/\$100 of 100% of assessed valuation	\$0.72/\$100 of 100% of assessed valuation
Mobile Homes	\$0.10/\$100 of assessed valuation	\$0.10/\$100
Machinery/Tools	\$0.72/\$100 of assessed valuation	\$0.72/\$100
Route 301 Tax Dist.	\$1.76/\$100 of assessed valuation	\$0.52/\$100

Residential Bi-Monthly Water/Sewer Rate Schedule**In-Town Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed 5% increase</u>
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30,001 & Up	\$1.66/1,000 gal over 30,000	\$1.74/1,000 gal over 30,000

Out-of-Town Water Rates:

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed 5% increase</u>
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In-Town Sewer Rates:

<u>261% of water consumption</u>	
\$74.93 minimum	\$78.68 minimum

Out-of-Town Sewer Rates:

<u>295% of water consumption</u>	
\$84.69 minimum	\$88.92 minimum

Commercial Bi-Monthly Water/Sewer Rate Schedule**In-Town Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed 5% increase</u>
0-5,000	\$28.71 minimum	\$30.14 minimum

O-2017-001

5,001-10,000	\$1.60/1,000 gal over 5,000	\$1.68/1,000 gal over 5,000
10,001-20,000	\$1.66/1,000 gal over 10,000	\$1.74/1,000 gal over 10,000
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100,001 & up	\$1.96/1,000 gal over 100,000	\$2.06/1,000 gal over 100,000

Out-of-Town Water Rates: 100% Surtax

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed 5% increase</u>
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20,001-30,000	\$3.42/1,000 gal over 20,000	\$3.59/1,000 gal over 20,000
30,001-40,000	\$3.57/1,000 gal over 30,000	\$3.75/1,000 gal over 30,000
40,001-50,000	\$3.71/1,000 gal over 40,000	\$3.90/1,000 gal over 40,000
50,001-100,000	\$3.81/1,000 gal over 50,000	\$4.00/1,000 gal over 50,000
100,001 & up	\$3.93/1,000 gal over 100,000	\$4.13/1,000 gal over 100,000

In-Town Sewer Rates: 282% of water consumption
\$80.96 minimum

\$85.01 minimum

Out-of-Town Sewer Rates: 339% of water consumption
\$97.33 minimum

\$102.20 minimum

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

Residential Rates – Current Rate Proposed Rate
\$30.00 \$30.60

Commercial Rates: Current Rate Proposed Rate
\$24.00 bimonthly/unlimited \$24.48 bimonthly/per cubic yard

Adopted this 1st day of June, 2017

By the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Melissa Lewis, Clerk of the Council

O-2017-001

Adopted this 1st day of June, 2017
By the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Public Hearing Proposed
Meals Tax Rate

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Public Hearing (C)

BACKGROUND / SUMMARY: The FY'18 Budget and proposed tax rates were presented to the Town Council at its May 4th regularly scheduled monthly meeting. On May 10th the Council had a work session and added a proposed increase in the meals tax to fund a Capital Improvement fund. The purpose of this hearing is to receive public input on the FY'18 tax rates as presented.

ATTACHMENTS:

Public Notice (see Public Hearing A)

REQUESTED ACTION:

To amend and re-ordain *Article IV Meals Tax, Section 7-400 Imposition of tax*, to increase the Meals Tax from 4% to 6%.

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE: PASS NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Public Hearing Issuance
and Sale of General Obligation Bonds

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - X Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
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 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Public Hearing (D)

BACKGROUND / SUMMARY: The Town of Bowling Green has entered into a financing arrangement with the USDA to upgrade the Town's sewer system and to refinance outstanding long-term debt to be secured by the general tax obligation on the part of the Town. The proposed resolution authorizes the issuance and sale of general obligation and sewer revenue bonds of the Town of Bowling Green in a principal amount not to exceed \$6,316,000 and providing for the form, details and payment of the bond.

ATTACHMENTS:

Public Notice, Bond Resolution and Bond Opinion

REQUESTED ACTION:

To adopt the attached Bond Resolution.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	

VOTE: PASS NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

**NOTICE OF PUBLIC HEARING
OF PROPOSED BOND ISSUE
BY THE TOWN OF
BOWLING GREEN, VIRGINIA**

The Council of the Town of Bowling Green, Virginia (the "Council") will hold a public hearing on the proposed issuance of a bond by the Town of Bowling Green. The estimated maximum amount of the bond is \$6,316,000. The proposed use of the bond proceeds is to finance and refinance costs of capital improvement to the Town's water and sewer systems, which is the only use for which more than ten percent of the total bond proceeds is expected to be used. The public hearing, which may be continued or adjourned and at which persons may appear and present their views on the proposed bond issuance, will be held at **7:30 p.m. on June 1, 2017**, or as soon after that time as the matter may be heard, before the Council in the Town Hall, located at 117 Butler Street Bowling Green, Virginia.

R-2017-005

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION AND SEWER REVENUE BONDS OF THE TOWN OF BOWLING GREEN IN A PRINCIPAL AMOUNT NOT TO EXCEED \$6,316,000 AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF THE BONDS

The Council of the Town of Bowling Green, a political subdivision of the Commonwealth of Virginia (the "Town"), has determined it necessary and expedient to refund the outstanding principal of and interest on the Town's \$3,987,360 Bond Anticipation Note, Series 2017 (the "Note") and to make capital improvements (the "Project") to the sewer system (the "System") of the Town.

The Note was issued to refund a portion of the Town's \$3,705,000 General Obligation Bond, Series 2010, the proceeds of which were used to make capital improvements to the System and the Town's water system.

The Council has determined it necessary and expedient to issue general obligation bonds of the Town to provide funds, together with other available funds, to refund the Note and finance a portion of the cost of the Project.

Pursuant to the Public Finance Act of 1991, the Town is authorized to issue its bonds to refund its previous notes and pay for capital improvements to the System and the cost of issuing the bonds.

In accordance with Section 15.2-2606 of the Public Finance Act of 1991, the Council has held a public hearing on the proposed issuance of bonds in the estimated maximum amount of \$6,316,000.

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF BOWLING GREEN:

1. Pursuant to the Constitution of Virginia and the Public Finance Act of 1991, the Council authorizes to be issued and sold general obligation bonds of the Town (the "Bonds") in a principal amount not to exceed \$6,316,000 (the "Maximum Amount"), to provide funds to refund the Note and to pay the cost of capital improvements (the "Project") to the Town's sewer system (the "System") and the cost of issuing the Bonds. To the extent allowed under Section 15.2-2601 of the Public Finance Act of 1991, the Council elects to have the Bonds issued under the provisions of the Public Finance Act of 1991 without regard to the requirements, restrictions or other provisions contained in any charter or local or special act applicable to the Town.

2. After mature consideration of the methods of sale of the Bonds and current conditions of the municipal bond market, the Council determines that it is in the best interest of the Town to accept the offer of the United States of America (the "Government"), to purchase the Bonds upon certain terms and conditions set forth in the Government's letter dated September 14, 2016, addressed to the Town Manager, a copy of which has been presented to the Council at the meeting at

which this resolution is adopted. Such offer is accepted, and the Town agrees to meet such terms and conditions.

3. (a) The Bonds shall be issued as one or more registered bonds without coupons and shall be in an aggregate principal amount not to exceed the Maximum Amount.

(b) The Bonds shall bear interest from their dated date at the per annum rate or rates determined in accordance with the provisions of (c) below. The principal of the Bonds shall be payable on the dates and in the principal amounts, and the interest on the Bonds shall be payable on the dates, all as determined in accordance with (c) below.

(c) Either of the Mayor and Vice Mayor of the Town is authorized to determine and approve all of the other details of the Bonds, including, but not limited to, their dated date and original principal amount, interest rates and payment dates of interest, the payment dates of principal, and the amount of each principal payment, provided that (a) the aggregate principal amount of the Bonds does not exceed the Maximum Amount, (b) the interest on the Bonds does not exceed 1.625% per annum, and (c) the due date of the last installment of principal is not later than 40 years after the date of the Bonds. Such officer's determination and approval of the final details of the Bonds shall be evidenced conclusively by such officer's execution of the Bonds in accordance with this resolution.

(d) Any payment on the Bonds shall be applied first to interest accrued to the payment date and then to principal. Installments shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner of the Bonds at its address as it appears on the registration books, except that the final installment shall be payable upon presentation and surrender of the Bonds at the office of the Town Clerk who is appointed Registrar.

4. At the request of the Government, the Bonds may be delivered as fully registered bonds in the alternative form in this resolution providing for principal advances to be made from time to time by the Government in an aggregate amount not to exceed the face amount of the Bonds. An authorized officer of the Government shall enter the amount and the date of each such principal advance on the Certificate of Principal Advances attached to a Bond when the proceeds of such advance are delivered to the Town. Each such principal advance shall bear interest from the date of such advance so entered on the certificate.

5. Installments of principal due on the Bonds may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Notwithstanding the above, the Town may at any time deliver moneys to the Government with instructions that such moneys be credited against future installments due on the Bond in inverse chronological order. Prepayments shall not affect the obligation of the Town to pay the remaining installments payable as provided in the Bonds.

6. The Bonds shall be signed by the Mayor or Vice Mayor of the Town and the Town's seal shall be affixed to them and attested by the Town Clerk or Deputy Clerk.

7. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

TOWN OF BOWLING GREEN

General Obligation and Sewer Revenue Bond, Series of [year]

Dated: [date]

The Town of Bowling Green, a political subdivision of the Commonwealth of Virginia (the "Town"), for value received, acknowledges itself indebted and promises to pay to the United States of America, or registered assigns, the principal sum [equal to the aggregate amount of principal advances shown on the attached Certificate of Principal Advances, but not to exceed the sum¹] of

**Six million Three hundred Sixteen thousand DOLLARS
(\$6,316,000)**

and to pay to the registered owner of this bond interest on the unpaid principal from the date [of this bond] [of each principal advance shown on the attached Certificate of Principal Advances] until payment of the entire principal sum at the rate of [number]% per year. Installments of combined principal and interest of \$[amount] are due beginning [date], and continuing on the same day of each subsequent month until the principal of this bond is paid in full. Any payment on this bond shall be applied first to interest accrued to such payment date and then to principal. If not sooner paid, the final installment shall be due 40 years from the date of this bond. Such installments shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose at the office of the Town Clerk who has been appointed Registrar, except that the final installment shall be payable upon presentation and surrender of this bond at the office of the Registrar.

This bond has been issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 (the "Act"), and a resolution duly adopted under the Act by the Council of the Town on [date] (the "Bond Resolution"), to provide funds, together with other available funds, to refund the outstanding principal of and interest on the Town's \$3,987,360 Bond Anticipation Note, Series 2017 and to finance capital improvements to the Town's sewer system (the "System"). Reference is made to the Bond Resolution and any amendments to it for the provisions, among others, describing the pledge and covenants securing this bond, the nature and extent of the security, the terms and conditions upon which is this bond is issued, the rights and obligations of the Town and the rights of the bondholder.

¹ Alternative language to be used if the Government requests provision for principal advances.

Both principal of and interest on this bond are payable from ad valorem taxes to be levied without limitation as to rate or amount on all property in the Town subject to taxation to pay the installments of principal and interest on this bond to the extent other funds of the Town are not lawfully available and appropriated for such purpose, and the full faith and credit of the Town are pledged for such payment. In addition, the principal of and interest on this bond are payable from the rates or fees to be charged users of the System, which rates or fees are required to be maintained at a level that will produce sufficient revenue to pay all costs of operation of the System and the installments of principal and interest on this bond and all other bonds now or later issued on a parity with this bond, as the same become due. The principal of and interest on this bond are secured by a pledge of the Net Revenues of the System as provided in the Bond Resolution. The lien of such pledge is on parity with the lien of any pledge of Net Revenues for the payment of the following bonds of the Town:

[describe any existing parity bonds].

Additional bonds secured equally and ratably with this bond may be issued from time to time under the conditions, limitations and restrictions set forth in the Bond Resolution.

This bond is fully registered as to both principal and interest in the name of United States of America. Transfer of this bond may be registered upon the registration books of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

Installments of principal due on this bond may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Prepayments of installments of principal shall not affect the obligation of the Town to pay the remaining installments payable as provided above.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Town has caused this bond to be signed by its Mayor, its seal to be affixed to this bond and attested by the Town Clerk, and this bond to be dated the date shown above.

(SEAL)

ATTEST:

[BOND FORM]
[DO NOT SIGN]

[BOND FORM]
[DO NOT SIGN]

Town Clerk, Town of Bowling Green

Mayor, Town of Bowling Green

CERTIFICATE OF PRINCIPAL ADVANCES²

The amount and date of principal advances not to exceed the face amount the foregoing bond shall be entered below by an authorized officer of the United States of America, when the proceeds of each such principal advance are delivered to the Town.

<u>Amount</u>	<u>Date</u>	<u>Authorized Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. The Bonds shall be registered as to both principal and interest. Transfer of the Bonds may be registered upon books maintained for that purpose at the office of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

9. It is covenanted and agreed with the holder of the Bonds that so long as any of the installments of principal or interest on the Bonds are outstanding and unpaid the Town will:

(a) Levy and collect annually an ad valorem tax on all the taxable property in the Town, without limitation as to rate or amount, sufficient to pay when due the principal of and interest on the Bonds to the extent other funds of the Town are not lawfully available and appropriated for such purpose;

(b) Charge rates or fees to users of the System and fix and maintain such rates or fees at such level as will produce sufficient revenue to pay (i) the cost of operation and administration and the cost of insurance against loss by injury by persons or property with respect to the System (the "Operating Expenses") and (ii) the installments of principal and interest on the Bonds and all other bonds now or later secured on a parity with the Bonds with respect to the pledge of Net Revenues (as defined in Section 10) ("Parity Bonds"), as the same respectively become due;

²Certificate of Principal Advances to be used if the Government requests provision for principal advances.

(c) Apply the revenue derived from the operation of the System (the "Gross Revenues") in each fiscal year first to the payment of the Operating Expenses during such year, then to the payment of the installments of principal and interest on the Bonds and all Parity Bonds becoming due in such year and then to any other lawful purpose of the Town; and

(d) Segregate and keep segregated from all other Town funds all revenue derived from the operation of the System and keep proper records and accounts for them, separate and apart from all other municipal records and accounts.

10. The Town pledges the Gross Revenues less the amount applied to the Operating Expenses (the "Net Revenues") in each fiscal year to the payment of the installments, becoming due in each year, of principal of and interest on the Bonds. There are no other bonds secured by a pledge of Net Revenues.

11. The Town may issue additional bonds secured on a parity with the Bonds by a pledge of the Net Revenues (the "Additional Bonds") to finance the cost of (a) completing the Project (b) the acquisition or construction of improvements, extensions, additions and replacements to the System or (c) any property, rights or easements deemed by the Town to be necessary, useful or convenient for the System or to refund the Bond or any Additional Bonds. Additional Bonds shall be in such form, shall be dated such date, shall mature in such installments of principal and interest, shall bear interest at such rate or rates, shall be in such denomination or denominations and may contain such provisions for prepayment prior to their respective maturities, all as provided by the Council by resolution adopted prior to their issuance. Additional Bonds shall contain an appropriate series designation.

12. The Town shall not issue any Additional Bonds unless there shall have been filed with the Town and, if the Government is the owner of any of the Bonds or Additional Bonds, with the Government, the following:

(a) a certified copy of a resolution of the Council in form complying with the foregoing provisions specifying or providing for all the terms of the Additional Bonds and (i) stating the cost of the acquisition or construction of any improvements, extensions, additions and replacements to the System to be acquired or constructed and finding ordering that such improvements, extensions, additions and replacements shall be a part of the System or (ii) deeming the property, rights or easements to be acquired or constructed to be necessary, useful or convenient for the System and stating the cost of them;

(b) a certified copy of a resolution of the Council awarding the Additional Bonds, specifying or providing for the interest rate or rates and directing the delivery of such Additional Bonds to the purchaser named in the resolution upon the terms provided in the resolution;

(c) if the Additional Bonds are to be issued to complete the Project, a certificate of the consulting engineer to that effect;

(d) a certificate of the Town, signed by its Mayor or Vice-Mayor, that the Town is in compliance with all covenants and undertakings in connection with this resolution and any supplemental resolution authorizing Additional Bonds which remain outstanding;

(f) if any of the Bonds or outstanding Additional Bonds are held by the Government, the written consent of the Government to the issuance of the Additional Bonds; and

(g) the written opinion or opinions of counsel for the Town stating that the Town is in good standing, that the issuance of the Additional Bonds has been duly authorized and that all conditions precedent to their delivery have been fulfilled.

13. (a) So long as the Bonds are outstanding, the Town shall not permit connections to or use of the System or provide any services of the System without making a charge for them.

(b) If any rates, fees or charges for the use of and for the services furnished by the System shall not be paid within 60 days after the same shall become due and payable, or within such shorter time as may be determined by the Town, the Town shall at the expiration of such period disconnect the premises from the System or otherwise suspend service to such premises until such delinquent rates, fees or charges and any interest, penalties or charges for reconnection shall have been paid in full; provided, however, that such services shall not be suspended if the State Health Commissioner shall have found and shall certify to the Town that suspending such services will endanger the health of the persons occupying such premises or the health of others.

(c) The Town shall take all such action as may be necessary to perfect liens upon real estate for the amount of any unpaid rates, fees, or charges described in paragraph (b) above or any unpaid connection charges or other charges so that such liens will be binding upon subsequent bona fide purchasers for valuable consideration without actual notice of the liens.

14. The Mayor, Vice Mayor and the Town Clerk are each authorized and directed to take all proper steps to have the Bonds prepared and executed in accordance with their terms and to deliver the Bonds to the Government upon (a) payment of the purchase price of the Bonds or (b) if the Bonds are issued in the alternative form providing for principal advances to be made from time to time by the Government, receipt of the Government's agreement to make such advances.

15. The Town shall refinance the unpaid principal balance of the Bonds upon the request of the Government if at any time it shall appear to the Government that the Town is able to do so with funds obtained from responsible private sources at reasonable rates and terms for loans for similar purposes and periods of time.

16. The Town Clerk is authorized and directed to see to the prompt filing of a certified copy of this resolution with the Circuit Court of Caroline County, Virginia.

17. The provisions of any resolutions in conflict with this resolution are repealed except provisions in resolutions as may have been adopted by the Town at the specific request of the Government as a condition to its purchase of the Bonds.

18. This resolution shall take effect immediately.

R-2017-005

* * * * *

The Clerk of the Town of Bowling Green, Virginia, certifies that:

- (a) the foregoing is a true, complete and correct copy of a resolution adopted by the Council of the Town at a meeting of the Council held on _____, 2017;
- (b) the meeting was a duly called, noticed and held regular meeting;
- (c) during the consideration of the foregoing resolution, a quorum was present; and
- (d) the name of each member of Council voting on the adoption of the foregoing resolution and his or her vote were recorded at the meeting :

<u>Member</u>	<u>Attendance</u>	<u>Vote</u>

Clerk, Town of Bowling Green, Virginia

(SEAL)

_____, 2017

Council of the Town of Bowling Green
Bowling Green, Virginia

Town of Bowling Green
\$6,316,000 General Obligation and Sewer Revenue Bond
Series of 2017

Ladies and Gentlemen:

We have acted as bond counsel to the Town of Bowling Green, a political subdivision of the Commonwealth of Virginia (the "Town"), in connection with the issuance of its \$6,316,000 General Obligation and Sewer Revenue Bond, Series of 2017 (the "Bond"). The Bond is in fully registered form, registered in the name of the United States of America. The Bond recites that it is authorized and issued in accordance with the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, and a resolution adopted on _____, 2017 (the "Resolution"), by the Council of the Town, to provide funds, together with other available funds, to refund the outstanding principal of and interest on the Town's \$3,987,360 Bond Anticipation Note, Series 2017 and to make capital improvements to the sewer system of the Town.

We have examined such law and such certified proceedings and such other papers as we deem necessary to render this opinion. As to questions of fact material to our opinion, we have relied upon the certified proceedings and other certifications of public officials and employees furnished to us without undertaking to verify the same by independent investigation. We have assumed that all signatures on documents, certificates and instruments examined by us are genuine, all documents, certificates and instruments submitted to us as originals are authentic and all documents, certificates and instruments submitted to us as copies conform to the originals. In addition, we have assumed that all documents, certificates and instruments relating to this financing have been duly authorized, executed and delivered by all parties thereto other than the Town, and we have further assumed the due organization, existence and powers of such other parties other than the Town.

Based on the foregoing, we are of the opinion that:

1. The Bond has been duly authorized and issued in accordance with the Constitution and statutes of the Commonwealth of Virginia, particularly the Public Finance Act of 1991, and constitutes the valid and legally binding general obligation of the Town.

2. All taxable property in the territory of the Town is subject to ad valorem taxation without limitation as to rate or amount to pay the Bond, and the Town's full faith and credit are pledged for the payment of the Bond. The Town is required to levy and collect ad valorem taxes on all locally taxable property in the Town, and to pay installments of principal and interest on the Bond, as the same become due, to the extent other funds of the Town are not lawfully available and appropriated for such purpose.

3. The "Net Revenues," as defined in the Resolution, of the Town's water system are pledged to the payment of the principal of, and interest on, the Bond. Additional bonds secured equally and ratably with the Bond may be issued on the terms and conditions set forth in the Resolution.

4. All proceedings for the issuance of the Bond have been had and adopted in due time, form and manner as required by the laws of the Commonwealth of Virginia.

5. The interest on the Bond is not excluded from gross income for federal income tax purposes.

6. The interest on the Bond is exempt from all Virginia income taxes.

The rights of the owner of the Bond and the enforceability of the Bond are limited by bankruptcy, insolvency, reorganization, moratorium, and other similar laws affecting creditors' rights generally, and by equitable principles, whether considered at law or in equity.

We express no opinion regarding the accuracy, adequacy, or completeness of any disclosure document or information relating to the Bond. Further, we express no opinion regarding tax consequences arising with respect to the Bond other than as expressly set forth in this letter.

We have not been requested to give any opinion, and therefore we express no opinion, as to the compliance by the Town with any terms and conditions required as a condition to the purchase of the Bond by the United States of America.

Council of the Town of Bowling Green

_____, 2017

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This opinion is given as of this date, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may come to our attention or any changes in law that may occur after this date.

Very truly yours,

Spilman Thomas & Battle, PLLC

By: _____
F. B. Webster Day, Member

#9530604
024167.01

R-2017-005

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION AND SEWER REVENUE BONDS OF THE TOWN OF BOWLING GREEN IN A PRINCIPAL AMOUNT NOT TO EXCEED \$6,316,000 AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF THE BONDS

The Council of the Town of Bowling Green, a political subdivision of the Commonwealth of Virginia (the "Town"), has determined it necessary and expedient to refund the outstanding principal of and interest on the Town's \$3,987,360 Bond Anticipation Note, Series 2017 (the "Note") and to make capital improvements (the "Project") to the sewer system (the "System") of the Town.

The Note was issued to refund a portion of the Town's \$3,705,000 General Obligation Bond, Series 2010, the proceeds of which were used to make capital improvements to the System and the Town's water system.

The Council has determined it necessary and expedient to issue general obligation bonds of the Town to provide funds, together with other available funds, to refund the Note and finance a portion of the cost of the Project.

Pursuant to the Public Finance Act of 1991, the Town is authorized to issue its bonds to refund its previous notes and pay for capital improvements to the System and the cost of issuing the bonds.

In accordance with Section 15.2-2606 of the Public Finance Act of 1991, the Council has held a public hearing on the proposed issuance of bonds in the estimated maximum amount of \$6,316,000.

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF BOWLING GREEN:

1. Pursuant to the Constitution of Virginia and the Public Finance Act of 1991, the Council authorizes to be issued and sold general obligation bonds of the Town (the "Bonds") in a principal amount not to exceed \$6,316,000 (the "Maximum Amount"), to provide funds to refund the Note and to pay the cost of capital improvements (the "Project") to the Town's sewer system (the "System") and the cost of issuing the Bonds. To the extent allowed under Section 15.2-2601 of the Public Finance Act of 1991, the Council elects to have the Bonds issued under the provisions of the Public Finance Act of 1991 without regard to the requirements, restrictions or other provisions contained in any charter or local or special act applicable to the Town.

2. After mature consideration of the methods of sale of the Bonds and current conditions of the municipal bond market, the Council determines that it is in the best interest of the Town to accept the offer of the United States of America (the "Government"), to purchase the Bonds upon certain terms and conditions set forth in the Government's letter dated September 14, 2016, addressed to the Town Manager, a copy of which has been presented to the Council at the meeting at

which this resolution is adopted. Such offer is accepted, and the Town agrees to meet such terms and conditions.

3. (a) The Bonds shall be issued as one or more registered bonds without coupons and shall be in an aggregate principal amount not to exceed the Maximum Amount.

(b) The Bonds shall bear interest from their dated date at the per annum rate or rates determined in accordance with the provisions of (c) below. The principal of the Bonds shall be payable on the dates and in the principal amounts, and the interest on the Bonds shall be payable on the dates, all as determined in accordance with (c) below.

(c) Either of the Mayor and Vice Mayor of the Town is authorized to determine and approve all of the other details of the Bonds, including, but not limited to, their dated date and original principal amount, interest rates and payment dates of interest, the payment dates of principal, and the amount of each principal payment, provided that (a) the aggregate principal amount of the Bonds does not exceed the Maximum Amount, (b) the interest on the Bonds does not exceed 1.625% per annum, and (c) the due date of the last installment of principal is not later than 40 years after the date of the Bonds. Such officer's determination and approval of the final details of the Bonds shall be evidenced conclusively by such officer's execution of the Bonds in accordance with this resolution.

(d) Any payment on the Bonds shall be applied first to interest accrued to the payment date and then to principal. Installments shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner of the Bonds at its address as it appears on the registration books, except that the final installment shall be payable upon presentation and surrender of the Bonds at the office of the Town Clerk who is appointed Registrar.

4. At the request of the Government, the Bonds may be delivered as fully registered bonds in the alternative form in this resolution providing for principal advances to be made from time to time by the Government in an aggregate amount not to exceed the face amount of the Bonds. An authorized officer of the Government shall enter the amount and the date of each such principal advance on the Certificate of Principal Advances attached to a Bond when the proceeds of such advance are delivered to the Town. Each such principal advance shall bear interest from the date of such advance so entered on the certificate.

5. Installments of principal due on the Bonds may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Notwithstanding the above, the Town may at any time deliver moneys to the Government with instructions that such moneys be credited against future installments due on the Bond in inverse chronological order. Prepayments shall not affect the obligation of the Town to pay the remaining installments payable as provided in the Bonds.

6. The Bonds shall be signed by the Mayor or Vice Mayor of the Town and the Town's seal shall be affixed to them and attested by the Town Clerk or Deputy Clerk.

7. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

TOWN OF BOWLING GREEN

General Obligation and Sewer Revenue Bond, Series of [year]

Dated: [date]

The Town of Bowling Green, a political subdivision of the Commonwealth of Virginia (the "Town"), for value received, acknowledges itself indebted and promises to pay to the United States of America, or registered assigns, the principal sum [equal to the aggregate amount of principal advances shown on the attached Certificate of Principal Advances, but not to exceed the sum¹] of

[amount] DOLLARS
(\$[amount])

and to pay to the registered owner of this bond interest on the unpaid principal from the date [of this bond] [of each principal advance shown on the attached Certificate of Principal Advances] until payment of the entire principal sum at the rate of [number]% per year. Installments of combined principal and interest of \$[amount] are due beginning [date], and continuing on the same day of each subsequent month until the principal of this bond is paid in full. Any payment on this bond shall be applied first to interest accrued to such payment date and then to principal. If not sooner paid, the final installment shall be due 40 years from the date of this bond. Such installments shall be payable in lawful money of the United States of America by check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose at the office of the Town Clerk who has been appointed Registrar, except that the final installment shall be payable upon presentation and surrender of this bond at the office of the Registrar.

This bond has been issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 (the "Act"), and a resolution duly adopted under the Act by the Council of the Town on [date] (the "Bond Resolution"), to provide funds, together with other available funds, to refund the outstanding principal of and interest on the Town's \$3,987,360 Bond Anticipation Note, Series 2017 and to finance capital improvements to the Town's sewer system (the "System"). Reference is made to the Bond Resolution and any amendments to it for the provisions, among others, describing the pledge and covenants securing this bond, the nature and extent of the security, the terms and conditions upon which is this bond is issued, the rights and obligations of the Town and the rights of the bondholder.

¹ Alternative language to be used if the Government requests provision for principal advances.

Both principal of and interest on this bond are payable from ad valorem taxes to be levied without limitation as to rate or amount on all property in the Town subject to taxation to pay the installments of principal and interest on this bond to the extent other funds of the Town are not lawfully available and appropriated for such purpose, and the full faith and credit of the Town are pledged for such payment. In addition, the principal of and interest on this bond are payable from the rates or fees to be charged users of the System, which rates or fees are required to be maintained at a level that will produce sufficient revenue to pay all costs of operation of the System and the installments of principal and interest on this bond and all other bonds now or later issued on a parity with this bond, as the same become due. The principal of and interest on this bond are secured by a pledge of the Net Revenues of the System as provided in the Bond Resolution. The lien of such pledge is on parity with the lien of any pledge of Net Revenues for the payment of the following bonds of the Town:

[describe any existing parity bonds].

Additional bonds secured equally and ratably with this bond may be issued from time to time under the conditions, limitations and restrictions set forth in the Bond Resolution.

This bond is fully registered as to both principal and interest in the name of United States of America. Transfer of this bond may be registered upon the registration books of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

Installments of principal due on this bond may be prepaid at the option of the Town at any time as a whole or in part from time to time (but if in part, in inverse order of their maturities), without premium. Prepayments of installments of principal shall not affect the obligation of the Town to pay the remaining installments payable as provided above.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Town has caused this bond to be signed by its Mayor, its seal to be affixed to this bond and attested by the Town Clerk, and this bond to be dated the date shown above.

(SEAL)

ATTEST:

[BOND FORM]
[DO NOT SIGN]

[BOND FORM]
[DO NOT SIGN]

Town Clerk, Town of Bowling Green

Mayor, Town of Bowling Green

CERTIFICATE OF PRINCIPAL ADVANCES²

The amount and date of principal advances not to exceed the face amount the foregoing bond shall be entered below by an authorized officer of the United States of America, when the proceeds of each such principal advance are delivered to the Town.

<u>Amount</u>	<u>Date</u>	<u>Authorized Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. The Bonds shall be registered as to both principal and interest. Transfer of the Bonds may be registered upon books maintained for that purpose at the office of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

9. It is covenanted and agreed with the holder of the Bonds that so long as any of the installments of principal or interest on the Bonds are outstanding and unpaid the Town will:

(a) Levy and collect annually an ad valorem tax on all the taxable property in the Town, without limitation as to rate or amount, sufficient to pay when due the principal of and interest on the Bonds to the extent other funds of the Town are not lawfully available and appropriated for such purpose;

(b) Charge rates or fees to users of the System and fix and maintain such rates or fees at such level as will produce sufficient revenue to pay (i) the cost of operation and administration and the cost of insurance against loss by injury by persons or property with respect to the System (the "Operating Expenses") and (ii) the installments of principal and interest on the Bonds and all other bonds now or later secured on a parity with the Bonds with respect to the pledge of Net Revenues (as defined in Section 10) ("Parity Bonds"), as the same respectively become due;

²Certificate of Principal Advances to be used if the Government requests provision for principal advances.

(c) Apply the revenue derived from the operation of the System (the "Gross Revenues") in each fiscal year first to the payment of the Operating Expenses during such year, then to the payment of the installments of principal and interest on the Bonds and all Parity Bonds becoming due in such year and then to any other lawful purpose of the Town; and

(d) Segregate and keep segregated from all other Town funds all revenue derived from the operation of the System and keep proper records and accounts for them, separate and apart from all other municipal records and accounts.

10. The Town pledges the Gross Revenues less the amount applied to the Operating Expenses (the "Net Revenues") in each fiscal year to the payment of the installments, becoming due in each year, of principal of and interest on the Bonds. There are no other bonds secured by a pledge of Net Revenues.

11. The Town may issue additional bonds secured on a parity with the Bonds by a pledge of the Net Revenues (the "Additional Bonds") to finance the cost of (a) completing the Project (b) the acquisition or construction of improvements, extensions, additions and replacements to the System or (c) any property, rights or easements deemed by the Town to be necessary, useful or convenient for the System or to refund the Bond or any Additional Bonds. Additional Bonds shall be in such form, shall be dated such date, shall mature in such installments of principal and interest, shall bear interest at such rate or rates, shall be in such denomination or denominations and may contain such provisions for prepayment prior to their respective maturities, all as provided by the Council by resolution adopted prior to their issuance. Additional Bonds shall contain an appropriate series designation.

12. The Town shall not issue any Additional Bonds unless there shall have been filed with the Town and, if the Government is the owner of any of the Bonds or Additional Bonds, with the Government, the following:

(a) a certified copy of a resolution of the Council in form complying with the foregoing provisions specifying or providing for all the terms of the Additional Bonds and (i) stating the cost of the acquisition or construction of any improvements, extensions, additions and replacements to the System to be acquired or constructed and finding ordering that such improvements, extensions, additions and replacements shall be a part of the System or (ii) deeming the property, rights or easements to be acquired or constructed to be necessary, useful or convenient for the System and stating the cost of them;

(b) a certified copy of a resolution of the Council awarding the Additional Bonds, specifying or providing for the interest rate or rates and directing the delivery of such Additional Bonds to the purchaser named in the resolution upon the terms provided in the resolution;

(c) if the Additional Bonds are to be issued to complete the Project, a certificate of the consulting engineer to that effect;

(d) a certificate of the Town, signed by its Mayor or Vice-Mayor, that the Town is in compliance with all covenants and undertakings in connection with this resolution and any supplemental resolution authorizing Additional Bonds which remain outstanding;

(f) if any of the Bonds or outstanding Additional Bonds are held by the Government, the written consent of the Government to the issuance of the Additional Bonds; and

(g) the written opinion or opinions of counsel for the Town stating that the Town is in good standing, that the issuance of the Additional Bonds has been duly authorized and that all conditions precedent to their delivery have been fulfilled.

13. (a) So long as the Bonds are outstanding, the Town shall not permit connections to or use of the System or provide any services of the System without making a charge for them.

(b) If any rates, fees or charges for the use of and for the services furnished by the System shall not be paid within 60 days after the same shall become due and payable, or within such shorter time as may be determined by the Town, the Town shall at the expiration of such period disconnect the premises from the System or otherwise suspend service to such premises until such delinquent rates, fees or charges and any interest, penalties or charges for reconnection shall have been paid in full; provided, however, that such services shall not be suspended if the State Health Commissioner shall have found and shall certify to the Town that suspending such services will endanger the health of the persons occupying such premises or the health of others.

(c) The Town shall take all such action as may be necessary to perfect liens upon real estate for the amount of any unpaid rates, fees, or charges described in paragraph (b) above or any unpaid connection charges or other charges so that such liens will be binding upon subsequent bona fide purchasers for valuable consideration without actual notice of the liens.

14. The Mayor, Vice Mayor and the Town Clerk are each authorized and directed to take all proper steps to have the Bonds prepared and executed in accordance with their terms and to deliver the Bonds to the Government upon (a) payment of the purchase price of the Bonds or (b) if the Bonds are issued in the alternative form providing for principal advances to be made from time to time by the Government, receipt of the Government's agreement to make such advances.

15. The Town shall refinance the unpaid principal balance of the Bonds upon the request of the Government if at any time it shall appear to the Government that the Town is able to do so with funds obtained from responsible private sources at reasonable rates and terms for loans for similar purposes and periods of time.

16. The Town Clerk is authorized and directed to see to the prompt filing of a certified copy of this resolution with the Circuit Court of Caroline County, Virginia.

17. The provisions of any resolutions in conflict with this resolution are repealed except provisions in resolutions as may have been adopted by the Town at the specific request of the Government as a condition to its purchase of the Bonds.

18. This resolution shall take effect immediately.

R-2017-005

* * * * *

The Clerk of the Town of Bowling Green, Virginia, certifies that:

- (a) the foregoing is a true, complete and correct copy of a resolution adopted by the Council of the Town at a meeting of the Council held on _____, 2017;
- (b) the meeting was a duly called, noticed and held regular meeting;
- (c) during the consideration of the foregoing resolution, a quorum was present; and
- (d) the name of each member of Council voting on the adoption of the foregoing resolution and his or her vote were recorded at the meeting :

<u>Member</u>	<u>Attendance</u>	<u>Vote</u>

Clerk, Town of Bowling Green, Virginia

(SEAL)

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Minutes

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – May 4, 2017

BACKGROUND / SUMMARY: Transcribed Minutes from the May 4, 2017 Town Council Minutes.

ATTACHMENTS:

Minutes

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

May 4, 2017

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Matt Rowe.

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Chief Wendy Jones, and Town Attorney Andrea Erard.

AUDIENCE: Stephen Manster, Jo-Elsa Jordan, Jeff Voit, Shoshannah Childs.

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council member Otis Wright followed with the invocation.

DELEGATIONS:

Jo-Elsa Jordan, Town Events Coordinator –

Ms. Jordan addressed Council, updating them on her progress on the following events:

- Caroline County Remembers – Ms. Jordan advised she represented the Town of Bowling Green at the WWI and WWII Commemorative Ceremony recognizing local Veterans of Caroline County and their families. She stated that it was a lovely event.
- Clean Sweep will be held on June 3rd.
- Ms. Jordan stated that she and Mr. Peck met with the Caroline County Public School Education Foundation and discussed use of the proceeds raised at the Bowling on the Green Wine Festival.
- Bowling on the Green Virginia Wine Festival - Ms. Jordan noted that she has been talking with the YMCA about offering activities for kids at the Wine Festival.

PUBLIC COMMENTS: The Mayor called for comments from the public. He called a second and third time. Hearing none, he closed the Public Comment Portion of the meeting.

CONSENT AGENDA:

Mayor _____ Clerk _____

- A. Minutes – Town Council Meeting – April 6, 2017
- B. Bills – April 2017

A & M Home Center	216.99	Boltz, Kathryn L	400.00
Carter Machinery Co. Inc	3242.03	Cintas Corporation	115.71
Cintas of Richmond	345.77	Commonwealth Engineer	1567.78
David L Brooks Hauling	1042.32	Drainfield Solutions, LLC	720.00
Envirocompliance	2315.00	Environmental Resource	416.57
Erard, Andrea	1575.00	G & G Milford Farm Serv	99.99
Garcia, Karla	150.00	Harrie Plumbing & Heating	321.29
Holland Plumbing	110.00	IBM Corporation	854.59
James, Mary	140.00	John, Allison	245.00
Johnson’s Exterminating	615.00	Local Services	80.00
Luck Stone Corporation	765.55	Matern Staffing	1999.81
McGinley, Michelle B	140.00	Melvin T. Morgan Roofing	10341.00
Metrocast Communications	317.21	Mid-Atlantic Lab	60.00
Mullen, Inc	61887.74	On Site PC	465.06
Pro Shred Security	45.00	Seal, Justin	162.50
SosMetal Products Inc	755.16	Staples Advantage	600.70
The Lincoln National	103.66	Tools Plus Industries	301.41
Verizon	283.55	Verizon Wireless	374.84
Waste Management	6769.27	Webb, Emily	140.00
White Oak Electric	68462.50	Xerox Corporation	368.91
*Matern Staffing	363.60	*The Caroline Progress	160.00
*Treasurer of Virginia	736.11	*Dominion Va Power	5745.00
*Matern Staffing	530.25	*Porch, Holly	150.00
*Verizon Wireless	40.01	*VUPS	47.25
*Waste Management	88.33	*Woolfolk, Irving	150.00
*Dominion Va Power	97.83	*Shell Fleet	360.74

*Bills previously or separately authorized by Council.

- C. Approval of revised Ft. A.P. Hill JLUS Memorandum of Understanding
- D. Authorize Town Manager to sign VDOT Stakeholder Roles and Responsibilities
- E. Set Public Hearing on Bond Resolution and authorize Town Manager to advertise
- F. Adoption of R-2017-003 – USDA SEARCH Grant
- G. Adoption of R-2017-004 – Updated Hazard Mitigation Plan
- H. Authorize Town Manager to sign and submit Application for USDA Police

Car Grant

I. Adopt Initiating Resolution RZS – 2017-001 – Rezoning of 17518 A.P. Hill Blvd. from R-1 to B-1

There was discussion by Council to remove Item H from the Consent Agenda.

Upon Motion by Mr. McDearmon, seconded by Mr. Gaines, Council voted to approve the Consent Agenda items A-G & I. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

Discussion on Item H - Authorizing Town Manager to sign and submit Application for USDA Police Car Grant: In response to a question from Mr. McDearmon, the Town Manager stated that the older of the two police cruisers will be sold as surplus upon purchase of the new vehicle. Mr. McDearmon also requested an inventory of all the items belonging to the Town currently in the Police Station. The Police Chief said that she would complete the inventory and present it to Council at its June meeting.

Upon motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve Item H of the Consent Agenda, Authorizing the Town Manager to sign and submit an Application to the USDA for the Police Car Grant. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

STAFF REPORTS:

The following informational items were noted:

- A. Town Hall Rentals Report – April 2017
- B. Police Department Report – April 2017

Chief Jones reported that for the month of April there were:

- 10 calls responded to by the Town Police; none involved a reportable crime.
- no new sex offenders had been registered as residing in the Town.
- Eight traffic stops, four summonses for speeding, four warnings for other traffic offenses, 19 warnings for fire lane and parking violations issued by the Town Police.
- 14 service calls, six traffic stops, three warnings and three summons issued by deputies in Town for April 2017.
- 7 speed logs conducted for the month.
- The Police Chief will be at the Farmer’s Market the 1st Saturday of each month.

- C. Town Manager’s Report- April 2017:
Mr. Peck reported the following:

- New Business in Town - Apollo & Zeus 100 S. Main St. will be open on Friday's & Saturday's.
- 301 Project – Letter of Intent has been sent.
- AirBNB – Mr. Peck stated that he attempted to contact the owner of the current AirBNB at 308 Roper Drive and could not reach him. A certified letter explaining that he is in violation has been mailed to him at the 308 Roper Drive.

NEW BUSINESS:

A. Presentation of Town Manager's Proposed FY2018 Budget:

- This proposal begins the process of establishing utility funds as "enterprise funds" or those funds which are self-sustaining and not dependent on subsidies from the Town's General Fund.
- The proposed budget for the Fiscal Year 2018 totals \$1,626,940.
- Beginning July 1, 2017 the rates for water and sewer will increase 5%.
- A 3% salary increase for all employees
- Mr. Manster advised that Council should schedule a work session to discuss the FY2018 Budget.

On motion by Ms. Davis and a second by Mr. Rowe, Council voted to hold a special meeting on Wednesday, May 10th at 7:00 to discuss the FY2018 Budget. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

The Mayor asked that a Public Hearing for the Budget be set on Council's regular meeting night of June 1, 2017. The Mayor also asked Council to authorize the Town Manager to advertise the Public Hearing on proposed utility rate increase.

On motion by Ms. Davis and a second by Mr. McDearmon, Council voted to set and authorize the Town Manager to advertise Public Hearings on the FY2018 Budget and proposed utility rate increase. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

The Mayor advised that Council needed to set a date for a special meeting of Council to adopt the FY2018 Budget, he recommended a date of June 15th, at 7:00 pm

On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to hold a special meeting of Council to adopt the FY2018 Budget on June 15, 2017 at 7:00 PM. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

B. Approve Bond Counsel Engagement Letter – The Town Manager noted that a copy of the letter had been included in Council's packets.

On motion by Mr. Gaines, seconded by Mr. Rowe, Council voted to approve and authorize the Town Manager to sign the Bond Counsel Engagement Letter with Webster Day. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

C. Professional Services Agreement with William Stanley- The Town Manager advised, that under Council's direction, he and the Town Attorney drafted an agreement with William Stanley offering a flat monthly rate of \$3400 for his services.

On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to approve the Professional Services Agreement for William Stanley. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

D. Proposed job classifications and pay scales for the Public Works and Utilities Department - The Town Manager advised that he is working on restructuring the Utilities Department and hiring a Public Works Director. He noted that the current job descriptions are outdated and contain no associated pay scales.

On motion by Mr. McDearmon, seconded by Mr. Wright, Council approved the job classifications and pay scales for the Public Works and Utilities Departments as presented. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

Council directed the Town Manager to reclassify existing staff into appropriate classifications and define pay scales within six months.

On motion by Mr. Rowe, seconded by Mr. Gaines Council voted to direct the Town Manager to reclassify existing staff into appropriate classifications and define pay scales within six months.

E. Compensation Guidelines – The Town Manager recommended that the Town align its Compensation Guidelines with that of Commonwealth of Virginia Base Pay Practices.

On motion by Mr. Rowe, seconded by Mr. Wright, Council voted to adopt the Compensation Guidelines - Commonwealth of Virginia Base Pay Practices as presented. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Public Health, Safety, and Personnel Committee - Mr. Rowe reported that there will be discussion on personnel issues during a closed session later in the meeting.

B. Jean Davis - Budget Committee – Ms. Davis reported that the Budget Committee has met and the Budget has been presented by Mr. Manster.

C. Mary Frances Coleman - Building and Grounds Committee – Ms. Coleman advised that the Building and Grounds Committee met with Mr. Webb about the Walk About sign on Main St. and he gave the Town permission to repair the sign. Ms. Coleman called Mr. Roberts at the High School and left a message for him to call her about fixing the Walk About sign; she had not yet heard back from him. The Mayor advised that the Public Works sign on Anderson Avenue needed some work.

D. Martin Hauser - Ordinance, Licenses, and Permits Committee – Mr. Hauser reported that the Ordinance, Licenses, and Permits Committee met and discussed AirBNB's. They planned to meet again on the subject. The committee had discussed a noise ordinance with the Town Manager to remedy the “Jake Brake” noise in town. It was decided not to move forward with the noise ordinance. Mr. Hauser stated that the Committee decided not to move forward with the Proposed Historic Business District Overlay. He hoped that the Planning Commission would look at future use upon their review of the Comprehensive Plan.

E. Mark Gaines - Streets and Sidewalks Committee – Mr. Gaines reported that the Streets and Sidewalks Committee had not met. Mr. Gaines stated that the last thing he heard from VDOT in regards to sidewalk repairs was that they planned start on Milford Street and move north, but no start date had been set.

F. Otis Wright - Water, Sewer, and Trash Committee - Mr. Wright had nothing to report.

G. Glenn McDearmon - Economic Development, Activities, and Tourism Committee - Mr. McDearmon stated that the EDA had met and discussed development on the Route 301 corridor. He advised that developer is moving forward with the hotel.

UNFINISHED BUSINESS:

Council discussed the used car lot on Main St. and the conditions that were outlined in the Zoning Administrator's zoning verification letter to the business owner.

Informational Items:

A. Broken Window Theory Article – Mr. McDearmon advised that Council is an offender of letting things go. We have merchants in Town with buildings that are falling apart and need painting. When someone rides through our Town and sees the back of the buildings, it looks awful. There are broken windows and holes in the back of the walls. There are trash cans on the streets and sidewalks. We need to take pride in our Town. There are several houses in Town where the grass is almost taller than the front door. The Town Police building needs to be painted. Mr. McDearmon mentioned that maybe the art classes at Caroline High School would be interested in painting murals on the back of the buildings on Main St. The Town would donate the paint.

CLOSED SESSION:

At 9:20 P.M., on Motion by Mr. Gaines, seconded by Mr. Rowe, Council voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of discussion of appointment, duties, performance, salary, and hiring of Superintendent of Public Works and Utilities Department. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

OPEN SESSION:

At 9:48 P.M., on Motion by Mr. McDearmon, seconded by Mr. Gaines, Council voted to come out of closed session. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, 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 the Council:

Wright.....Aye
HauserAye
DavisAye
McDearmon.....Aye

GainesAye
Coleman.....Aye
Rowe.....Aye

There was no discussion by Council following CLOSED SESSION.

ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Mr. McDearmon, to adjourn at 9:49 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.

DRAFT

Town of Bowling Green
Town Council Meeting



Date: May 4, 2017
Agenda Item: IV, B

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Bills from May 2017

BACKGROUND / SUMMARY: Invoices for work done/items purchased in May 2017. Requesting approval of invoices so check may be disbursed.

ATTACHMENTS:

Check Reports:

- 5/12/17
- 5/19/17
- 5/26/17

REQUESTED ACTION:

Approve the Invoices

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

-
-
-
-

VOTE:

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

VEND. NO.	VENDOR NAME	* = DUP INVOICE NO.	G/L ACCT. NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	DESC /CLS	PO. NO.	SEQ. NO.
000829	JORDAN JO-ELSA	05122017 1099-Y 05122017	4100-012110-3120- BUSINESS DEV SPEC/EVENT COORDINATOR	5/12/2017	5/12/2017	1817.31	05-01 - 05-12 000	05-12 1817.31	2 220
	INVOICE TOTAL					1817.31	.00		
000041	VISA	PW 1 STAPLES 1099-N	4100-043100-6001- OFFICE SUPPLIES	5/12/2017	5/12/2017	45.63	CHAIR 000		110
000041	VISA	PW 1 STAPLES 1099-N	4500-500100-6001- OFFICE SUPPLIES	5/12/2017	5/12/2017	45.63	CHAIR 000		120
000041	VISA	PW 1 STAPLES 1099-N	4520-500100-6001- OFFICE SUPPLIES	5/12/2017	5/12/2017	45.62	CHAIR 000		130
	INVOICE TOTAL	PW 1 STAPLES				136.88	.00	136.88	
000041	VISA	PW 2 DEPT OF PR 1099-N	4520-500100-5540- EDUCATION/ TRAINING	5/12/2017	5/12/2017	100.00	WASTE WATER EXA 000	140	
	INVOICE TOTAL	PW 2 DEPT OF PR				100.00	.00	100.00	
000041	VISA	PW 3 1099-N	4100-012410-3600- CREDIT CARD EXPENSES	5/12/2017	5/12/2017	19.00	LATE FEE & INTE 000		150
000041	VISA	PW 3 1099-N	4100-012410-3600- CREDIT CARD EXPENSES	5/12/2017	5/12/2017	2.00	LATE FEE & INTE 000		160
	INVOICE TOTAL	PW 3				21.00	.00	21.00	
000041	VISA	TC 1 AMAZON 1099-N	4100-012410-3310- OFFICE MACHINES	5/12/2017	5/12/2017	629.98	SCANNERS & CASE 000		10
000041	VISA	TC 1 AMAZON 1099-N	4500-500100-6001- OFFICE SUPPLIES	5/12/2017	5/12/2017	33.68	SCANNERS & CASE 000		20
	INVOICE TOTAL	TC 1 AMAZON				663.66	.00	663.66	
000041	VISA	TC 2 AMAZON 1099-N	4100-012110-6001- OFFICE SUPPLIES	5/12/2017	5/12/2017	5.94	SCREEN PROTECTO 000		30
	INVOICE TOTAL	TC 2 AMAZON				5.94	.00	5.94	
000041	VISA	TC 3 WIRELESS Z 1099-N	4100-012110-5250- CELL PHONE	5/12/2017	5/12/2017	94.88	TM PHONE 000		40
	INVOICE TOTAL	TC 3 WIRELESS Z				94.88	.00	94.88	
000041	VISA	TC 4 VA TOURISM 1099-N	4100-073000-3000- TOURISM DEVELOPMENT	5/12/2017	5/12/2017	45.00	VTC ORIENTATION 000		50
	INVOICE TOTAL	TC 4 VA TOURISM				45.00	.00	45.00	
000041	VISA	TC 5 USPS 1099-N	4100-012410-5210- POSTAGE	5/12/2017	5/12/2017	6.65	POSTAGE 000		60
	INVOICE TOTAL	TC 5 USPS				6.65	.00	6.65	
000041	VISA	TC 6 DEW ONLINE 1099-N	4100-012110-6001- OFFICE SUPPLIES	5/12/2017	5/12/2017	189.14	MAP BOXES AND T 000		70
	INVOICE TOTAL	TC 6 DEW ONLINE				189.14	.00	189.14	
000041	VISA	TC 7 USPS 1099-N	4100-012410-5210- POSTAGE	5/12/2017	5/12/2017	13.90	POSTAGE 000		80
	INVOICE TOTAL	TC 7 USPS				13.90	.00	13.90	

VEND. NO.	VENDOR NAME	* = DUP INVOICE NO.	G/L ACCT. NO.	INVOICE DATE	DUE DATE	GROSS AMOUNT	DESC /CLS	PO. NO.	SEQ. NO.
000041	VISA	TC 8	4100-012410-3600-	5/12/2017	5/12/2017	39.00	LATE FEES & INT		
		1099-N	CREDIT CARD EXPENSES				000		90
000041	VISA	TC 8	4100-012410-3600-	5/12/2017	5/12/2017	13.75	LATE FEES & INT		
		1099-N	CREDIT CARD EXPENSES				000		100
	INVOICE TOTAL	TC 8				52.75	.00		52.75
000041	VISA	TM 1 AMAZON	4500-500100-5540-	5/12/2017	5/12/2017	64.99	WWTP OPERATION		
		1099-N	EDUCATION/TRAINING				000		170
	INVOICE TOTAL	TM 1 AMAZON				64.99	.00		64.99
000041	VISA	TM 1 INTERNATIO	4100-012110-5810-	5/12/2017	5/12/2017	600.00	ICMA MEMBERSHIP		
		1099-N	MEMBERSHIP DUES				000		200
	INVOICE TOTAL	TM 1 INTERNATIO				600.00	.00		600.00
000041	VISA	TM 2	4100-012410-3600-	5/12/2017	5/12/2017	39.00	LATE FEE & INTE		
		1099-N	CREDIT CARD EXPENSES				000		180
000041	VISA	TM 2	4100-012410-3600-	5/12/2017	5/12/2017	7.30	LATE FEE & INTE		
		1099-N	CREDIT CARD EXPENSES				000		190
	INVOICE TOTAL	TM 2				46.30	.00		46.30
000041	VISA	TM 2 UVA COOPER	4100-012110-5545-	5/12/2017	5/12/2017	375.00	17 VLGMA SUMMER		
		1099-N	CONVENTION EXPENSES				000		210
	INVOICE TOTAL	TM 2 UVA COOPER				375.00	.00		375.00
	1690 COMPANY TOTAL					4233.40	.00		4233.40
HASH TOTALS->		FUND	92240	DEPT	2800950	LOC	0	ACCT	105141
BATCH#-	584	CREATED BY	JUDY	ON	5/09/2017	RUN BY	JUDY	ON	5/10/2017

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22496	936	MATERN STAFFING	000	5/19/2017	878.70	.00
22497	15	TREASURER OF VIRGINIA	000	5/19/2017	736.98	.00
22498	12	WASTE MANAGEMENT	000	5/19/2017	2,077.66	.00
		CLASS TOTAL			3,693.34	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,693.34	
		FINAL TOTAL			3,693.34	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 3,693.34- 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 PMT	G/L ACCOUNT	DESC.	BATCH	INV.DESCRPTION
00000	000936	MATERN STAFFING	13020500001451	5/19/2017		4100-043100-1102-	390.00	22496				CONTRACTED SERVICES	00586	4-27 - 4-28-17
00000	000936		13020500001481	5/19/2017		4100-043100-1102-	480.00	22496				CONTRACTED SERVICES	00586	05-01 - 05-04-17
00000	000936		316	5/19/2017		4100-043100-1102-	3.90	22496				CONTRACTED SERVICES	00586	HEALTH CARE REFORM
00000	000936		333	5/19/2017		4100-043100-1102-	4.80	22496				CONTRACTED SERVICES	00586	HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	878.70	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		878.70		
00000	000015	TREASURER OF VIRGINIA	2017/03	5/19/2017		4100-031100-5230-	189.68	22497				TELEPHONE	00586	PC
00000	000015		2017/03	5/19/2017		4100-043100-5230-	79.31	22497				TELEPHONE	00586	PW
00000	000015		2017/03	5/19/2017		4100-012410-5230-	309.38	22497				TELEPHONE	00586	TH
00000	000015		2017/03	5/19/2017		4500-500100-5230-	79.31	22497				TELEPHONE	00586	WATER
00000	000015		2017/03	5/19/2017		4520-500100-5230-	79.30	22497				TELEPHONE	00586	SEWER
		DISC. TOTAL	.00	CHECK TOTAL	736.98	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		736.98		
00000	000012	WASTE MANAGEMENT	263781102813	5/19/2017		4520-500300-3180-	2,077.66	22498				SLUDGE REMOVAL	00586	SLUDGE
		DISC. TOTAL	.00	CHECK TOTAL	2,077.66	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		2,077.66		
			.00	CHECK TOTAL	3,693.34	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		3,693.34		
			.00	CHECK TOTAL	3,693.34	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		3,693.34		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 3,693.34- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/19/2017		13020500001451	4100-043100-1102-	.00	390.00
5/19/2017		13020500001481	4100-043100-1102-	.00	480.00
5/19/2017		316	4100-043100-1102-	.00	3.90
5/19/2017		333	4100-043100-1102-	.00	4.80



VENDOR#/NAME: 936/MATERN STAFFING 878.70 .00 878.70

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER



TOWN OF BOWLING GREEN
P.O. BOX 468
117 BUTLER STREET
BOWLING GREEN, VIRGINIA 22427
(804) 633-6212

UNION Union Bank & Trust
BOWLING GREEN, VIRGINIA 22427
68-316/514

22496
NUMBER
22496

EIGHT HUNDRED SEVENTY EIGHT DOLLARS 70CENTS*****

5/19/2017 \$*****878.70

TO THE
ORDER
OF

MATERN STAFFING
PO BOX 13188
MILWAUKEE WI 53213

MAYOR

TREASURER



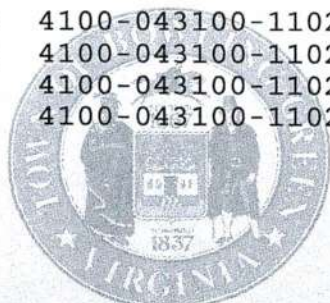
THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022496⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

22496

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/19/2017		13020500001451	4100-043100-1102-	.00	390.00
5/19/2017		13020500001481	4100-043100-1102-	.00	480.00
5/19/2017		316	4100-043100-1102-	.00	3.90
5/19/2017		333	4100-043100-1102-	.00	4.80



VENDOR#/NAME: 936/MATERN STAFFING 878.70 .00 878.70

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/19/2017		2017/03	4520-500100-5230-	.00	736.98



VENDOR#/NAME: 15/TREASURER OF VIRGIN 736.98 .00 736.98

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER



TOWN OF BOWLING GREEN
 P.O. BOX 468
 117 BUTLER STREET
 BOWLING GREEN, VIRGINIA 22427
 (804) 633-6212

UNION Union Bank & Trust
 BOWLING GREEN, VIRGINIA 22427
 68-316/514

22497
 NUMBER
 22497

SEVEN HUNDRED THIRTY SIX DOLLARS 98CENTS*****

5/19/2017 \$*****736.98

TO THE
 ORDER
 OF

TREASURER OF VIRGINIA
 VITA ACCOUNTS PAYABLE
 11751 MEADOWVILLE LANE
 CHESTER VA 23836

 MAYOR

 TREASURER

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022497⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

22497

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/19/2017		2017/03	4520-500100-5230-	.00	736.98



VENDOR#/NAME: 15/TREASURER OF VIRGIN 736.98 .00 736.98

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/19/2017		263781102813	4520-500300-3180-	.00	2077.66



VENDOR#/NAME: 12/WASTE MANAGEMENT 2077.66 .00 2077.66

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER



TOWN OF BOWLING GREEN

P.O. BOX 468
117 BUTLER STREET
BOWLING GREEN, VIRGINIA 22427
(804) 633-6212

UNION Union Bank & Trust
BOWLING GREEN, VIRGINIA 22427
68-316/514

NUMBER 22498

22498

TWO THOUSAND SEVENTY SEVEN DOLLARS 66CENTS*****

5/19/2017 \$*****2,077.66

TO THE ORDER OF
WASTE MANAGEMENT
PO BOX 13648
PHILADELPHIA PA 19101-3648

MAYOR

TREASURER



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022498⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

22498

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/19/2017		263781102813	4520-500300-3180-	.00	2077.66



VENDOR#/NAME: 12/WASTE MANAGEMENT 2077.66 .00 2077.66

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22503	10	DOMINION VIRGINIA POWER	000	5/26/2017	5,385.42	.00
22504	936	MATERN STAFFING	000	5/26/2017	659.03	.00
22505	11	RAPPAHANNOCK ELEC COOP	000	5/26/2017	391.28	.00
22506	13	SHELL FLEET PLUS	000	5/26/2017	555.42	.00
22507	256	VERIZON WIRELESS	000	5/26/2017	40.01	.00
		CLASS TOTAL			7,031.16	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,031.16	
		FINAL TOTAL			7,031.16	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 7,031.16- 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 PMT	G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000010	DOMINION VIRGINIA POWER	2017/04	5/26/2017		4100-041000-5110-	1,614.57	22503				ELECTRICITY-STREETLIGHTS	00587	S LITES BUTLER/CHASE
00000	000010		2017/04	5/26/2017		4100-071310-5110-	396.54	22503				ELECTRICITY	00587	117 BUTLER ST
00000	000010		2017/04	5/26/2017		4100-041000-5110-	51.33	22503				ELECTRICITY-STREETLIGHTS	00587	MAIN ST ST LITES
00000	000010		2017/04	5/26/2017		4100-031100-5110-	148.54	22503				ELECTRICITY	00587	107 BUTLER PC
00000	000010		2017/04	5/26/2017		4500-500200-5110-	528.25	22503				ELECTRICITY	00587	213 W BROAD WELL #5
00000	000010		2017/04	5/26/2017		4500-500200-5110-	304.28	22503				ELECTRICITY	00587	BUT/CHASE WATER TOW
00000	000010		2017/04	5/26/2017		4500-500200-5110-	131.44	22503				ELECTRICITY	00587	BUTLER GROUND TANK
00000	000010		2017/04	5/26/2017		4520-500300-5110-	159.16	22503				ELECTRICITY	00587	MAURY HIGHTS PS
00000	000010		2017/04	5/26/2017		4520-500300-5110-	1,921.51	22503				ELECTRICITY	00587	WMT
00000	000010		2017/04	5/26/2017		4520-500300-5110-	22.37	22503				ELECTRICITY	00587	ROGERS CLRK P STAT
00000	000010		2017/04	5/26/2017		4520-500300-5110-	21.60	22503				ELECTRICITY	00587	LACY LN PUMP STAT
00000	000010		2017/04	5/26/2017		4520-500300-5110-	85.83	22503				ELECTRICITY	00587	CHASE ST PUMP STAT
		DISC. TOTAL	.00	CHECK TOTAL	5,385.42	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	5,385.42			
00000	000936	MATERN STAFFING	13020500001511	5/26/2017		4100-043100-1102-	652.50	22504				CONTRACTED SERVICES	00587	5-7 - 5-12-17
00000	000936		351	5/26/2017		4100-043100-1102-	6.53	22504				CONTRACTED SERVICES	00587	HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	659.03	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	659.03			
00000	000011	RAPPAHANNOCK ELEC COOP	2017/04	5/26/2017		4100-043100-5110-	11.00	22505				ELECTRICITY	00587	CEDAR WAREHOUSE
00000	000011		2017/04	5/26/2017		4500-500200-5110-	241.17	22505				ELECTRICITY	00587	109 CEDAR WELL#4
00000	000011		2017/04	5/26/2017		4500-500200-5110-	46.09	22505				ELECTRICITY	00587	109 CEDAR TRANSFORME
00000	000011		2017/04	5/26/2017		4520-500300-5110-	14.11	22505				ELECTRICITY	00587	133 OAK RIDGE PUMP
00000	000011		2017/04	5/26/2017		4520-500300-5110-	67.91	22505				ELECTRICITY	00587	LAKE WOOD PUMP
00000	000011		2017/04	5/26/2017		4500-500200-5110-	11.00	22505				ELECTRICITY	00587	FRED TPK TOWER LITE
		DISC. TOTAL	.00	CHECK TOTAL	391.28	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	391.28			
00000	000013	SHELL FLEET PLUS	9806705	5/26/2017		4100-031100-6008-	154.99	22506				VEHICLE FUEL/OIL	00587	PC
00000	000013		9806705	5/26/2017		4100-043100-6008-	115.49	22506				VEHICLE FUEL/ OIL	00587	PW
00000	000013		9806705	5/26/2017		4100-012110-3000-	53.94	22506				TOWN MANAGER EXPENSES	00587	TM
00000	000013		9806705	5/26/2017		4500-500100-6008-	115.50	22506				VEHICLE FUEL/OIL	00587	WATER
00000	000013		9806705	5/26/2017		4520-500100-6008-	115.50	22506				VEHICLE FUEL & OIL	00587	SEWER
		DISC. TOTAL	.00	CHECK TOTAL	555.42	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	555.42			
00000	000256	VERIZON WIRELESS	9785440869	5/26/2017		4100-031100-5250-	40.01	22507				CELL PHONE/PAGERS	00587	PC MIFI
		DISC. TOTAL	.00	CHECK TOTAL	40.01	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	40.01			
		.00	CHECK TOTAL	7,031.16	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	7,031.16				
		.00	CHECK TOTAL	7,031.16	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	7,031.16				

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 THE TOTAL 7,031.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017	2017/04	4520-500300-5110-		.00	5385.42



VENDOR#/NAME: 10/DOMINION VIRGINIA P 5385.42 .00 5385.42

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

22503



TOWN OF BOWLING GREEN
 P.O. BOX 468
 117 BUTLER STREET
 BOWLING GREEN, VIRGINIA 22427
 (804) 633-6212

UNION Union Bank & Trust
 BOWLING GREEN, VIRGINIA 22427
 68-316/514

NUMBER
22503

FIVE THOUSAND THREE HUNDRED EIGHTY FIVE DOLLARS 42CENTS*****

5/26/2017 \$*****5,385.42

TO THE
ORDER
OF

DOMINION VIRGINIA POWER
 P.O. BOX 26543
 RICHMOND, VA 23290-0001

MAYOR

TREASURER



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022503⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

22503

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017	2017/04	4520-500300-5110-		.00	5385.42



VENDOR#/NAME: 10/DOMINION VIRGINIA P 5385.42 .00 5385.42
SF4001-1SC TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 877-330-5008 C6K2400010000 B15SF00947

5/26/2017

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017		13020500001511	4100-043100-1102-	.00	652.50
5/26/2017		351	4100-043100-1102-	.00	6.53



VENDOR#/NAME: 936/MATERN STAFFING 659.03 .00 659.03

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

22504



TOWN OF BOWLING GREEN
 P.O. BOX 468
 117 BUTLER STREET
 BOWLING GREEN, VIRGINIA 22427
 (804) 633-6212

UNION Union Bank & Trust
 BOWLING GREEN, VIRGINIA 22427
 68-316/514

NUMBER
 22504

SIX HUNDRED FIFTY NINE DOLLARS 03CENTS*****

5/26/2017 \$*****659.03

TO THE ORDER OF

MATERN STAFFING
 PO BOX 13188
 MILWAUKEE WI 53213

 MAYOR

 TREASURER



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⑈022504⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

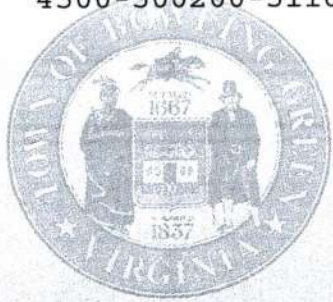
22504

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017		13020500001511	4100-043100-1102-	.00	652.50
5/26/2017		351	4100-043100-1102-	.00	6.53



VENDOR#/NAME: 936/MATERN STAFFING 659.03 .00 659.03

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017		2017/04	4520-500300-5110-	.00	380.28
5/26/2017		201704	4500-500200-5110-	.00	11.00



VENDOR#/NAME: 11/RAPPAHANNOCK ELEC C 391.28 .00 391.28

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

22505



TOWN OF BOWLING GREEN
 P.O. BOX 468
 117 BUTLER STREET
 BOWLING GREEN, VIRGINIA 22427
 (804) 633-6212

UNION Union Bank & Trust
 BOWLING GREEN, VIRGINIA 22427
 68-316/514

NUMBER
22505

THREE HUNDRED NINETY ONE DOLLARS 28CENTS*****

5/26/2017 \$*****391.28

TO THE
ORDER
OF

RAPPAHANNOCK ELEC COOP
 PO BOX 34849
 ALEXANDRIA VA 22334-0849

MAYOR

TREASURER



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022505⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

22505

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017		2017/04	4520-500300-5110-	.00	380.28
5/26/2017		201704	4500-500200-5110-	.00	11.00



VENDOR#/NAME: 11/RAPPAHANNOCK ELEC C 391.28 .00 391.28

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017	9806705	4520-500100-6008-		.00	555.42



VENDOR#/NAME: 13/SHELL FLEET PLUS 555.42 .00 555.42

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER



TOWN OF BOWLING GREEN
P.O. BOX 468
117 BUTLER STREET
BOWLING GREEN, VIRGINIA 22427
(804) 633-6212

UNION Union Bank & Trust
BOWLING GREEN, VIRGINIA 22427
68-316/514

22506
NUMBER
22506

FIVE HUNDRED FIFTY FIVE DOLLARS 42CENTS*****

5/26/2017 \$*****555.42

TO THE ORDER OF

SHELL FLEET PLUS
PO BOX 78012
PHOENIX AZ 85062-8012

MAYOR

TREASURER



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022506⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN 22506

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017	9806705	4520-500100-6008-		.00	555.42



VENDOR#/NAME: 13/SHELL FLEET PLUS 555.42 .00 555.42

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017		9785440869	4100-031100-5250-	.00	40.01



VENDOR#/NAME: 256/VERIZON WIRELESS 40.01 .00 40.01

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

22507



TOWN OF BOWLING GREEN
P.O. BOX 468
117 BUTLER STREET
BOWLING GREEN, VIRGINIA 22427
(804) 633-6212

UNION Union Bank & Trust
BOWLING GREEN, VIRGINIA 22427
68-316/514

NUMBER
22507

FORTY DOLLARS 01CENTS*****

5/26/2017 \$*****40.01

TO THE
ORDER
OF

VERIZON WIRELESS
PO BOX 25505
LEHIGH VALLEY PA 18002-5505

MAYOR

TREASURER



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈022507⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

22507

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
5/26/2017		9785440869	4100-031100-5250-	.00	40.01



VENDOR#/NAME: 256/VERIZON WIRELESS 40.01 .00 40.01
SF4001-15C TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 877-330-5008 C6K2400010000 B15SF009447

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Amending Ordinance on Fence Height

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Amending Ordinance on fence height

BACKGROUND / SUMMARY:

Currently the Town's Zoning Ordinance states that the maximum height for fences on corner lots is 36 inches. VDOT allows a maximum height of 42 inches on corner lots. An Ordinance is required to amend the Town's Zoning Ordinance to allow a height of 42 inches to match VDOT's standards.

ATTACHMENTS:

None

REQUESTED ACTION:

Refer matter to Planning Commission

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

-
-
-
-

VOTE:

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: R-2017-006 - Caroline County Solid Waste Management Plan

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: R-2017-006 - Caroline County Solid Waste Management Plan

BACKGROUND / SUMMARY:

Caroline County recently completed the 5 year update to its Solid Waste Management Plan in accordance with VA State Code. The planning period includes the years of 2015 – 2036 and includes all of Caroline County including the Towns of Bowling Green and Port Royal. Council received a copy of the plan for review at its May 10th work session.

ATTACHMENTS:

R-2017-006 Resolution accepting Caroline County's Solid Waste Management Plan

REQUESTED ACTION:

Adopt the Resolution

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

-
-
-
-

VOTE:

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

A RESOLUTION ACCEPTING THE CAROLINE COUNTY SOLID WASTE MANAGEMENT PLAN

WHEREAS, the Bowling Green Town Council and the Caroline County Board of Supervisors recognize the need to provide solid waste services necessary to maintain and improve the quality of life enjoyed by all the residents of the County while protecting the environment;

BE IT RESOLVED by the Bowling Green Town Council that the Caroline County Solid Waste Management Plan is officially accepted and shall apply within the Town of Bowling Green.

Adopted this 1st day of June 2017
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council

Approved this 1st day of June, 2017

Honorable Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: R-2017-007 Resolution of appreciation for Robin Didlake

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: R-2017-007 Resolution of appreciation for Robin Didlake

BACKGROUND / SUMMARY:

A Resolution expressing appreciation for Robin Didlake for her efforts in continuing on the tradition of Festival of Feet.

ATTACHMENTS:

R-2017-007 Resolution of appreciation for Robin Didlake

REQUESTED ACTION:

Adopt Resolution

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

RESOLUTION

TOWN OF BOWLING GREEN COMMONWEALTH OF VIRGINIA

Expressing appreciation to Robin Didlake for her dedication in continuing on the tradition of the Festival of Feet.

WHEREAS, Robin Didlake honorably served the community by volunteering to be the event organizer for the 10th Annual Festival of Feet; and

WHEREAS, Robin Didlake encouraged community involvement by promoting the event and gaining participation from local schools and running clubs; and

WHEREAS, Robin Didlake was instrumental in developing and implementing event logistics to include race registration, timing, prizes and creating the race course itself ; and

WHEREAS, Robin Didlake saw an opportunity for the event to serve as a platform for community outreach by collaborating with the Sparta Ruritan Club as the title sponsor; and

WHEREAS, Robin Didlake coordinated with the Bowling Green Police Department and managed a team of dedicated volunteers to ensure a safe and successful event;

WHEREAS, Robin Didlake continues to exemplify the standards of leadership, work ethic and character that make our Town proud.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Bowling Green, Virginia does here by extend its appreciation to

Mrs. Robin Didlake

Adopted this 1st day of June, 2017
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council

Approved this 1st day of June, 2017

Honorable Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: R-2017-008 Resolution of appreciation for Sparta Ruritan Club

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: R-2017-008 Resolution of appreciation for Sparta Ruritan Club

BACKGROUND / SUMMARY:

A Resolution expressing appreciation for the Sparta Ruritan Club for their efforts in support of the 10th Annual Festival of Feet.

ATTACHMENTS:

R-2017-008 Resolution of appreciation for Sparta Ruritan Club

REQUESTED ACTION:

Adopt Resolution

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

R-2017-008

RESOLUTION

TOWN OF BOWLING GREEN COMMONWEALTH OF VIRGINIA

Expressing appreciation to the Sparta Ruritan Club for its support of
the 10th Annual Festival of Feet

WHEREAS, the Sparta Ruritan Club provided the resources necessary to continue a Town tradition by sponsoring the event; and

WHEREAS, the Sparta Ruritan Club enhanced the event and encouraged fellowship in the community by offering a Pancake Breakfast to volunteers and runners; and

WHEREAS, the Sparta Ruritan Club served the community by continuing its good work as a civic service organization.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Bowling Green, Virginia does here by extend its appreciation to

Sparta Ruritan Club

Adopted this 1st day of June, 2017
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council

Approved this 1st day of June, 2017

Honorable Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: R-2017-009 Depository Designation

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: R-2017-009 Depository Designation

BACKGROUND / SUMMARY:

The Town is required to designate annually the bank in which Town funds will be deposited.

ATTACHMENTS:

R-2017-009 Depository Designation

REQUESTED ACTION:

Adopt Resolution

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

-
-
-
-

VOTE:

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

R-2017-009

RESOLUTION

**TOWN OF BOWLING GREEN
COMMONWEALTH OF VIRGINIA
RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS
OF THE TOWN OF BOWLING GREEN**

BUDGET FY2018

Be it Resolved, that the following financial institutions are hereby designated as depositories for funds for the Town of Bowling Green:

Union Bank & Trust

Adopted this 1st day of June, 2017
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council

Approved this 1st day of June, 2017

Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: R-2017-010 FY18
Recurring Expenses

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: R-2017-010 FY18 Recurring Expenses

BACKGROUND / SUMMARY:

Due to the timing of certain bills, I ask that Council authorize me to pay the noted vendors without prior authorization from Council. This has been standard practice for the past several years.

ATTACHMENTS:

R-2017-010 – FY18 Recurring Expenses

REQUESTED ACTION:

Adopt Resolution

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

R-2017-010

RESOLUTION

TOWN OF BOWLING GREEN COMMONWEALTH OF VIRGINIA RESOLUTION APPROPRIATING FUNDS TO PAY RECURRING EXPENSES

BUDGET FY2018

Be it Resolved, that it would be expedient and in the best interest of the Town to authorize the monthly payment of certain expenses which are recurring in nature, and the Treasurer of the Town of Bowling Green is hereby authorized and funds are hereby allocated to do so, without prior authorization from the Town Council, for the expenses to wit:

Dominion Virginia Power	Electric Utility Bills
Rappahannock Electric Cooperative	Electric Utility Bills
Amerigas Propane	Gas Bills
Verizon	Telephone Bills
Verizon Wireless	Cell Phone Bills
VITA	Telephone Bills
Visa	Credit Card
Waste Management	Contracted Service for Trash Removal
Waste Management	Sludge Removal/WWTP Trash Service
Shell Fleet Management	Fuel/Gasoline
VA Utility Protection Services	Miss Utility Tickets
Postmaster of Bowling Green	Postage
Lakeway Publishers/The Caroline Progress	Advertising
The Free Lance Star	Advertising
Renters	Town Hall Deposit Refunds
Water Customers	Water Deposit Refunds

Adopted this 1st day of June, 2017
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council

Approved this 1st day of June, 2017

Honorable Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Approval of Job Descriptions for Administrative Staff

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: Job classifications and pay scales for Administrative Staff.

BACKGROUND / SUMMARY:

Existing job descriptions are outdated and contain no associated pay scales.

ATTACHMENTS:

Administrative Staff job descriptions and associated pay scales.

REQUESTED ACTION:

Approval of proposed job descriptions and pay ranges superseding existing job descriptions. Direct the Town Manager to reclassify existing staff into the appropriate classifications and pay scales within six months.

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Rowe
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

Town of Bowling Green Job Description



POSITION: **Clerk/Treasurer
(Administrative Services Director)**
DEPARTMENT: **Town Administration**
PAY RANGE: **\$47,424-\$61,307-\$75,190**
FLSA: **Exempt**

GENERAL STATEMENT OF JOB: This position oversees and performs the town's administrative functions including serving as the Town Clerk and Town Treasurer. The incumbent performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager and supervises Utility Account Representative / Administrative Assistant.

ESSENTIAL JOB FUNCTIONS:

- Maintains and/or assists in continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and State regulations and those restrictions imposed by the Auditor of Public Accounts and the Department of Accounts, as applicable.
- Responsible for all aspects of the general ledger for all Town financial accounts including entering budget information, journal entries and maintenance of the system; accepts other modules into the General Ledger; and maintains the chart of accounts.
- Recommends changes designed to insure compliance and/or increase the efficiency of the Town's accounting operations.
- Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Maintains and/or assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Manages payroll and invoice processing and cash disbursement operations, establishes automated and manual systems to analyze and reconcile balance sheet accounts, prepares and documents adjustments to the accounting system, works with outside auditors, maintains accounts receivable, accounts collected, disbursements and prompt payment procedures, maintains expense ledgers and other types of financial records.
- Administers and reconciles the Town's payment for insurance and other employee deductions.
- Prepares monthly reports and maintains employees' accounts for the Virginia Retirement System.
- Prepares quarterly unemployment report.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.

- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Prepares the Agenda and materials for Town Council meetings.
- Responsible for minutes of Town Council meetings and other functions related to the keeping of the Public Record as assigned by the Town Manager.
- Maintains Town's web site.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.
- Serves as the Economic Development Authority's Secretary
- Supervises Administrative Assistant

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. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred (concentration in accounting, business preferred) with at least three years of progressively responsible experience in related field. Experience in payroll and accounts payable desired – or – any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

NECESSARY SPECIAL QUALIFICATIONS:

Certifications:

- Certified Municipal Clerk (CMC)
- Treasurers' Association of Virginia Certification (Level I, Level II)
- or a combination of education and experience that provides the required knowledge, skills and abilities.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input type="checkbox"/>

Town of Bowling Green Job Description



POSITION: Administrative Assistant
DEPARTMENT: Town Administration
PAY RANGE: \$29,047-\$36,599-\$44,151
FLSA: Non-Exempt

GENERAL STATEMENT OF JOB: Senior clerical position performing difficult, responsible work involving accounting for receipts and expenditures, billing and the preparation and/or maintenance of fiscal and related records. This position reports to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Accounts for receipts and expenditures of the Town.
- Classifies receipts and expenditures according to a standard accounting classification.
- Furnishes information to the public on a variety of matters relating to Town operation.
- Answers telephone and greets all customers entering Town Hall.
- Performs a wide variety of clerical and related tasks.
- Assists with processing customer billing for services provided by Bowling Green; interprets, maintains, and updates information from a variety of databases and other local utilities to ensure accurate information regarding all accounts, reports, bills, and equipment replacement.
- Researches and resolves problems through a variety of methods; negotiates payment extensions or arrangements with customers; initiates non-payment cut-offs; reviews customer accounts.
- Responds to emergency and non-emergency service related phone calls, e-mails, and work orders from staff and inquiries from the public; appraises calls for service to determine cause of problem; dispatches appropriate crew or technician.
- Prepare Town Council meeting minutes.
- Assists the Administrative Services Director
- Performs other duties as assigned.

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. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages; standard office procedures, practices, and equipment; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- 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, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a high school diploma, preferably supplemented by college level courses in accounting or business management; and, some experience working in utility billing or accounts receivable/payable including experience involving public contact and customer service.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input type="checkbox"/>



Town of Bowling Green – Events Coordinator (Contractor)
Monthly Report/Project Update
For May 2017

Prepared By: Jo-Elsa Jordan

Date: 05/26/17

Additional and/or Support Materials Attached: Yes X

No

Monthly Activities:

- **Clean Sweep**
 - Conceptualize marketing graphic
 - Secure graphic design services
 - Facebook promotion
 - Recruit volunteer help
 - Order twelve (12) new 'CLEAN SWEEP' signs
 - Coordinate with Rappahannock Goodwill
 - Coordinate w/Public Works for directional signage
- **Bowling on the Green Virginia Wine Festival**
 - Print additional posters
 - Distribute posters to Caroline County businesses (Bowling Green, Ladysmith)
 - Coordinate children's activities w/the Caroline YMCA
 - Print ticket labels
 - Distribute hard-copy tickets to local businesses (The Mix House, UB&T, A&M, Flower Fashions)
 - Facebook promotion; Post boosts (*\$20.00 Paid w/personal debit card)
 - Coordinate w/CCPS to include link to event website
 - Add links for all participating wineries to the website
 - Coordinate with the Williamsburg Lawn Bowling Club to include 'History of Lawn Bowling' to the website
 - Process website development invoice
 - Secure quote for wine tasting glasses
 - Secure quote for rental furniture
- **Music on the Green**
 - Secure band (Dance Candy) for week of 8/17
 - Scouting bands for 8/25
- **Harvest Festival**
 - Vendor Recruitment (Facebook, website, attended Arts in the Park 5/7 at Dogwood Dell)
 - Review/Approve vendor applications
 - Update Vendor Spreadsheet
 - Coordinate with Town Clerk to process vendor payments
 - Meeting with Car Show Coordinator, Terri Harrison, 5/16, to coordinate Car Show logistics
- **Bowling Green Community Farmers Market**
 - Facebook posts
 - Correspondence to Virginia Healthy Food Program Director regarding SNAP (EBT) Program
 - Recruiting vendors
- **Bowling Green Arts Commission**
 - Correspondence with the VMFA regarding display possibilities through the Community Partnership program; Meeting with Jeffrey Allison at VMFA to discuss future exhibits/displays at the Sidney E. King Arts Center

Monthly Activities (continued):

Promote Community Blood Drive on 5/16

Working with Caroline County Tourism & Economic Development on WWI/WWII Commemoration event for Memorial Day weekend.

Added Bowling Green Clean Sweep and Bowling on the Green Virginia Wine Festival marketing graphics to A.P. Hill monthly newsletter through M.W.R.

Misc.:

Gain access to Town's server/shared drive

Take photos of Town Hall, Courthouse Lawn, new welcome signage, etc. (Facebook/website/marketing)

Coordinate with Virginia Tourism Corporation for Orientation Seminar (See attached)

Projected Event Budgets:

2nd Annual Bowling on the Green Virginia Wine Festival – Saturday, July 1, 2017

EXPENSES	ESTIMATED COST
Wine Glasses (Qty. 600 - \$1.00 ea.)	\$600.00
Rental: Bathroom Trailer	\$1,150.00
Rental: Vintage Furniture/Seating/Serving Bars	\$1,900.00
Rental: 20'x 20' tent, cocktail tables, linens	\$600.00
Transportation (CCPS)	\$200.00
Advertising	\$1,250.00
Printing	\$350.00
Permits (ABC License)	\$55.00
Entertainment	\$800.00
Website (www.bowlingonthegreen.com)	\$375.00
Misc.	\$100.00
TOTAL EXPEDITURES	\$7,380.00
ESTIMATED TICKET SALES (650 @ \$20 ea.)	\$13,000.00
ESTIMATED DONATION TO CCPS	\$2,000.00
ESTIMATED NET REVENUE	\$3,620.00

MUSIC ON THE GREEN

EXPENSES	ESTIMATED COST
Entertainment (Sound included)	\$3,500.00
Advertising	\$500.00
Printing	\$200.00
Misc.(i.e. Licesncng)	\$300.00
TOTAL EXPEDITURES	\$4,500.00

Heads Up Items: Contract renewal in July 2017

VTC Orientation

- 10:00 a.m. Welcome and Introductions
What do you bring to the table? What do you hope to learn?
- 10:30 – 11:00 a.m. [Public Relations](#)
- 11:00 – Noon [Marketing Leverage Grant Program](#)
("Insider Tips" on how to write a successful application)
- ♥ Fundable programs
 - ♥ Research
 - ♥ Partnerships
- Noon – 1 p.m. Lunch
- 1:00 – 2 p.m. [The VTC Brand](#)
- ♥ Media Plan Strategy and Research
 - ♥ Branding Initiatives
 - ♥ Advertising Co-op Opportunities
 - ♥ Travel Guide Ads
 - ♥ Welcome Center Advertising Program
 - Promotions: Love Works
- 2:00 – 3:30 p.m. [Digital and Content Marketing](#): A Panel Discussion
- ♥ Participating with Virginia.org and the Virginia Travel Blog
 - ♥ eMail: TravelPost and Consumer
 - ♥ Marketing your Destinations with VTC
- 3:30 – 3:35 p.m. Break
- 3:35 – 4:45 p.m. [Social Media Marketing](#): A Panel Discussion
- ♥ Social Media Channels
 - ♥ Crafting Social Media Posts that Work
 - ♥ Engagement

VTC Orientation

8:30 – 9:00 a.m.

[Film](#)

9:00 – 9:30 a.m.

[Research](#)

9:30 – 9:45 a.m.

Break

9:45 – 10:30 a.m.

[For the Love of Sales –Marketing Tools for the Trades](#)

- ♥ Product Developments...Your Profile Sheets
- ♥ Virginia.org...(3) Trade Websites
- ♥ Sales Leads...New Business

10:30 – 10:45 a.m.

Tourism Development Financing Program

- ♥ TDFP | [Tourism Development Financing Program](#)

10:45 – 10:55 a.m.

Break

10:55 – 11:30 a.m.

“Just Imagine”

11:30 – 1:00 p.m.

(Lunch during)

Lunch and presentation of Group Exercises

1:00 p.m.

Adjourn

[VTC Organizational Chart](#)

[VTC Contact Us List](#)

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Town Hall Rental Report

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Town Hall Rental Report – May 2017

BACKGROUND / SUMMARY:

Listing of Town Hall uses for the month of May

ATTACHMENTS:

Town Hall Rental Report – May 2017

REQUESTED ACTION: None

FOR MORE INFORMATION,

CONTACT: Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

-
-
-
-

VOTE:

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

TOWN HALL RENTALS

May 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
20	Activities Program	Yoga/Pitaiyo	320.00
1	Victims Witness Hero	Dinner	0.00
1	Caroline County Democratic	Dinner	250.00
1	Margie Holmes	Retirement Party	500.00
3	Public Health, Safety and Personnel	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Triad	Meeting	N/C
2	Economic Development, Activities	Meeting	N/C
1	Ordinances, Licenses and Permits	Meeting	N/C
2	EDA	Meeting	N/C
1	Special Town Council	Meeting	N/C
1	Red Cross Blood Drive		N/C

35

Total

\$1070.00



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For May 2017**

Prepared By: Melissa Lewis

Date: 05/26/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

Continuing efforts to de-clutter and organize Town Hall and meet Library of Virginia standards of record retention.

Working with Judy Beazley to scan and electronically file records from previous years.

Contacting contractors for estimates on future Town Hall improvements such a floor refinishing, replacement of heat and a/c units in ballroom, painting, replacement of rear exit doors.

Surplus of Items no longer being utilized:

Attached is a list of items that I would like authorization to surplus. Upon authorization, I will list on govdeal.com

Credit Card processing in office:

Currently the Town accepts only cash, check or money order in the office; credit card and EFT are available online. Customer’s setting up new accounts often ask to pay using their credit cards.

Upon request of the Water, Sewer, and Trash committee I completed research to assess the needs of in - office credit card processing, I have attached my findings. In researching various options, I have found that using the Square credit card processing on our tablet will be the most conducive to our operations and incur the smallest fee. I have consulted the Town Attorney who has directed me to State Code that states we are able to pass the processing fee on to the customer.

In addition, I would like to offer bi-monthly automatic debit of utility payments to customers. I believe this would help reduce the amount of delinquent accounts and cut down on collections efforts.

Pending Actions:

Staff is currently working to schedule a Town Hall Clean-Up on a Saturday.

Decisions Needed:

1. Adoption of R-2017-011 – *Unfinished Business item*
2. Authorization to surplus listed items – *Unfinished Business Item*

Heads Up Items:

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town’s resources and will do so without regard to personal gain or privilege.

Items to be sold as surplus:

1. HP Office Jet Pro 8600



2. IBM/UPS Battery Back Up



3. (2) Lexmark 2391plus dot matrix printers



4. IBM Infoprint 6500 w/ extra print ribbons



5. Dell Computer operating Windows XP



6. 19 inch Acer monitor



7. Avelin Analog Broadcaster



8. (2) Pianos – previously given permission by Council to surplus

Water, Sewer, and Trash Committee Meeting Follow up

Currently paying online: - about 25 (per 2 month billing cycle)

- electronic checks - no fee

- Credit Cards - \$ 2.75 per transaction + .045% (\$233.86 for Nov/Dec billing)

In office CC Processing: VANCO does offer, waiting on rep. to call back with quote

Marketing alternative payment options: - Bill inserts (\$.07 each @ 987= \$69.09)

-Will post on Website and facebook

-Currently we inform customers in the office and via phone that payments can be made online, at UBT through customer initiated bank transfer, or via bill pay at any time and in any increments (weekly, monthly).

Monthly/Weekly Budget Payments: - Currently about 5 people pay monthly, semi-monthly, or weekly through their on-line bill pay.

- ACH Debit initiated by our office on a monthly basis would not be difficult and take very little extra work administratively.

Delinquent Customers: On average of about 900 customers each billing cycle –

- About 25 customer call before due date to set up a payment plan

- We call roughly 100 customers the day before cut offs are scheduled to arrange payment

- About 8 are cut off for non-payment, resulting in \$25 reconnect fee.



Town of Bowling Green – Town Manager Town Council Monthly Report/Project Update For April 2017

Prepared By: Chief W. Jones

Date: 05/26/17

Additional and/or Support Materials Attached: Yes No

Informational Statistics: As of 5/25/17

The Bowling Green Police Department responded to 16 calls for service. An informational report was taken regarding one of these calls for service. An investigation is pending regarding that matter. Several property checks were also established. BGD made 8 traffic stops, during which 5 summonses were given and four warnings were given. 12 warnings were given for fire lane or parking issues. BGD made no arrests in Town this month.

The Caroline County Sheriff's Office responded to 18 calls for service. Three informational reports were taken regarding these calls for service. CCSO made 6 traffic stops, during which 1 summonses was given and one warning was given.

The Virginia Sex Offender Registry was checked, and no new sex offenders are registered in Town.

Public Relations:

- I obtained items from the Office of the Attorney General to give out at Public Relations Events. These items include brochures on senior safety, TRIAD, and safety for teens. I am still awaiting items from the Federal Trade Commission.
- In conjunction with the Criminal Justice Program at Caroline High School, we are working to develop new safety brochures for our PR events. This is a great cooperative opportunity!
- Our first appearance at the Farmers Market was a success! I would estimate that we handed out over 150 items, and conversed with dozens of folks. It was a very positive experience, and we are looking forward to our next appearance on June 3, 2017. This endeavor definitely makes a positive impression on the community.

Inventory:

The inventory of the assets of the Police Department has been completed, pending review. While the inventory was being conducted, the building was also tidied up as well. This will be an ongoing effort, as organization continues.

Other: Suggested Improvements to the PD Building

I met with Mr. Peck regarding foreseen and necessary improvements to the Police Department building. The list of items I noted were as follows: building needs painting, light fixture out front needs replacing, a window is in need of repair, removal of an old light pole and tire that have been discarded out back, and the implementation of camera(s) and lighting to monitor the playground.

Pending Actions:

I am working on preparations for National Night Out, which will be held August 1st 2017 from 5pm to 7pm. I am hoping to make this the best event we have hosted so far. The focus of this event is bringing neighbors together to celebrate our community. The event involves local law enforcement, fire, and EMS personnel, and gives members of the community the opportunity to gather valuable information, meet and talk to their local emergency services personnel, and have fun! The event is held behind the Police Department, near the playground.

I am also working to seek repair options for the RADAR trailer. In the past, this has been a valuable asset to the department. Having this unit (or another) functioning would help slow down traffic and make our

roads safer. Additionally, we could gain valuable data collected by the unit.

Decisions Needed:

None.

Heads Up Item:

I will be attending the Piedmont Regional Crime Prevention Association's business meeting and Spring workshop in June. The agenda involves the integration and importance of programs such as TRIAD, National Night Out, Neighborhood Watch, Business Watch, Personal Safety, Senior Safety, Home and Business Security, and many more topics.

The Town of Bowling Green, Virginia is committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.



Town of Bowling Green – Town Manager Town Council Monthly Report/Project Update For May 2017

Prepared By: A. Reese Peck

Date: 06/01/17

Additional and/or Support Materials Attached: Yes No

Meetings Attended:

Town Council: Budget work session.

Town Council Subcommittee Meetings: Economic Development, Activities and Tourism (once), Personnel (once), and Streets and Sidewalks (once).

Commission and Authority Meetings: Planning Commission and Economic Development Authority.

Other Meetings: George Washington Regional Commission area administrators monthly meeting, introductory meeting with David L. Beale, P.E., Area Land Use Engineer and Sean Nelson, P.E., Fredericksburg Resident Engineer, EFCN's Virginia | Rates and Finance Workshop for Small Water Systems, and VDOT Locality Day Training.

Main Street & Commercial Corridor Revitalization:

Project Alpha – Developer is interviewing Architectural Firms. Ordered planters for Main Street.

Planning/Zoning/Siting Issues:

Set date and published notice for the June 19, 2017 hearing on the rezoning request for 17518 AP Hill Boulevard. Site plan for County Fire Rescue & EMS storage facility approved.

Other: Appointed Acting Public Works Director and Acting Water System Operator/Field Foreman.

Pending Actions:

Hiring Waste Water Treatment Plant Operator I, 301 Corridor Rezoning Request, Budget and Tax Rate Adoption and year-end Budget Reconciliation.

Decisions Needed:

Approve job descriptions and pay ranges for Town Treasurer/Clerk and Administrative Assistant positions, accept Caroline County Solid Waste Management Plan; approve required UDSA resolution required for sewer project closing; and approve Main & Broadus restripping.

Heads Up Items:

Will be attending the 2017 VLGMA Summer Conference June 21-23 in Virginia Beach. I also will be on leave June 26-30.

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: VDOT Restriping of E. Broaddus Ave

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: VDOT Restriping of E. Broaddus Ave

BACKGROUND / SUMMARY:

A request has been made to VDOT to move the center line of E. Broaddus Avenue in the area of 115 E. Broaddus to accommodate street parking.

ATTACHMENTS:

VDOT Arial Photograph

REQUESTED ACTION:

Approval of restriping

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

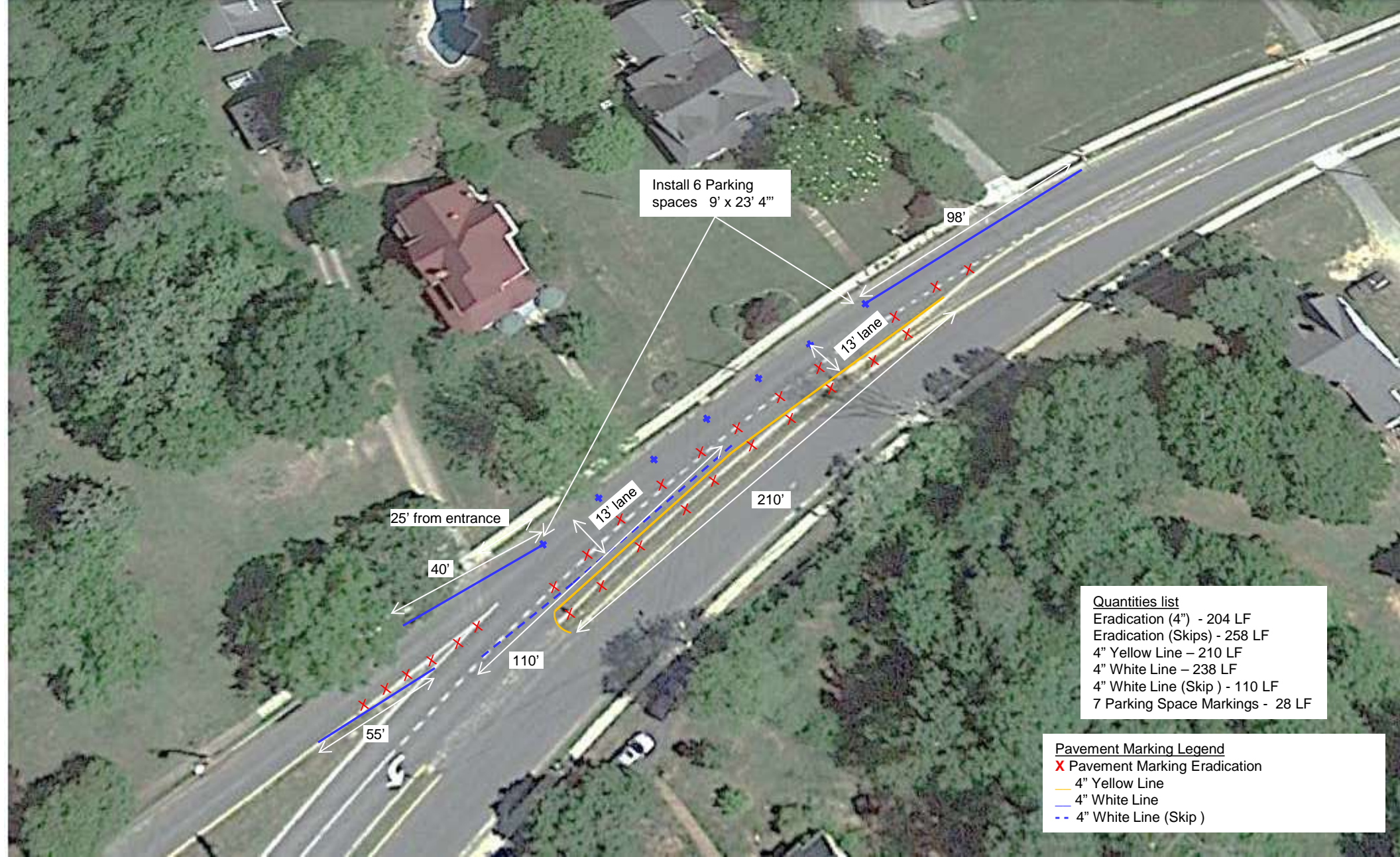
-
-
-
-

VOTE:

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite



Quantities list

- Eradication (4") - 204 LF
- Eradication (Skips) - 258 LF
- 4" Yellow Line - 210 LF
- 4" White Line - 238 LF
- 4" White Line (Skip) - 110 LF
- 7 Parking Space Markings - 28 LF

Pavement Marking Legend

- X Pavement Marking Eradication
- 4" Yellow Line
- 4" White Line
- - 4" White Line (Skip)

Designed By: Jeanette Durette
 Drawn By: Jeanette Durette
 Contact Person: Jeanette Durette-540-899-4551
 County: Caroline
 Location: 301 BUS
 Reviewed By: Peter Hedrich, P.E.
 File: \\501-RIC-NAS1\CRO-TrafficEngineering\01_CRO TE
 Fredericksburg\Caroline (016)\Pavement Markings\301\301-
 BUS-ParkingDate: 5/2/2017
 Speed Limit: 35
 Source of request: BOS



INSTALLED BY: _____
 (First name) Last)

DATE INSTALLED: _____

Note: All locations are approximate and not to scale.
 Locations have been marked in the field.

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: R-2017-011 Credit Card processing and fees

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Resolution
 - Ordinance
 - Grant/MOU
 - By Motion
 - Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: R-2017-011 Credit Card processing and fees

BACKGROUND / SUMMARY:

As referenced in the Clerk/Treasurer's Report

ATTACHMENTS:

R-2017-011 Credit Card processing and fees

REQUESTED ACTION:

Adopt Resolution

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

 Coleman
 Davis
 Gaines
 Hauser

Y N

VOTE:

PASSED

NOT PASSED

McDearmon
Wright
Rowe
Satterwhite

R-2017-011

RESOLUTION

TOWN OF BOWLING GREEN COMMONWEALTH OF VIRGINIA

RESOLUTION TO ACCEPT CREDIT CARD, DEBIT CARD, AND ACH DEBIT FOR UTILITY AND TAX PAYMENTS, AND OTHER FEES AND CHARGE TO THE CUSTOMER A FEE EQUAL TO THE FEE INCURED BY THE TOWN FOR ACCEPTANCE OF PAYMENT

Whereas, the Town of Bowling Green accepts online payment for Utilities, taxes, and other fees by means of credit card, debit card, and ACH Debit,

Be it Resolved, that the Town of Bowling Green will accept payment for utilities, taxes, and other fees in the Town Business Office by means of debit card, credit card, and ACH debit.

Be it Further Resolved, that the Town of Bowling Green will add to any amount due a sum, not to exceed the amount charged to the Town for acceptance of credit card, debit card, and ACH debit.

Adopted this 1st day of June, 2017
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Storke, Mayor

Clerk of the Council

Approved this 1st day of June, 2017

Honorable Jason E. Satterwhite, Mayor

Town of Bowling Green
Town Council Meeting



Date: June 1, 2017
Agenda Item: Surplus of Items

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Surplus of Items

BACKGROUND / SUMMARY:

As referenced in the Clerk/Treasurer's Report

ATTACHMENTS:

None

REQUESTED ACTION:

Authorize the Clerk/Treasurer to sell noted items as surplus.

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y N

 Coleman
 Davis
 Gaines
 Hauser

Y N

 McDearmon
 Wright
 Rowe
 Satterwhite

VOTE:

PASSED

NOT PASSED