



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, January 08, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Minutes- December 4, 2025
2. Approval of Non-Profit Usage of Town Hall

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

PUBLIC HEARING:

3. **PUBLIC HEARING- Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager

STAFF REPORTS & PRESENTATIONS:

4. Town Manager Report, India Adams-Jacobs, Town Manager
5. Public Works Report, Shawn Fortune
6. Finance Director/Treasurer Report, Hope Toliver
7. Police Department Monthly Report, Justin Cecil
8. Utilities Report, Mark Inboden, IES

NEW BUSINESS:

9. WWTF Drying Bed Rehabilitation, Mark Inboden, IES
10. Request for Approval – HVAC Repair at Wastewater Treatment Plant, Shawn Fortune, DPW
11. Acceptance of Resolution No. 2026-005- Authorizing the Appropriation of Water Fund Reserves for Unbudgeted Engineering Costs Associated with the USDA Water Line Project and Amending the FY 2026 Budget, Percy Ashcraft, USDA Project Consultant
12. Acceptance of VDH Grant Award- Town of Bowling Green Gross Alpha Treatment and Well Replacements, India Adams-Jacobs, Town Manager

13. Virginia Clean Water Revolving Loan Fund Program – Loan Authorization FY 2026 – Town of Bowling Green – C-515890 – Bowling Green Wastewater Treatment Facility (WWTF) Improvements, India Adams-Jacobs, Town Manager & Mark Inboden, IES
14. Acceptance of Resolution No. 2026-004 - Authorizing The Town to Accept Drinking Water Planning Fund Grant and to Proceed With The GIS Utility Mapping and Asset Management Project, India Adams-Jacobs, Town Manager
15. **Zoning Ordinance Text Amendment** – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts, India Adams-Jacobs, Town Manager

UNFINISHED BUSINESS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

M I N U T E S

**Thursday, December 04, 2025
6:00 PM**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:00 PM by Mayor Gambill. The Mayor led the Pledge of Allegiance. A roll call was conducted, and a quorum was established.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Voit, Councilmember Webb, Councilmember Davis

Councilmembers Absent:

Councilmember Webb

Staff Members Present:

Danielle Powell, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Percy Ashcraft, Town Consultant

CONSENT AGENDA:

1. Minutes- November Regular Meeting

- Councilmember Voit motioned to approve the November minutes, seconded by Councilmember Davis. Following unanimous Council approval, the November Council Meeting minutes were approved.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mr. Baghat, property owner, asked whether a Town real estate tax bill would be issued and expressed concern about the upcoming due date. He raised questions regarding the 301-corridor special tax district, including the increase in his tax bill, the basis for the increase, and how funds are held and used. He requested information on properties subject to the special district tax and asked Council to consider dissolving the district, citing fairness and the district's original intent.
- Ms. Giles, Bowling Green Meadows, requested action to address visibility hazards caused by trees and brush that require drivers to pull into traffic to see oncoming vehicles. She stated she has raised the issue previously and requested timely follow-through, noting specific locations that continue to present safety concerns.
- Ms. Cropper, North Main Street, expressed concerns regarding water quality and utility billing. She stated her water bill arrived later than expected, raised concerns about the short payment window

before the cutoff date, and reported difficulty reading the bill due to small print and the absence of a return envelope. She requested information regarding outsourcing costs for billing and requested a detailed financial breakdown of the Harvest Festival, including revenues, expenses, and related fees.

MEMBER COMMENTS:

- Councilmember Voit thanked speakers for their comments and stated he would review materials provided regarding the special tax district and follow up as appropriate. He relayed constituent concerns regarding utility bill legibility and missing return envelopes. He announced the upcoming Christmas parade, including the evening start time. He noted there would be no Planning Commission meeting in December and that the Planning Commission would reconvene in January, including discussion of the Council liaison appointment.
- Councilmember Chinault asked whether the vacant lot near Route 301 overpass is within Town limits and expressed concern that the area has become a tractor-trailer parking location and is creating a negative entrance into Town. Council discussed prior efforts and requested continued engagement with VDOT regarding the property.
- Councilmember Storke discussed the history and intent of the special tax district and expressed concern that bills have increased substantially for some property owners. He stated Council and staff should review available records and intent and consider a structured approach to addressing the issue. He also engaged with Ms. Giles regarding the locations of reported visibility issues, noted that some concerns may involve VDOT right-of-way or private property, and encouraged detailed reporting to assist staff. He also referenced the Harvest Festival, noting the event's purpose and a desire for an after-action review.
- Councilmember Hageman stated Council should coordinate closely with the Town Manager regarding prior discussions and factual background before taking further steps on the special tax district matter. He additionally raised concerns regarding enforcement consistency and identified other properties and locations he believes warrant attention as part of the Town's overall appearance and code enforcement process.
- Council discussed tax bill timing and utility billing, including that Council previously extended the personal property tax due date. Mayor Gambill recognized community partners and local businesses for supporting the Town Christmas tree and expressed appreciation for volunteer and business contributions.

STAFF REPORTS & PRESENTATIONS:

2. Caroline Reads- Countywide Literacy Program, Michael Mudd, Assistant Superintendent of Instruction
 - Mr. Mudd presented an overview of Caroline County Public Schools' communitywide literacy campaign, Caroline Reads, including the 2026 timeline, community engagement activities, adult book clubs, student reading incentives, school-based enterprise initiatives, and partnerships with local businesses. He highlighted planned activities in Bowling Green, including the Caroline Cruiser book bus stop on the day of the Christmas parade and a Main Street kickoff event planned for February 2026. Council asked questions regarding partnerships with literacy organizations, including the Dolly Parton literacy program, and Mr. Mudd stated the division is exploring engagement with the program.
3. Town Manager Report, India Adams-Jacobs, MPA, ICMA-CM

- In the Town Manager's absence, staff indicated the written report had been provided for Council review. Percy Ashcraft, Town Consultant, stated that staff are addressing code enforcement concerns, that letters have been issued in accordance with current procedures, and that staff are in contact with VDOT regarding right-of-way concerns. Council discussed the current requirement that code enforcement actions be complaint-driven and noted the topic may be revisited during the Council retreat.

4. Utilities Report, Inboden Environmental Services, Jamie Silveus

- Jamie Silveus, Inboden Environmental Services (IES) Operator, reported a quiet month and addressed a previously discussed discrepancy in flow data, stating the apparent dip was an anomaly and not reflective of actual operations, and that corrective steps will be taken to prevent recurrence. He reported continued chlorine dosing at appropriate levels and stated that wastewater performance remains stable as the colder months approach. In response to Council questions, he discussed indicators for fats/oils/grease and seasonal impacts. He stated he would follow up on the status of coordination and funding discussions for the drying bed replacement.

5. Public Works Report, Shawn Fortune

- Shawn Fortune, Director of Public Works, responded to Council questions regarding trimming and reported that identified locations had been addressed. He discussed staffing limitations and the increased workload associated with water leak monitoring and customer notifications. Council thanked Mr. Fortune and staff for their work and responsiveness.

6. Finance/Treasurer's Report, Hope Toliver

- Hope Toliver, Finance Director/Town Treasurer, provided an end-of-month revenue update for the general fund. She responded to questions regarding real estate bills and payments received through mortgage companies and confirmed that mortgage payments are being processed and will be reflected in reporting. Council discussed the remarkable tax district billing history and noted that staff and partners are reviewing the matter to clarify prior practices and billing structure.

7. Bowling Green Police Department, Justin Cecil

- Councilmember Hageman thanked Chief Cecil and the Town Police Department for assistance with recent incidents, including follow-through that resulted in the recovery of stolen property and enforcement actions. Councilmember Voit also thanked the Police Department for support during recent community events and traffic management. Chief Cecil responded to questions about the Christmas parade street closures and provided the planned closure timeline and traffic management plan.

8. Town Ordinance Update, Danielle Powell

- Danielle Powell, Town Attorney, provided an update regarding ongoing coordination with Town staff to review and update the Town's ordinances, beginning with Chapter 2 (Administration of Government), and stated staff anticipate bringing revisions to Council for consideration at the next meeting.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

9. Town Calendar Adoption- 2026, Hope Toliver, Finance Director/Treasurer

- Council considered adoption of the Commonwealth of Virginia holiday calendar for 2026, as presented, to support scheduling and operational planning.
- Councilmember Voit motioned to adopt the 2026 Town calendar, seconded by Councilmember Hageman. Following unanimous Council approval, the motion passed.

10. Uniform Statewide Building Code (USBC) Adoption, Jeff Gore, Town Attorney

- Town Staff clarified that the agenda item title contained a clerical error and that the action requested was the adoption of an ordinance adding Part II of the Uniform Statewide Building Code (USBC) to the Town's existing ordinance, relating to rehabilitation and renovation, and not the adoption of a maintenance code. Council discussed motion phrasing consistent with the ordinance presented in the packet.
- Councilmember Voit motioned to adopt the ordinance adding Part II of the USBC, seconded by Councilmember Hageman. Following unanimous Council approval, the motion passed.

11. Mobile Vending Ordinance - 2025-002, Jeffrey Smith, Admin Asst./Deputy Clerk

- Jeffrey Smith, Admin Asst./Deputy Clerk, summarized the proposed zoning ordinance amendments and requested authorization to advertise and hold a public hearing at the January 8, 2026, Town Council Meeting. Council discussed scope and intent, including private property limitations, special events, time limitations, and potential future considerations related to neighborhood ice cream trucks and competitive impacts on existing businesses. Town Attorney Danielle Powell advised Council regarding the procedural posture for proceeding to public hearing and addressing amendments thereafter.
- Councilmember Storke motioned to authorize a public hearing on the proposed ordinance for the January 8, 2026, Town Council meeting, seconded by Councilmember Voit. Following unanimous Council approval, the motion passed.

INFORMATIONAL ITEMS:

12. Christmas Parade & Christmas in Toyland Flyer- Saturday, December 13, 2025

- Council noted upcoming community holiday events, including the Christmas parade and Christmas in Toyland activities.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

ADJOURNMENT:

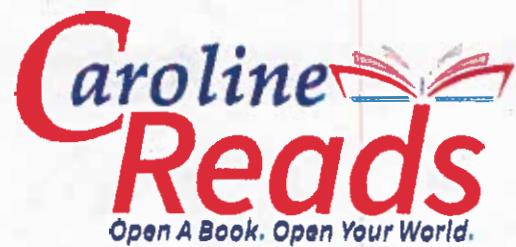
- Councilmember Hageman motioned to adjourn the meeting, seconded by Councilmember Storke. Following unanimous Council approval, the meeting was adjourned at 7:24 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting:



#1
DEC



CRUISER BOOKS

Objective: Getting books in hands of caretakers/students during the holidays! Community book stops on Saturday, 12/13 (Walgreens, Port Royal Library, 3rd Mount Zion, and Lotus Academy). Parent boards: Cruiser and pick, 2 free books per child. Titles available for 0-18.

#2
JAN



BOOK CLUBS

Objective: Increase the love for reading across the county! Adult book community: 5 rounds in '20/21, 3 clubs per round. Up to 20 members per club. Books provided at no cost. 1 60-minute meeting/club per round; Facilitator guided.

#3
JAN



BOOK STORE/CAFE

Objective: Develop a school-based enterprise engaging students in relevant work experience (culinary, business, marketing, exceptional education, building & trades, etc.). Open book store/cafe once a week to community (yearlong '20/21 project).

#4
FEB



MAIN ST. KICKOFF

Objective: Engage community and businesses in promotion of a literate community! Kickoff includes story walk, free books, crafts, at Little Free Libraries, read alouds, etc. Plan with Town Council and BOMA business group. Kickoff to author visit and Charity Challenge.

#5
FEB



CHARITY CHALLENGE

Objective: Promote love of reading through incentives and charitable donation! Students engage in individual reading challenge to earn small trinkets and supplies for identified charities within Caroline County.

#6
JUN



SUMMER READING

Objective: Promote pleasure reading and prevent "summer slide". Introduce students to the summer reading program, incentives, and mid-summer activity prior to departing for break. School libraries will be open weekly for book checkout and read alouds/etc.

#7
AUG



ES/MS/HS LITERACY

Objective: Actively engage PK-12 students in literacy! ES - author, illustrate, and publish bound stories; MS - Engage in reading Olympic competition; HS - One Book, One Academy (book selection with a academic, connected to project (PBL), and ending in field trip).

Commonwealth of Virginia 2026 Pay and Holiday Calendar

State Holidays

January 1

New Year's Day

January 19

Martin Luther King, Jr. Day

February 16

George Washington Day

May 25

Memorial Day

June 19

Juneteenth

July 4 (Observed on 3rd)

Independence Day

September 7

Labor Day

October 12

Columbus Day & Yorktown

Victory Day

November 3

Election Day

November 11

Veterans Day

November 25

4 hours additional holiday time

November 26

Thanksgiving

November 27

Day After Thanksgiving

December 24

8 hours additional holiday time

December 25

Christmas

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday

Denotes Holiday

Denotes Additional Time Off  

Published by the Virginia Department of Human Resource Management. An equal opportunity employer.

Published by Commonwealth of Virginia July 2025



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

January

S	M	T	W	T	F	S
				(1)	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
1	2	(3)	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
1						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
1	2	3	4	5	6	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	(11)	12	13	14
15	16	17	18	19	20	21
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	(3)	4	5	6	7
8	9	10	(11)	12	13	14
15	16	17	18	19	20	21
22	23	24	(25)	(26)	(27)	28
29	30					

December

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
13	14	15	16	17	18	19
20	21	22	23	24	(25)	(26)
27	28	29	30	31		



THE TOWN OF BOWLING GREEN PRESENTS

CHRISTMAS

In Toyland

2025 CHRISTMAS PARADE

DECEMBER 13, 2025 5:30PM

*Annual Christmas Parade
Applications Available online!*

[HTTPS://WWW.TOWNOFBOWLINGGREENVA.GOV](https://www.townofbowlinggreenva.gov)

FOR MORE INFORMATION:
CONTACT: EVENTS@TOWNOFBOWLINGGREENVA.GOV
(804) 633-6212

Made with PosterMyWall.com



MEMORANDUM

TO: Town Council

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

DATE: January 8, 2026

Re: Approval of Non-Profit Usage of Town Hall

BACKGROUND

The Town Administration has received two requests from non-profit organizations to use the Town Hall to host and promote their activities.

1. Caroline County Public Schools (CCPS) is preparing to launch the Winter Adult Book Club, which runs for 8 weeks. CCPS will be holding a kickoff meeting at Caroline Middle School on January 22, 2026. Book Club Members will receive their books and begin reading.

CCPS would like each club to come together for a one-hour discussion of the book at the end of the eight weeks. CCPS is asking if the Town Council would be willing to host a book club "Wrap Up" meeting from 6-7 p.m. on March 19 at Town Hall.

1. The Caroline County 4-H Club would like to request use of Town Hall from June 8-12, 10 a.m. to 3 p.m. each day. The purpose will be to host a Sewing Camp.

Both requests are asking for a waiver of any fees to use the facility. The Town Council may permit this, in accordance with the Town Code.

RECOMMENDED ACTION

Staff recommend approval of both requests in accordance with the Town Code and the waiver of fees via the consent agenda, as both non-profits and events will benefit youth in our community and support our community partners.

NOTICE OF PUBLIC HEARING

TOWN OF BOWLING GREEN, VIRGINIA

The Town of Bowling Green Town Council will hold a public hearing at its meeting on Thursday, January 8, 2026 beginning at 6:00 p.m. in the Town Council Chambers, located in the Bowling Green Town Office at 117 Butler Street, Bowling Green, Virginia, to consider the following:

Zoning Ordinance Text Amendment – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts.

All persons are invited to be present at this public hearing to speak to these matters. Anyone needing special assistance to participate in the public hearing is asked to contact the Town Manager prior to the public hearing so that appropriate arrangements may be made.

A copy of the documents for this item may be viewed at the Town Office at 117 Butler Street, Bowling Green, Virginia on Mondays, Wednesdays, and Fridays between 9:00 a.m. to 5:00 p.m.

By Order of the Town of Bowling Green Town Council
India Adams-Jacobs, Town Manager and Zoning Administrator
COL-3001788



MEMORANDUM

To: The Honorable Mayor & Town Council

From: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

Date: January 8, 2026

Subject: PUBLIC HEARING - Temporary Mobile Vending Vehicles Zoning Ordinance Text Amendment

BACKGROUND

As part of the Town's efforts to permit temporary food/vendor trucks, amendments to the Zoning Ordinance are needed to add the temporary vendor use to the business zoning districts and to clearly define the term.

The Planning Commission has discussed the use and preferred options for locations and permitting over the last several months. The recommended ordinance amendment reflects these discussions.

DISCUSSION

Temporary vendors are proposed to be permitted on private property within the B-1 and B-2 Business Zoning Districts. Each vendor would be required to obtain a permit from the Town and comply with the policy guidelines of the Town for the use which addresses items such as duration, operational hours, and site location.

The Ordinance amendments proposed in Attachment 1 would provide a definition of the term in Article 10.04 Definitions and add "mobile vending vehicle, temporary" as a permitted use in Articles 10.18 and 10.20 (Sections 10.18.20 (a) and 10.20.20 (a)) as a by-right use in the B-1 and B-2 Business Districts. Prior to locating any mobile vending vehicle on a property in Town, a permit from the Town Manager is necessary.

RECOMMENDATION

Based on the direction of the Planning Commission, staff recommends that the Town Council adopt the proposed amendments as presented.

Attachment 1 – Draft Ordinance Amendments for "Mobile Vending Vehicles, Temporary"

**TOWN of BOWLING GREEN
MOBILE VENDING VEHICLE ORDINANCE**

**AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF BOWLING GREEN,
VIRGINIA, TO ADD “MOBILE VENDING VEHICLES” AS A PERMITTED USE IN THE
B-1 AND B-2 BUSINESS DISTRICTS AND TO ADD A DEFINITION OF THE TERM
“MOBILE VENDING VEHICLES”**

Add the term “Mobile Vending Vehicle, Temporary” to Article 10.04. Definitions:

ARTICLE 10.04. Definitions

As used in this article, the following terms shall have the meanings indicated:

“Mobile Vending Vehicle, Temporary” means a self-propelled, pushed or towed vehicle, trailer, or cart from which food and/or items of personal property are prepared and/or sold at retail to walk-up customers, excluding vehicles used solely for delivery.

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-1) Zoning District:

ARTICLE 10.18. Business District (B-1)

10.18.20 Permitted Uses.

(a) In the Business (B-1) District, structures to be erected or land to use shall be for one or more of the following uses:

(34) Mobile Vending Vehicles, Temporary

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-2) Zoning District:

ARTICLE 10.20. Business District (B-2)

10.20.20 Permitted Uses.

(a) In the Business (B-2) District, structures to be erected or land to use shall be for one or more of the following uses:

(41) Mobile Vending Vehicles, Temporary



2025 Year-End Highlights

A Year of Achievement & Progress

Celebrating Our Community's Success

S

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk

Infrastructure & Capital Projects

- ✓ \$ 6.2 million grant awarded for water quality improvements & well replacement from the state; historic grant for the town
- ✓ Main Street & Courthouse Lane emergency repairs- \$1.2 million
- ✓ Identified and replaced three critical fire safety hydrants

Water Systems & Sustainability

✓ Public utilities mapping created with SERCAP at zero cost to town

✓ Completed environmental planning to replace failed drying beds

✓ Awarded loan funding totaling \$2.7 million for Belt Press funded for sludge management capabilities

Fiscal Responsibility & Audits

✓ Completed FY22 Audit

✓ Completed FY23 Audit

✓ FY 24 Audit underway for completion in early 2026

Municipal Services & Operations

- ✓ Competitive bid trash services uniting residential & commercial services for streamlined delivery and costs savings to our commercial customers
- ✓ 1st Intergovernmental Service Agreement Project with Ft A.P. Hill completed to bring additional revenue to the town

Digital Transformation

- ✓ Improved user experience and transparency initiatives delivering community information more effectively and accessibly to residents
 - New Financial Management Software system- Southern Software
 - Improved utility billing and online payment processes
 - Launched updated Town website
 - Launched online Town Code and updates are underway for FY26

2025 Impact Summary

\$6.2M

Water Quality Grant

\$1.2M

Emergency Projects

2

Audits Completed

✓ Thank You!

Together, we're building a stronger, more resilient community

Looking forward to continued excellence in 2026

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk



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

AGENDA ITEM: Public Works Department Monthly Report
DATE: December 23, 2025

PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires, and lights.
2. Staff set up the Council meeting for December 2025.
3. Leaf collection has continued and will end the first week in January.
4. HVAC unit at the Wastewater Plant needs to be replaced. The unit is a 2008 model, with a life expectancy of 15 years. The unit is operating on one compressor. Staff is obtaining quotes to replace it.
5. Daily checks of the playground have continued.
6. Weekly dumping of the trash cans on Main St. has continued by staff.
7. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
8. Staff set up for the business appreciation breakfast.
9. Staff set up the County luncheon.
10. Staff cleaned up all the leaves around Town Hall on 12/22/2025.

Utilities

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease from building up on the walls.

3. Daily checks of all the Pump Stations have continued.
4. Staff marked a total of 15(811) Miss Utility tickets.
5. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Water leak door hangers are delivered to the customers to let them know they have an issue on the private side of the meter.
6. Replaced the wall heater in the wellhouse at well #1.
7. Weekly checks of the generators have continued.
8. The block heater was replaced on the Maury Heights generator on 12/23/2025.
9. At the Maury Heights pump station, the phase 3 module was replaced on 12/22/2025.
10. Cleaned the floats and probe jars at the Pump Stations on 12/17/2025.



TO: The Honorable Mayor & Town Council
FROM: Hope Toliver, Director of Finance, Town Treasurer
SUBJECT: December 2025 Treasurer's Report
DATE: January 8, 2026

SUMMARY:

During the month of December, the Treasurer's office worked on the following items:

Status of Town Audits

- FY24 Audit
 - All preliminary audit work has been completed and provided to the auditors
 - A follow up meeting to discuss any additional information and questions has occurred

Southern Software

- Staff continues to assist customers with the PSN payment portal and any questions regarding their bills. (utility, real estate, or personal property)
- Staff is continuing to work with Southern Software on finalizing the last phase of implementation (Phase III) training, which is for real estate and personal property.
- 2026 Payroll dates have been updated in the system
- 2026 State Holiday hours have been updated in the system
- Qualified Overtime Reporting has been added as required by Federal law beginning in 2026

Real Estate / Personal Property

- The Town has begun receiving revenue from Real Estate for this tax year in accordance with the new rates set by council
 - Any payments not yet received are now considered delinquent and penalties/interest have been applied
- The Town has begun receiving revenue from Personal Property for this tax year in accordance with the new rates set by council
 - Any payments for Personal Property not received on or before the extended due date of 1/9/2026 will be considered delinquent, and penalties/interest will incur in accordance with the Town's Code.



Utility Billing

- Staff received proper onsite Sensus training for our electronic meter reading system and our RNI analytics for proper reporting.
- Utility Bills for the September/October usage were due on 12/15/2025
 - Any payments not received on or before the due date have incurred late penalties.
- Staff continues to work on further improving our utility systems and workflows to increase efficiency and serve our customers better.

Other Finance Department Operations (AP, AR, Events, Trash Requests, Business Licenses, Etc.)

- Approximately 300 front desk customers signed in and/or served at the window
- Continuing with ongoing efforts every day to answer utility billing and usage questions, real estate and personal property questions, and any other concerns, complaints and requests for assistance
- Monthly AP processing – 5 check runs completed (weekly process)
- 3 Town Hall rental events occurred during the month of December

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 1 Of 35

Period Ending 12/31/2025

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	250,000	142,540.58	197,463.37	204,047.87	(45,952.13)	82%	
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	287.87	287.87	(1,212.13)	19%	
100-011011-0001 RT 301 CURRENT YEAR TAXES	31,000	41,241.15	59,495.75	59,495.75	28,495.75	192%	
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	3,000	2,032.83	2,234.25	2,234.25	(765.75)	74%	
100-011030-0001 PERSONAL CURRENT YEAR TAXES	55,000	7,037.54	7,037.54	7,252.91	(47,747.09)	13%	
100-011030-0002 PERSONAL DELINQUENT TAXES	1,500	0.00	0.00	278.30	(1,221.70)	19%	
100-011060-0001 REAL PENALTY	2,000	28.41	28.41	28.41	(1,971.59)	1%	
100-011060-0002 REAL INTEREST	1,600	42.98	42.98	42.98	(1,557.02)	3%	
100-012010-0001 SALES TAX	52,050	0.00	0.00	11,242.99	(40,807.01)	22%	
100-012020-0001 CONSUMER UTILITY TAX	39,500	5,529.38	8,546.18	17,512.74	(21,987.26)	44%	
100-012030-0001 BUSINESS LICENSE	95,000	413.65	1,463.65	3,720.28	(91,279.72)	4%	
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	3,284.40	3,302.40	3,490.40	(11,509.60)	23%	
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	0.00	(428,400.00)		
100-012070-0001 CIGARETTE TAX	35,000	3,031.36	10,736.38	21,785.54	(13,214.46)	62%	
100-012080-0001 MEALS TAX	375,000	36,634.83	107,893.28	222,556.68	(152,443.32)	59%	
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	478.83	1,346.14	2,859.06	(140.94)	95%	
100-013030-0001 ZONING PERMITS/FEES	3,175	225.00	900.00	1,504.45	(1,670.55)	47%	
100-013030-0002 HOME OCCUPATION PERMITS	100	0.00	0.00	0.00	(100.00)		
100-014010-0001 POLICE/COURT FINES	20,000	496.73	5,311.63	8,018.57	(11,981.43)	40%	
100-014010-0002 RETURNED CHECK FEE	100	0.00	175.00	175.00	75.00	175%	
100-014010-0003 E SUMMONS FEES	1,300	0.00	0.00	0.00	(1,300.00)		

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 2 Of 35

Period Ending 12/31/2025

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
RESTRICTED USE							
100-015010-0001 INTEREST EARNED	25,000	0.00	0.00	0.00	(25,000.00)		
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	14,000.00	0.00	100%	
100-015020-0002 TOWN HALL RENTALS	18,000	4,185.00	11,802.00	14,152.00	(3,848.00)	79%	
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	150.00	(350.00)	30%	
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	0.00	0.00	3,392.82	(46,607.18)	7%	
100-016099-0003 TRASH REVENUE	110,000	8,692.80	20,474.30	40,187.08	(69,812.92)	37%	
100-016099-0006 PENALTY FEES	0	0.00	3.30	3.30	3.30		
100-018900-0060 SALE OF SURPLUS EQUIP/FURN	0	0.00	3,000.00	3,000.00	3,000.00		
100-018900-0800 REIMBURSEMENT/RESTITUTION	0	576.35	576.35	576.35	576.35		
100-018950-0001 UNRECONCILED REVENUE	0	0.00	2,104.80	2,104.80	2,104.80		
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	2.97	2.97		
100-020109-0001 VA 599 POLICE FUNDING	16,000	0.00	7,629.00	15,258.00	(742.00)	95%	
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	21,907.50	(0.50)	100%	
100-020111-0001 COMMUNICATIONS TAX	28,900	2,183.48	6,516.18	13,023.63	(15,876.37)	45%	
100-040407-0001 LITTER GRANT	1,596	1,658.56	1,658.56	1,658.56	62.56	104%	
100-040407-0100 GF GRANT PROCEEDS	0	0.00	0.00	4,000.00	4,000.00		
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	(15,000.00)		
Revenues Totals:	1,714,129	260,313.86	460,029.32	699,951.06	(1,014,177.94)	41%	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 3 Of 35

Period Ending 12/31/2025

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Expenses							
100-012110-1101 SALARIES	91,928	11,086.45	33,217.93	68,423.15	23,504.85	74%	
100-012110-1150 PT Salaries and Wages	27,687	(4,808.82)	3,642.46	17,090.29	10,596.71	62%	
100-012110-2100 FICA	9,151	848.13	2,522.10	5,196.22	3,954.78	57%	
100-012110-2210 VRS	12,879	1,686.08	5,058.24	9,273.44	3,605.56	72%	
100-012110-2220 457 PLAN	0	199.18	597.54	1,095.49	(1,095.49)		
100-012110-2400 GROUP LIFE	1,232	138.26	414.78	760.43	471.57	62%	
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	380.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	0.00	4,500.00		
100-012110-3050 MAYOR EXPENSES	1,500	0.00	0.00	0.00	1,500.00		
100-012110-3100 CONTINGENCY	35,000	0.00	0.00	0.00	35,000.00		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	600.00		
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	55,000	2,145.77	19,769.56	41,593.50	13,406.50	76%	
100-012110-3152 WEB BASED SERVICES	15,000	0.00	(1,934.45)	12,698.55	2,301.45	85%	
100-012110-3600 ADVERTISING	3,000	(634.96)	430.69	761.89	2,238.11	25%	
100-012110-5250 TELECOMMUNICATIONS	3,000	0.00	286.66	1,444.67	1,555.33	48%	
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	(2,042.88)	18,422.88	11,577.12	61%	
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	6,000	0.00	407.40	407.40	5,592.60	7%	
100-012110-5810 MEMBERSHIP DUES	1,500	719.27	719.27	1,620.27	(120.27)	108%	
100-012110-5840 MISCELLANEOUS	3,000	0.00	450.00	471.05	2,528.95	16%	
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	1,773.91	2,779.70	720.30	79%	
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	711.55	711.55	788.45	47%	
100-012110-6024 INFORMATION &	25,000	0.00	2,507.65	24,136.34	863.66	97%	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 4 Of 35

Period Ending 12/31/2025

100 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
TECHNOLOGY SECURITY UPGRADES						
COUNCIL AND TOWN ADMINISTRATION	Totals: 331,357	11,379.36	68,532.41	206,886.82	124,470.18	62%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 5 Of 35

Period Ending 12/31/2025

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-012410-1101 SALARIES/WAGES	147,409	10,085.92	30,257.76	60,514.60	86,894.40	41%	
100-012410-1200 PT SALARY AND WAGES	32,372	3,313.46	7,832.49	11,464.20	20,907.80	35%	
100-012410-2100 FICA	13,753	1,014.80	2,883.13	5,447.68	8,305.32	40%	
100-012410-2210 VRS	20,652	1,576.06	4,728.18	8,668.33	11,983.67	42%	
100-012410-2300 HEALTH PLAN	26,257	1,453.24	4,359.72	7,992.82	18,264.18	30%	
100-012410-2400 GROUP LIFE	1,975	129.24	387.72	710.82	1,264.18	36%	
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	870.00		
100-012410-3120 AUDIT	71,700	52,513.25	60,032.37	89,532.37	(17,832.37)	125%	
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	475.64	1,542.51	2,988.21	2,011.79	60%	
100-012410-3150 PROFESSIONAL SERVICES - CPA	75,000	0.00	18,319.49	60,569.21	14,430.79	81%	
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	369.66	1,130.34	25%	
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	10,674.62	10,674.62	28,170.52	46,829.48	38%	
100-012410-3600 LATE FEES & PENALTIES	0	564.94	3,474.87	6,516.84	(6,516.84)		
100-012410-5210 POSTAGE	2,500	10.48	172.48	172.48	2,327.52	7%	
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	427.89	1,072.11	29%	
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	938.18	969.68	1,030.32	48%	
100-012410-5810 MEMBERSHIP DUES	700	0.00	0.00	250.00	450.00	36%	
100-012410-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	3,000.00		
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	542.25	859.20	1,537.02	4,462.98	26%	
TREASURER Totals:	487,188	82,353.90	146,462.72	286,302.33	200,885.67	59%	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 6 Of 35

Period Ending 12/31/2025

100 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
100-031100-1101 SALARIES/WAGES	115,489	8,870.32	26,610.96	58,424.51	57,064.49	51%	
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	300.00	1,268.83	2,138.83	3,981.17	35%	
100-031100-2100 FICA	9,303	698.16	2,122.69	4,614.56	4,688.44	50%	
100-031100-2210 VRS	16,180	1,286.72	3,860.16	7,076.96	9,103.04	44%	
100-031100-2300 HEALTH PLAN	10,341	93.64	280.92	515.02	9,825.98	5%	
100-031100-2400 GROUP LIFE	1,548	113.40	340.20	623.70	924.30	40%	
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	275.00		
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	50.00	50.00	50.00	1,950.00	3%	
100-031100-3310 VEHICLE MAINTENANCE	10,000	104.41	660.31	660.31	9,339.69	7%	
100-031100-3312 EQUIPMENT REPAIR	200	0.00	42.00	42.00	158.00	21%	
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	336.00	336.00	2,014.00	14%	
100-031100-5110 ELECTRICITY	10,500	0.00	186.59	1,305.35	9,194.65	12%	
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	85.57	234.31	765.69	23%	
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	750.00	750.00	750.00	50%	
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	0.00	1,827.74	672.26	73%	
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	39.91	2,960.09	1%	
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	396.00	1,479.97	1,520.03	49%	
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	0.00	14,197.04	(9,197.04)	284%	
100-031100-6011 UNIFORMS	2,000	0.00	233.00	905.00	1,095.00	45%	
POLICE DEPARTMENT	Totals:	202,306	11,516.65	37,223.23	95,221.21	107,084.79	47%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 7 Of 35

Period Ending 12/31/2025

100 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	4,500.00	
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	4,500.00	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 8 Of 35

Period Ending 12/31/2025

100 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	15,000.00	0.00	100%
DONATIONS Totals:	15,000	0.00	0.00	15,000.00	0.00	100%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 9 Of 35

Period Ending 12/31/2025

100 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
100-043100-1101 SALARIES	94,656	15,717.49	31,994.65	57,788.94	36,867.06	61%
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	(838.82)	96.79	729.48	290.52	72%
100-043100-2100 FICA	7,319	642.55	1,918.97	3,890.21	3,428.79	53%
100-043100-2210 VRS	13,261	1,239.52	3,718.56	6,817.36	6,443.64	51%
100-043100-2220 457 PLAN	0	76.30	228.90	419.65	(419.65)	
100-043100-2300 HEALTH PLAN	22,322	2,175.32	6,525.96	11,964.26	10,357.74	54%
100-043100-2400 GROUP LIFE	1,268	103.22	309.66	567.71	700.29	45%
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	0.00	0.00	235.00	
100-043100-3311 VEHICLE MAINT	10,000	0.00	316.38	895.21	9,104.79	9%
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	3,343.11	3,890.40	7,756.20	31,243.80	20%
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	98.83	664.76	2,335.24	22%
100-043100-5300 INSURANCE	7,500	0.00	(510.72)	4,605.72	2,894.28	61%
100-043100-5540 EDUCATION/ TRAINING	500	0.00	0.00	0.00	500.00	
100-043100-6001 OFFICE SUPPLIES & PRINTING	500	0.00	174.44	337.09	162.91	67%
100-043100-6006 HAND TOOLS	500	0.00	0.00	188.91	311.09	38%
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	1,600.00	5,448.20	13,550.19	(1,550.19)	113%
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	609.71	2,409.33	590.67	80%
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	738.34	5,499.47	12,725.88	(1,725.88)	116%
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	158.03	776.04	776.04	723.96	52%
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	510.00	710.00	1,310.00	4,690.00	22%
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	7,500	200.00	2,873.39	7,173.39	326.61	96%
100-043100-7130 REFUSE COLLECTION	100,222	0.00	7,465.95	30,369.43	69,852.57	30%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 10 Of 35

Period Ending 12/31/2025

100 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	1,200.00	
100-043100-7200 TOWN HALL EXPENSES	36,000	402.51	522.01	26,786.30	9,213.70	74%
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	25,000.00	
PUBLIC WORKS Totals:	404,503	26,067.57	72,667.59	191,726.06	212,776.94	47%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 11 Of 35

Period Ending 12/31/2025

100 GENERAL FUND

Description	Budget	MTD	QTD	YTD	Variance	Percent
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	300.00	1,900.00	2,900.00	(2,900.00)	
100-093100-0300 TRSF TO CIP FR GENERAL FUND	50,000	0.00	0.00	0.00	50,000.00	
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	14,500	0.00	0.00	0.00	14,500.00	
100-093100-0520 TRANSFER TO SEWER FUND	204,775	0.00	0.00	0.00	204,775.00	
Totals:	269,275	300.00	1,900.00	2,900.00	266,375.00	1%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 12 Of 35

Period Ending 12/31/2025

Expenses	Totals:	1,714,129	131,617.48	326,785.95	798,036.42	916,092.58	47%
----------	---------	-----------	------------	------------	------------	------------	-----

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 13 Of 35

Period Ending 12/31/2025

100 GENERAL FUND	Revenues Over/(Under) Expenses:	128,696.38	133,243.37	(98,085.36)
------------------	---------------------------------	------------	------------	-------------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 14 Of 35

Period Ending 12/31/2025

300 CAPITAL PROJECTS

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

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 15 Of 35

Period Ending 12/31/2025

300 CAPITAL PROJECTS

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

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 16 Of 35

Period Ending 12/31/2025

Expenses	Totals:	50,000	0.00	0.00	0.00	50,000.00
----------	---------	--------	------	------	------	-----------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 17 Of 35

Period Ending 12/31/2025

300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
----------------------	---------------------------------	------	------	------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 18 Of 35

Period Ending 12/31/2025

310 INTERGOV SERVICE AGREEMENT

Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
310-016010-0002 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	33,928.20	33,928.20	
Revenues Totals:	0	0.00	0.00	33,928.20	33,928.20	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 19 Of 35

Period Ending 12/31/2025

310 INTERGOV SERVICE AGREEMENT

Description	Budget	MTD	QTD	YTD	Variance	Percent
Expenses						
310-016010-0001 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	33,928.20	(33,928.20)	
INTERGOV SERVICE AGREEMENT	Totals:	0	0.00	0.00	33,928.20	(33,928.20)

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 20 Of 35

Period Ending 12/31/2025

Expenses	Totals:	0	0.00	0.00	33,928.20	(33,928.20)
----------	---------	---	------	------	-----------	-------------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 21 Of 35

Period Ending 12/31/2025

310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
-----------------------------------	---------------------------------	------	------	------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 22 Of 35

Period Ending 12/31/2025

400 EVENTS AND ACTIVITIES

Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	2,135.33	2,135.33	2,135.33	
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	500.00	7,450.00	7,450.00	
400-016050-0051 HARVEST FESTIVAL - CAR SHOW	0	0.00	2,325.00	2,325.00	2,325.00	
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	890.00	12,970.00	(6,030.00)	68%
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	(1,000.00)	
400-041050-0100 TRANSFER FROM GF TO EVENTS	14,500	0.00	0.00	0.00	(14,500.00)	
Revenues Totals:	34,500	0.00	5,850.33	24,880.33	(9,619.67)	72%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 23 Of 35

Period Ending 12/31/2025

400 EVENTS AND ACTIVITIES

Description	Budget	MTD	QTD	YTD	Variance	Percent
Expenses						
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	(1,650.00)	435.00	(435.00)	
400-071200-1210 HARVEST FESTIVAL	27,500	600.00	16,423.15	22,175.74	5,324.26	81%
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	600.00	1,400.00	2,600.00	35%
400-071200-1250 PARADE/HOLIDAY EVENTS	1,500	1,855.00	1,955.00	1,955.00	(455.00)	130%
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	1,500.00	
Totals:	34,500	2,455.00	17,328.15	25,965.74	8,534.26	75%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 24 Of 35

Period Ending 12/31/2025

Expenses	Totals:	34,500	2,455.00	17,328.15	25,965.74	8,534.26	75%
----------	---------	--------	----------	-----------	-----------	----------	-----

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 25 Of 35

Period Ending 12/31/2025

400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	(2,455.00)	(11,477.82)	(1,085.41)
---------------------------	---------------------------------	------------	-------------	------------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 26 Of 35

Period Ending 12/31/2025

500 WATER

Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
500-016099-0001 WATER SALES	612,000	59,966.21	156,318.74	346,794.16	(265,205.84)	57%
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	0.00	30.00	(970.00)	3%
500-016099-0004 WATER RECONNECT FEES	100	75.00	198.20	198.20	98.20	198%
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	1,500.00	0.00	100%
500-016099-0006 PENALTY FEES	2,500	0.00	50.74	50.74	(2,449.26)	2%
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	(18,000.00)	
500-016099-0012 UTILITY INSPECTION FEES	0	0.00	0.00	70.00	70.00	
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	(100.00)	
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,063	2,850.10	6,592.88	13,449.81	(18,613.19)	42%
500-016099-0040 GRANT PROCEEDS	0	0.00	0.00	45,000.00	45,000.00	
Revenues Totals:	667,263	62,891.31	163,160.56	407,092.91	(260,170.09)	61%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 27 Of 35

Period Ending 12/31/2025

500 WATER

Description	Budget	MTD	QTD	YTD	Variance	Percent
Expenses						
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	71,013.00	
500-500100-1101 SALARIES	116,096	9,495.56	28,495.77	61,534.53	54,561.47	53%
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	729.47	729.47	729.47	270.53	73%
500-500100-2100 FICA	5,133	264.34	793.02	1,494.06	3,638.94	29%
500-500100-2210 VRS	9,260	520.08	1,560.24	2,860.44	6,399.56	31%
500-500100-2220 457 PLAN	0	28.46	85.38	156.53	(156.53)	
500-500100-2300 HEALTH PLAN	14,270	579.84	1,739.52	3,189.12	11,080.88	22%
500-500100-2400 GROUP LIFE	886	44.18	132.54	242.99	643.01	27%
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	101.00	
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	29,519.00	29,519.00	48,108.00	38%
500-500100-3140 ENGINEERING/PROF. SERVICES	15,000	0.00	0.00	0.00	15,000.00	
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	1,350.00	
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	0.00	0.00	0.00	8,500.00	
500-500100-5110 ELECTRICITY	23,500	10,574.04	14,844.09	19,594.07	3,905.93	83%
500-500100-5210 MAILING COSTS	5,500	(8,046.18)	3,826.97	5,945.91	(445.91)	108%
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	4,200.00	
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	(693.12)	6,250.62	3,749.38	63%
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	1,500.00	
500-500100-5810 FEES AND DUES	3,127	0.00	0.00	400.00	2,727.00	13%
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	2,733.00	15,767.00	15%
500-500100-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	3,000.00	
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	500.00	
500-500100-6001 OFFICE	2,000	0.00	0.00	0.00	2,000.00	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 28 Of 35

Period Ending 12/31/2025

500 WATER

Description	Budget	MTD	QTD	YTD	Variance	Percent
SUPPLIES/EQUIPMENT						
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	1,500.00	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	1,000.00	
500-500100-6007 REPAIR / MAINTENANCE	184,914	21,335.00	21,335.00	45,216.00	139,698.00	24%
500-500100-6008 VEHICLE FUEL/OIL	10,000	0.00	0.00	149.93	9,850.07	1%
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	2,000.00	
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	1,300.00	
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	533.00	533.00	1,114.30	3,885.70	22%
500-500100-6022 WATER TESTING	8,000	120.00	120.00	300.00	7,700.00	4%
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	2,500.00	
500-500100-6060 WELL HEAD PROTECTION GRANT	5,000	0.00	0.00	0.00	5,000.00	
500-500100-8500 2018 Loan Interest Expense	53,986	2,685.44	8,374.53	17,063.88	36,922.12	32%
Totals:	667,263	38,863.23	111,395.41	198,493.85	468,769.15	30%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 29 Of 35

Period Ending 12/31/2025

Expenses	Totals:	667,263	38,863.23	111,395.41	198,493.85	468,769.15	30%
----------	---------	---------	-----------	------------	------------	------------	-----

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 30 Of 35

Period Ending 12/31/2025

500 WATER	Revenues Over/(Under) Expenses:	24,028.08	51,765.15	208,599.06
-----------	---------------------------------	-----------	-----------	------------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 31 Of 35

Period Ending 12/31/2025

520 SEWER

Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
520-016099-0002 SEWER SALES	676,125	72,972.67	143,590.25	283,678.85	(392,446.15)	42%
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	750.00	(1,500.00)	33%
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	(18,000.00)	
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,062	2,153.94	4,767.88	9,558.33	(22,503.67)	30%
520-016099-0060 PENALTY FEES	0	0.00	11.16	11.16	11.16	
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	(240,650.00)	
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	(71,013.00)	
Revenues Totals:	1,040,100	75,126.61	148,369.29	293,998.34	(746,101.66)	28%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 32 Of 35

Period Ending 12/31/2025

520 SEWER

Description	Budget	MTD	QTD	YTD	Variance	Percent
Expenses						
520-500100-1101 SALARIES	345,239	30,662.21	85,380.71	166,225.94	179,013.06	48%
520-500100-1201 OVERTIME	1,000	729.47	729.47	729.47	270.53	73%
520-500100-2100 FICA	5,133	264.34	793.02	1,586.04	3,546.96	31%
520-500100-2210 VRS	9,260	520.08	1,560.24	2,860.44	6,399.56	31%
520-500100-2220 457 PLAN	0	28.46	85.38	156.53	(156.53)	
520-500100-2300 HEALTH INSURANCE	14,270	579.84	1,739.52	3,189.12	11,080.88	22%
520-500100-2400 GROUP LIFE	886	44.18	132.54	242.99	643.01	27%
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	101.00	
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	75,000.00	
520-500100-3160 TESTING	30,000	641.01	5,849.63	16,663.18	13,336.82	56%
520-500100-3180 SLUDGE REMOVAL	145,500	25,085.00	65,728.00	123,508.00	21,992.00	85%
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	1,500.00	
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	2,341.00	
520-500100-5110 ELECTRICITY	45,000	76.42	247.18	7,671.44	37,328.56	17%
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	2,500.00	
520-500100-5210 MAILING COSTS	500	0.00	0.00	0.00	500.00	
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	1,500.00	
520-500100-5300 INSURANCE	6,000	0.00	(401.28)	3,618.78	2,381.22	60%
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	2,500.00	
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	0.00	960.72	3,539.28	21%
520-500100-5840 SEWER OPS MISCELLANEOUS	15,000	266.98	800.94	1,601.88	13,398.12	11%
520-500100-5899 MISS UTILITY COST	500	0.00	45.60	127.20	372.80	25%
520-500100-6001 OFFICE SUPPLIES	800	0.00	0.00	0.00	800.00	
520-500100-6004 LAB SUPPLIES/CHEMICALS	15,000	0.00	0.00	0.00	15,000.00	
520-500100-6005 Janitorial Supplies	1,000	0.00	0.00	0.00	1,000.00	

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 33 Of 35

Period Ending 12/31/2025

520 SEWER

Description	Budget	MTD	QTD	YTD	Variance	Percent
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	1,000.00	
520-500100-6007 REPAIR / MAINTENANCE	150,000	5,562.06	27,878.13	27,878.13	122,121.87	19%
520-500100-6008 VEHICLE FUEL/OIL	1,500	0.00	0.00	0.00	1,500.00	
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	1,000.00	
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	300	0.00	0.00	0.00	300.00	
520-500100-8500 Loan Interest Expense	161,270	20,623.45	62,188.55	124,691.91	36,578.09	77%
520-500300-3334 MAINTENANCE-MAINS	0	0.00	0.00	962,062.50	(962,062.50)	
Totals:	1,040,100	85,083.50	252,757.63	1,443,774.27	(403,674.27)	139%

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 34 Of 35

Period Ending 12/31/2025

Expenses	Totals:	1,040,100	85,083.50	252,757.63	1,443,774.27	(403,674.27)	139%
----------	---------	-----------	-----------	------------	--------------	--------------	------

Budget vs Actual

TOWN OF BOWLING GREEN

12/31/2025 10:50:13 AM

Page 35 Of 35

Period Ending 12/31/2025

520 SEWER	Revenues Over/(Under) Expenses:	(9,956.89)	(104,388.34)	(1,149,775.93)
-----------	---------------------------------	------------	--------------	----------------



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- December 2025
DATE: Dec 23rd, 2025

Police Activity

31-Total calls for service

18-Assist other agencies

1- Arrest/Warrant Service

17-Traffic Summons / 15- Warnings given

3-Motor Vehicle Accidents

66-Property checks/ Vacation checks/ Business Checks

1- Fraud

2- Town Hall Event

Heads Up

- *2025 Christmas Parade Complete*
- *Reviewing Department General Orders*
- *Street light list updated*

UTILITY REPORT



NOVEMBER 2025

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

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

Bacteriological Analysis:

Location	Date	Result
050 - Dr. Hylton's Office	11/18/2025	Absent
020 - Pizza Hut	11/18/2025	Absent

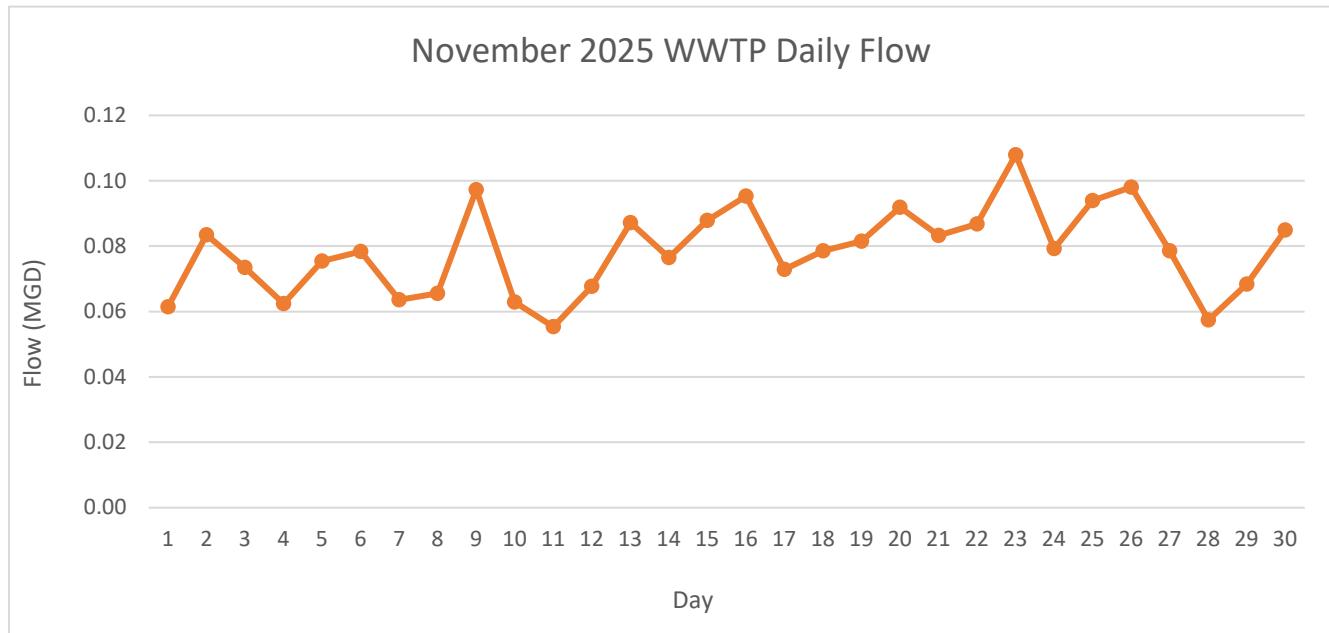
Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 3.338 MG for an average daily production rate of 0.111 MGD.

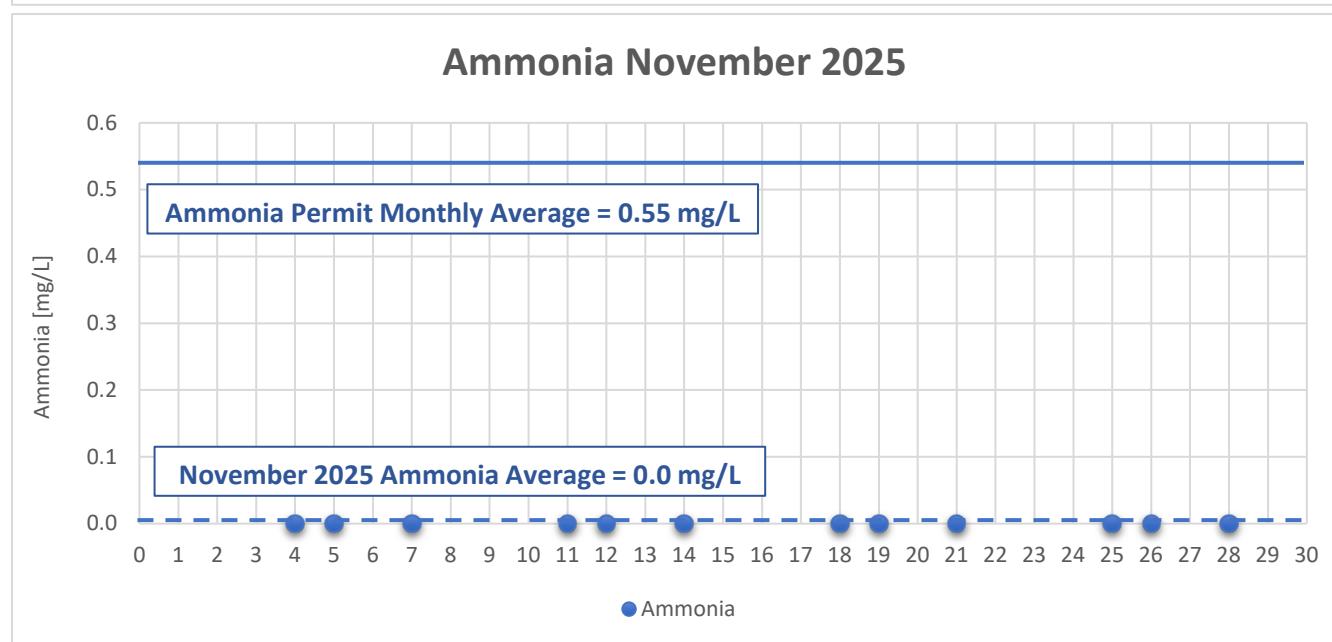
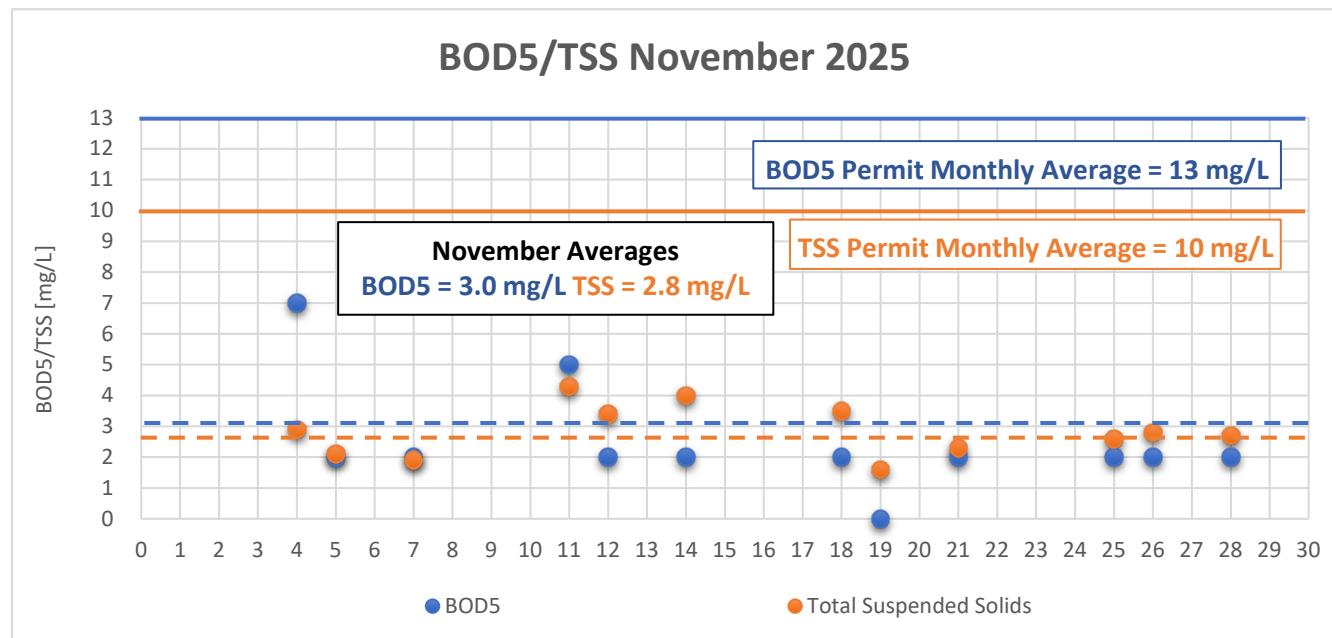
WASTEWATER

Wastewater Treatment

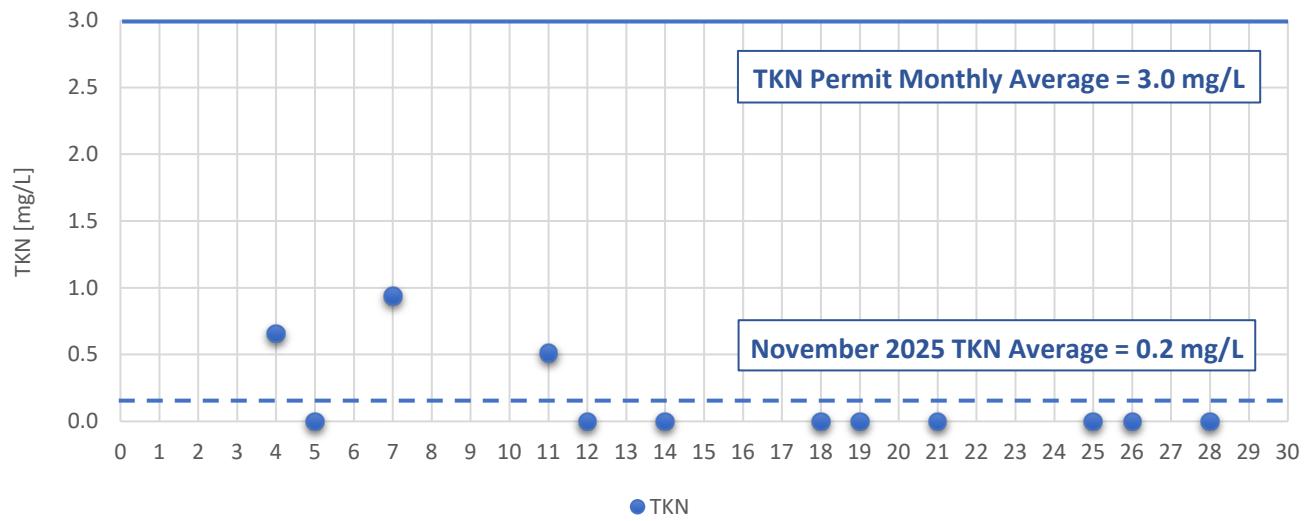
The wastewater treatment plant had an average daily flow of 0.079 MGD for a total monthly effluent discharge of 2.357 MG.



Sample Results:



TKN November 2025

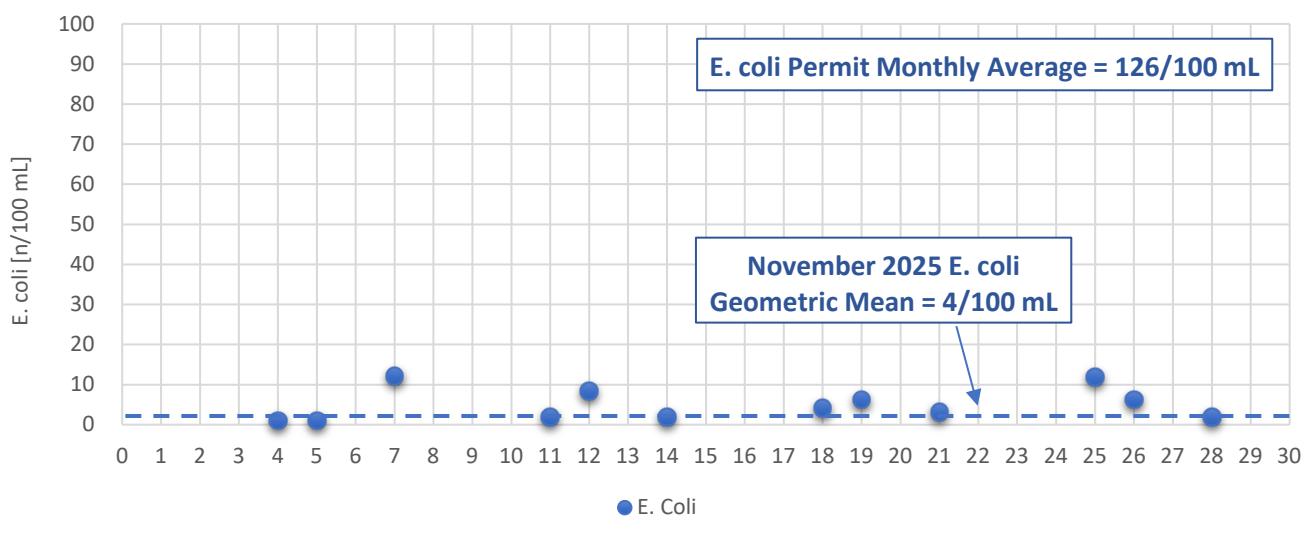


TKN Permit Monthly Average = 3.0 mg/L

November 2025 TKN Average = 0.2 mg/L

● TKN

E. coli November 2025



E. coli Permit Monthly Average = 126/100 mL

November 2025 E. coli
Geometric Mean = 4/100 mL

● E. Coli

Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl2	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



MEMORANDUM

TO: The Honorable Mayor & Town Council

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

COPY: Mark Inboden, IES, Jamie Silves, IES, and Shawn Fortune, DPW

DATE: January 8, 2026

RE: Wastewater Treatment Plant Drying Bed Rehabilitation Proposal

BACKGROUND

This memo requests approval for the rehabilitation of the drying bed at the Town's Wastewater Treatment Plant, not to exceed \$35,000. As previously reported, all of the Wastewater Treatment Plant drying beds are nonfunctional. The existing drying bed at the Wastewater Treatment Plant requires rehabilitation to ensure it is functional and operational for short- and long-term use. The rehabilitation work includes demolition of existing concrete, excavation, installation of drainage stone and perforated pipe, and associated equipment, labor, and materials for one drying bed.

PROPOSAL DETAILS

The Town has received Proposal #24241, dated December 21, 2025, from Langford Excavating & Utilities LLC for the following scope of work:

- Demolition of 512 square feet of concrete and haul off-site
- Excavation of sand and pea gravel approximately 4 feet deep and haul off-site
- Furnish, haul, and place 300 tons of #57 stone with rolling
- Furnish and install approximately 100 linear feet of 8-inch perforated pipe
- Equipment, labor, and materials (based on 4-day project duration)

Total Proposal Amount: \$33,830.00

RECOMMENDATION

Staff recommends approval of the drying bed rehabilitation project for an amount not to exceed \$35,000 from 520-500100-6007. The proposed amount provides a contingency for any unforeseen conditions while maintaining fiscal responsibility.

DRAFT MOTION

Authorization to proceed with the drying bed rehabilitation project with Langford Excavating & Utilities LLC in an amount not to exceed \$35,000, funded from sewer repair and maintenance (520-500100-6007), and authorize the Town Manager to execute the agreement.



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Shawn Fortune, DPW; India Adams-Jacobs, MPA, ICMA-CM, Town Manager

COPY: Mark Inboden, IES, Jamie Silves, IES, Operator

DATE: January 8, 2026

RE: Request for Approval – HVAC Repair at Wastewater Treatment Plant

BACKGROUND

This memo is to request Town Council approval for necessary HVAC repairs at the Wastewater Treatment Plant, with expenditures not to exceed \$25,000.

PROPOSAL DETAILS

The HVAC system at the Wastewater Treatment Plant requires immediate repair to maintain proper temperature control and air quality in the facility. This system is critical for maintaining correct operating conditions and ensuring the safety and comfort of staff working at the facility.

RECOMMENDATION

Staff recommends approval of HVAC repairs not to exceed \$25,000, covering parts, labor, and any necessary permits or inspections.

DRAFT MOTION

Authorization to proceed with the HVAC repair in an amount not to exceed \$25,000, funded from sewer repair and maintenance (520-500100-6007), and authorize the Town Manager to execute the agreement.



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Percy Ashcraft, USDA Project Consultant

DATE: January 8, 2026

RE: Authorization of Payment to Webb & Associates for USDA Water Line Project Engineering Services

BACKGROUND

The USDA Water Line Project continues to advance through the required planning, review, and approval stages. Reviews by the Virginia Department of Transportation (VDOT) have been completed, and **Webb & Associates** is finalizing the bid documents in preparation for submission to the **United States Department of Agriculture (USDA)** for final project approval. Throughout this process, Webb & Associates has provided professional engineering and related services necessary to move the project forward, including revisions to the Preliminary Engineering Report (PER), completion of survey work, updates to plans approved by Town Council, and revisions to previously prepared bid documents.

Fiscal Impact

Upon adoption of Resolution No. 2026-005, \$150,000 will be appropriated from Water Fund reserves and allocated to 500-500100-3140 – Engineering/Professional Services to account for the unbudgeted engineering expenditures. This action ensures accurate financial reporting and allows for proper reimbursement tracking should project funding be awarded and distributed at a later date.

RECOMMENDATION

Staff recommends adoption of Resolution No. 2026-005, authorizing the appropriation of \$150,000 from Water Fund reserves for unbudgeted engineering costs related to the USDA Water Line Project and approving the amendment to the FY 2026 Budget to add the funds to 500-500100-3140 – Engineering/Professional Services.

DRAFT MOTION

I move that the Town Council adopt Resolution No. 2026-005, authorizing the appropriation of \$150,000 from Water Fund reserves for unbudgeted engineering costs associated with the USDA Water Line Project, and approving an amendment to the FY 2026 Budget to add the funds to Account No. 500-500100-3140 – Engineering/Professional Services, and further authorizing the Town Manager to take all actions necessary to implement this appropriation.

Attachment: RESOLUTION NO. 2026-005

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-005

A RESOLUTION AUTHORIZING THE APPROPRIATION OF WATER FUND RESERVES FOR UNBUDGETED ENGINEERING COSTS ASSOCIATED WITH THE USDA WATER LINE PROJECT AND AMENDING THE FY 2026 BUDGET

WHEREAS, the Town of Bowling Green is undertaking the USDA Water Line Project to improve and expand its water infrastructure in support of public health, safety, and reliable service to the community; and

WHEREAS, the USDA Water Line Project has progressed through required planning, review, and approval stages, including completion of reviews by the Virginia Department of Transportation (VDOT); and

WHEREAS, Webb & Associates has provided professional engineering and related services necessary to advance the USDA Water Line Project, including revisions to the Preliminary Engineering Report (PER), completion of survey work, updates to plans previously approved by Town Council, and revisions to prior bid documents; and

WHEREAS, these engineering services were essential to maintaining project momentum and readiness for final review and approval by the United States Department of Agriculture; and

WHEREAS, the costs associated with these engineering services were not included in the originally adopted FY 2026 budget but were incurred to prevent delays that could adversely affect project approval and funding timelines; and

WHEREAS, it is necessary to appropriate funds from Water Fund reserves in order to properly account for these unbudgeted engineering expenditures and to ensure accurate financial reporting; and

WHEREAS, it is in the best interest of the Town and its citizens to authorize the appropriation of such funds and amend the FY 2026 Budget accordingly;

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

Section 1. The Town Council hereby authorizes the appropriation of \$150,000 from Water Fund reserves to cover unbudgeted engineering costs associated with the USDA Water Line Project.

Section 2. The Town Council hereby approves an amendment to the FY 2026 Budget to allocate the appropriated funds to Account No. 500-500100-3140 – Engineering/Professional Services.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary and appropriate to implement this appropriation and budget amendment, including processing payments and maintaining appropriate financial records.

ADOPTED this _____ day of _____, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: _____
Hon. Tina Gambill

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

VOTES:

Ayes:

Nays:

Absent:

Abstain:



TO: Town Council, Town of Bowling Green

FROM: India Adams-Jacobs, Town Manager

DATE: January 8, 2026

RE: Request for Approval – Resolution 2026-002: Acceptance of Drinking Water Infrastructure Funding for Gross Alpha Treatment and Well Replacements Project

BACKGROUND

In 2024, the Town Council adopted its first legislative agenda based on the recommendation of the Town Manager. Throughout the last general assembly session, the Town Manager successfully advocated for state funding to support water quality improvements and well replacements, following elevated gross alpha levels in 2023 and early 2024. Throughout the previous year, in collaboration with Stantec, an application was submitted to the state for funding to address both water quality and well replacements. As a result of successful management, advocacy, and subject matter expertise, the Virginia Department of Health (VDH) has offered the Town of Bowling Green grant funding through the Virginia Drinking Water State Revolving Fund Program to address critical water system improvements. This funding was authorized under FY 2025 General Assembly House Bill 1600, Chapter 725 - Item 280 Drinking Water Infrastructure Funding.

The funding will support Project Number GA-011-25, which addresses two essential needs:

1. Gross alpha treatment requirements to ensure water quality compliance
2. Replacement of aging wells to maintain safe and reliable drinking water for our community

VDH notified the Town of this funding opportunity by letter dated December 1, 2025, and has established a deadline of **January 9, 2026**, for the Town to provide written acceptance. Failure to respond by this deadline may result in the offer being deemed withdrawn.

Acceptance of this funding requires the Town's commitment to comply with all applicable program requirements, including the Commonwealth of Virginia DWSRF Program Design Manual, Procedural Guidelines for Drinking Water Funding Recipients, and the Virginia Public Procurement Act.

FINANCIAL IMPACT

The total funding package for this project is **\$6,206,205 in grant funds**. This represents 100% grant funding with no local match requirement, making this an exceptional opportunity for the Town to address critical water infrastructure needs without burdening local taxpayers. This represents 75% of the total project cost, the maximum offered to any locality, with the locality responsible for the 25% match to complete the total project cost. The Town Manager is actively pursuing external funding opportunities to meet match requirements and avoid an additional burden on the Town or its ratepayers.



As part of the grant offer, VDH has recommended that the Town:

- Evaluate revenues and adjust rates as necessary to ensure long-term system sustainability
- Establish and fund a capital reserve fund
- Maintain updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans

These recommendations are designed to ensure the Town's water system remains financially sustainable and well-maintained beyond this project. On this same agenda, there is an additional grant award to address the assessment management plan, and the Town adopted its first Capital Improvement Plan in 2024.

RECOMMENDATION

Staff recommend that the Town Council adopt Resolution 2026-002, which will:

1. Accept the \$6,206,205 grant funding offer from VDH
2. Approve the Gross Alpha Treatment and Well Replacements project
3. Authorize the Town Manager to execute all necessary grant agreements and documents
4. Authorize the Town Manager to take all actions necessary to implement the project and comply with program requirements

This project is critical to maintaining safe drinking water for our community and addresses compliance requirements that cannot be deferred. The grant funding represents an outstanding opportunity to complete these necessary improvements at no cost to local taxpayers.

Given the January 9, 2026, deadline for acceptance, timely Council action is essential. Should the Town Council not elect to accept the award, the Town would need to plan for debt issuances to proceed with this project, as it is required as part of the correction action plan.

DRAFT MOTION

I move that the Town Council adopt Resolution 2026-002, accepting the Virginia Drinking Water State Revolving Fund grant for \$6,206,205 for the Gross Alpha Treatment and Well Replacements Project, and authorizing the Town Manager to execute all necessary documents and take all actions required to secure funding and implement the project."

Attachment: Resolution 2026-002, GA-011-25 Offer Letter

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-002

A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER INFRASTRUCTURE FUNDING AND TO PROCEED WITH THE GROSS ALPHA TREATMENT AND WELL REPLACEMENTS PROJECT

WHEREAS, the Town of Bowling Green owns and operates a public water system that serves the citizens and businesses of the Town; and

WHEREAS, improvements to the water system are necessary to address gross alpha treatment requirements and to replace and construct well(s); and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 1, 2025, notified the Town of an initial funding offer for the Gross Alpha Treatment and Well Replacements project through the Virginia Drinking Water State Revolving Fund Program; and

WHEREAS, the funding is authorized under FY 2025 General Assembly House Bill 1600 Chapter 725 - Item 280 Drinking Water Infrastructure Funding; and

WHEREAS, the funding package for Project Number GA-011-25 is estimated at \$6,206,205 as a grant; and

WHEREAS, this funding offer is contingent upon the Town's written acceptance and the successful completion of a grant agreement with VDH; and

WHEREAS, acceptance of this funding offer requires the Town's commitment to comply with all applicable program requirements, including but not limited to the Commonwealth of Virginia DWSRF Program Design Manual, Procedural Guidelines for Drinking Water Funding Recipients, and the Virginia Public Procurement Act; and

WHEREAS, the Town must notify VDH in writing of its acceptance of the funding package offer no later than January 9, 2026, or the application may be deemed withdrawn; and

WHEREAS, VDH has recommended that the Town evaluate revenues, adjust rates as necessary, establish and fund a capital reserve fund, and maintain updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this funding offer and proceed with the Gross Alpha Treatment and Well Replacements project;

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

Section 1. The Town Council hereby accepts the Virginia Drinking Water State Revolving Fund initial funding offer for Project Number GA-011-25 (Gross Alpha Treatment and Well Replacements) in the amount of \$6,206,205 as grant funding.

Section 2. The Town Council hereby approves the Gross Alpha Treatment and Well Replacements project as described in the Preliminary Engineering Report and DWSRF Application.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute all grant agreements, certifications, and related instruments required by the Virginia Department of Health to accept and secure the grant funding.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the Gross Alpha Treatment and Well Replacements project and to comply with all program requirements, including but not limited to:

- a) Providing written acceptance of the funding offer to Anthony Hess, Director, Division of Financial, Construction & Assistance Programs, no later than January 9, 2026;
- b) Completing a grant agreement with VDH;
- c) Complying with all requirements documented in the Commonwealth of Virginia DWSRF Program Design Manual and the Procedural Guidelines for Drinking Water Funding Recipients;
- d) Complying with all program procurement guidelines including the Virginia Public Procurement Act;
- e) Coordinating with VDH staff including Keith Kornegay, P.E., FCAP Project Team Leader (Lexington Field Office), James Reynolds, P.E., ODW Field Director (Richmond Field Office), and Jarrett Talley, TCDO Division Director;
- f) Maintaining compliance with the Virginia Waterworks Regulations and all applicable state and federal laws, regulations, policies, and procedures;
- g) Progressing to timely grant closing according to a pre-negotiated schedule;
- h) Engaging engineering and design consultants as necessary for project development;
- i) Soliciting bids in accordance with program requirements, awarding contracts, and executing change orders as necessary for project implementation;
- j) Implementing VDH recommendations regarding rate evaluations, capital reserve funding, and maintaining updated Waterworks Business Operation Plans, Asset Management Plans, and Capital Improvement Plans; and
- k) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the grant funding.

Section 5. The Town Council acknowledges that the funding package and grant closing are conditioned upon and subject to change based on factors including but not limited to: availability of General Assembly funds; new restrictions or conditions imposed by the General Assembly; changes to the project scope; compliance with all program requirements; project readiness and timing; certified bid results; and the Town's continued compliance with applicable regulations.

Section 6. The Town Council commits to meeting all financial sustainability recommendations made by VDH, including evaluation of revenues and rates, establishment of capital reserves, and maintenance of required planning documents.

Section 7. This resolution shall be effective upon adoption.

ADOPTED this _____ day of _____, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: _____
Hon. Tina Gambill

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

VOTES:

Ayes:

Nays:

Absent:

Abstain:



COMMONWEALTH of VIRGINIA

Karen Shelton, MD
State Health Commissioner

Department of Health
P O BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

R. Christopher Lindsay
Chief Operating Officer

December 1, 2025

Subject: Caroline County
Water – Town of Bowling Green
Gross Alpha Treatment and Well Replacements
GA-011-25

Ms. India Adams-Jacobs, MPA, ICMA-CM
Town Manager/Clerk
Town of Bowling Green
P.O. Box 468
Bowling Green, VA 22427

Re: Virginia Drinking Water State Revolving Fund
FY 2025 General Assembly (GA) House Bill 1600 Chapter 725 - Item 280 Drinking Water
Infrastructure Funding Initial Offer

Dear Ms. Adams-Jacobs:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination is contingent on your acceptance in writing and the successful completion of a grant agreement with the VDH.

Based on the information provided, VDH determined the total funding package for your project is estimated to be **\$6,206,205 as grant**. The funding package was determined using information provided in your funding application.

VDH recommends the evaluation of revenues and adjustment of rates as necessary to ensure revenue growth that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g. future regulations, reductions from water conservation, etc.). VDH urges waterworks owners to establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

Furthermore, VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. VDH recommends waterworks self-evaluate their financial position using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they are able to provide for financial sustainability.

VDH recommends all waterworks maintain updated Waterworks Business Operation Plans (WBOP), Asset Management Plans (AMP), and/or Capital Improvement Plans. Please coordinate with Capacity Development if you would like additional information regarding these plans. These questions can be directed to Jarrett Talley, Training Capacity Development and Outreach (TCDO) Division Director, by phone at (804) 317-0140 or by email at Jarrett.Talley@vdh.virginia.gov . Mr. Jarrett Talley is also available to answer questions on the Technical, Managerial, and Financial (TMF) review.

The funding package and loan closing are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of General Assembly GA House Bill 1600 funds,
- (2) New restrictions/conditions that the General Assembly may require in the use of GA House Bill 1600 funds,
- (3) Changes to the purpose, benefit, or scope of the project from the Preliminary Engineering Report (PER) or the DWSRF Application.
- (4) Owner complying with all applicable DWSRF Program requirements. These requirements are documented in the “Commonwealth of Virginia DWSRF Program Design Manual” and the “Procedural Guidelines for Drinking Water Funding Recipients.” The Drinking Water GA Funding established by HB1600 (Chapter 725) Item 280 will, however, differ from the DWSRF funding by eliminating the following requirements of federal funding, unless federal co-funding exists:
 - a. Build America, Buy America
 - b. American Iron and Steel
 - c. Minority Business Enterprises (MBE)/Women Business Enterprises (WBE)
 - d. Single Audit Requirements
- (5) Owner complying with all program procurement guidelines including compliance with the Virginia Public Procurement Act.
- (6) Owner’s progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (7) Certified bid results for those projects being bid,
- (8) Owner being debarred or suspended from applying for state or federal funds,
- (9) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures.

Ms. India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk

December 1, 2025

Page 3

An acceptance of this funding offer reflects a commitment on your part to these requirements.

Please notify me in writing as soon as possible but no later than January 2, 2026, at the email below of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered. Failure to notify me can be deemed as your withdrawal of your application. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted by phone at (804) 584-0413 or by email at Anthony.Hess@vdh.virginia.gov .

Sincerely,



box SIGN 17Y936R3-172J87Y2

Anthony Hess, Director

Division of Financial, Construction & Assistance Programs

cc: Dwayne Roadcap, Director, Office of Drinking Water, Richmond Central Office
Jarrett Talley, TCDO Division Director, Richmond Central Office
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office
James Reynolds, P.E., ODW Field Director, Richmond Field Office

VDH OFFICE OF DRINKING WATER
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

Building Financial Sustainability/Financial Health Indicators

Having adequate financial capacity and an acceptable credit review is a Program requirement for revolving fund loan projects. Listed below are some financial indicators that may be evaluated during a review by VDH or by the Virginia Resources Authority (VRA). Reviews are not limited to the factors listed below and may include other factors.

Revenue Pledge Factors: *(User fees pledged for loan repayment)*

1. **Debt Service Coverage Ratio:** Net Revenue (revenue – O&M) available for debt service divided by applicable debt service. Evaluated using the first two fiscal years after project completion.

<ul style="list-style-type: none">• Poor• Adequate• Strong	<table style="width: 100%;"><tr><td style="width: 50%;">Less than 1.15x</td><td style="width: 50%;">From 1.15x to 1.5x</td></tr><tr><td colspan="2">Greater than 1.5x</td></tr></table>	Less than 1.15x	From 1.15x to 1.5x	Greater than 1.5x	
Less than 1.15x	From 1.15x to 1.5x				
Greater than 1.5x					
2. **Days Cash on Hand:** Amount of total available unrestricted liquid reserves divided by daily operating expenditure requirements.

<ul style="list-style-type: none">• Poor• Adequate• Strong	<table style="width: 100%;"><tr><td style="width: 50%;">Less than 60 days</td><td style="width: 50%;">From 60 to 120 days</td></tr><tr><td colspan="2">Greater than 120 days</td></tr></table>	Less than 60 days	From 60 to 120 days	Greater than 120 days	
Less than 60 days	From 60 to 120 days				
Greater than 120 days					
3. **Operating Ratio:** Total operating income plus operating reserves divided by total operating costs (not including debt)

<ul style="list-style-type: none">• Poor• Adequate• Strong	<table style="width: 100%;"><tr><td style="width: 50%;">Less than 1.1</td><td style="width: 50%;">From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)</td></tr><tr><td colspan="2">Greater than 3.0 Small systems (3.0), Medium and large (2.0)</td></tr></table>	Less than 1.1	From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)	Greater than 3.0 Small systems (3.0), Medium and large (2.0)	
Less than 1.1	From 1.1 to 3.0, Small systems (1.25 to 3.0), Medium and large (1.1 to 2.0)				
Greater than 3.0 Small systems (3.0), Medium and large (2.0)					

General Obligation Factors:¹ *(Locality pledges its full faith and credit, backed by taxing power)*

4. **State Aid (if applicable):** Available state aid divided by applicable debt service.

<ul style="list-style-type: none">• Poor• Adequate• Strong	Less than 1.0x From 1.0x to 1.5x Greater than 1.5x
--	--
5. **Debt Service vs. Expenditures:** Debt service compared to the total operating budget.

<ul style="list-style-type: none">• Poor• Adequate• Strong	Greater than 15% From 10% to 15% Less than 10%
--	--

¹ Evaluate the debt, revenues, and expenses of the entire entity and not just the waterworks enterprise fund

6. **Unassigned Fund Balance:** Unassigned fund balance vs. total revenue.

- Poor Less than 5%
- Adequate From 5% to 10%
- Strong Greater than 10%

7. **Debt Payout Ratio:** Measurement of how much debt is paid off in ten years.

- Poor Less than 50%
- Adequate From 50% to 60%
- Strong Greater than 60%

8. **Total Debt vs. Total Valuation:**

- Poor Greater than 6%
- Adequate From 2% to 6%
- Strong Less than 2%

Other Factors:

9. **Affordability Index Target:** Annual residential bill divided by Annual Median Household Income (MHI).

- 1% for average gallons per month*
- 2% for 5,000 gallons per month

* Use the rate structure (in-town, if applicable) for residential customers and apply it to the average monthly residential water usage to derive the average monthly user rate for evaluation under the DWSRF Program. The average monthly residential water usage is to be based on residential water meter data. Waterworks are expected to meet or exceed the target rate criteria at the time of project completion.

Other considerations:

Experience has shown that fairly structured utility rates that implement gradual rate increases annually have been the most acceptable to the ratepayers and most effective in keeping revenue at pace with costs.

VDH recommends waterworks implement a revenue growth model that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.).

VDH recommends waterworks establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

VDH reserves the right to require an implementation schedule acceptable to VDH for those waterworks that may need additional time for implementation of significant rate increases.



MEMORANDUM

TO: The Honorable Mayor & Town Council

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

DATE: January 8, 2026

RE: Resolution No. 2026-003 – Authorization to Proceed with WWTF Improvements and Secure VCWRLF Funding

BACKGROUND

The Town of Bowling Green owns and operates a Wastewater Treatment Facility (WWTF) that provides wastewater collection and treatment services to Town residents and businesses. Improvements to the WWTF are necessary to maintain regulatory compliance, address operational needs related to sludge management, and ensure the continued reliability of wastewater services. By letter dated November 25, 2025, the Virginia Department of Environmental Quality (DEQ) notified the Town that the State Water Control Board authorized a loan for the Bowling Green Wastewater Treatment Facility Improvements project through the Virginia Clean Water Revolving Loan Fund (VCWRLF). The loan authorization is identified as **Project Number C-515890** and provides funding in the amount of **\$2,783,800** at an interest rate of **0.5%** for a term of up to **25 years**

Fiscal Impact

The VCWRLF loan authorization provides financing in the amount of \$2,783,800 at a favorable 0.5% interest rate, with interest offset through principal forgiveness. The Town may qualify for additional principal forgiveness, which would further reduce the overall cost of the project. Debt service obligations will be incorporated into future utility financial planning as final loan terms are confirmed.

RECOMMENDATION

Staff recommends adoption of **Resolution No. 2026-003**, authorizing the Town to proceed with the Wastewater Treatment Facility Improvements project and to accept and secure funding through the Virginia Clean Water Revolving Loan Fund, and authorizing the Town Manager to execute all necessary loan documents and take all actions required to comply with program requirements.

DRAFT MOTION

I move that the Town Council adopt Resolution No. 2026-003, authorizing the Town of Bowling Green to proceed with the Wastewater Treatment Facility Improvements project and to accept and secure financing through the Virginia Clean Water Revolving Loan Fund in an amount of \$2,783,800 at an interest rate of 0.5% for a term of up to 25 years, including eligibility for principal forgiveness, and further authorizing the Town Manager, or her designee, to execute all required loan documents and take all actions necessary to comply with program requirements and advance the project.

Attachments: RESOLUTION NO. 2026-003, Bowling Green C-515890 Authorization Letter

TOWN OF BOWLING GREEN
RESOLUTION NO. 2026-003

**A RESOLUTION AUTHORIZING THE TOWN TO PROCEED WITH THE
BOWLING GREEN WASTEWATER TREATMENT FACILITY IMPROVEMENTS
PROJECT AND TO SECURE FUNDING THROUGH THE VIRGINIA CLEAN
WATER REVOLVING LOAN FUND PROGRAM**

WHEREAS, the Town of Bowling Green owns and operates a Wastewater Treatment Facility (WWTF) that serves the citizens and businesses of the Town; and

WHEREAS, improvements to the WWTF are necessary to maintain compliance with environmental regulations and to ensure continued reliable service to the community; and

WHEREAS, the Virginia Department of Environmental Quality (DEQ), by letter dated November 25, 2025, notified the Town that the State Water Control Board, at its meeting on November 18, 2025, authorized a loan for the Bowling Green Wastewater Treatment Facility Improvements project from the Virginia Clean Water Revolving Loan Fund (VCWRLF); and

WHEREAS, the VCWRLF loan authorization is identified as Project Number C-515890 in the amount of \$2,783,800 at an interest rate of 0.5% for a term of up to 25 years; and

WHEREAS, the Town has been assigned the 0.5% hardship interest rate with the interest offset by principal forgiveness and is eligible to be considered for additional principal forgiveness; and

WHEREAS, the loan authorization is contingent upon receipt of a favorable financial report and recommendation from the Virginia Resources Authority (VRA) and the Town's compliance with all VCWRLF program requirements; and

WHEREAS, program deadlines for loan closing and construction commencement will be based on the date of the Town's FY 2026 principal forgiveness determination letter, which is anticipated by late spring 2026; and

WHEREAS, it is in the best interest of the Town and its citizens to proceed with the WWTF Improvements project and to secure the authorized loan funding with potential principal forgiveness;

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

Section 1. The Town Council hereby approves the Bowling Green Wastewater Treatment Facility Improvements project as authorized under VCWRLF Project Number C-515890.

Section 2. The Town Council hereby accepts the Virginia Clean Water Revolving Loan Fund loan authorization for Project Number C-515890 in the amount of \$2,783,800 at an interest rate of 0.5%

for a term of up to 25 years, with interest offset by principal forgiveness and eligibility for additional principal forgiveness consideration.

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute all loan documents, agreements, certifications, and related instruments required by the Virginia Department of Environmental Quality, the Virginia Resources Authority, and any other agencies necessary to secure the VCWRLF loan.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the WWTF Improvements project and to secure the VCWRLF loan, including but not limited to:

- a) Submitting all required financial reports, certifications, and documentation to DEQ and VRA;
- b) Complying with all VCWRLF program requirements and deadlines;
- c) Coordinating with the assigned Project Manager Wynn Prusaczyk, DEQ Northern Regional Office and Project Officer James Moneymaker, DEQ;
- d) Pursuing and maximizing all available principal forgiveness opportunities for the project;
- e) Engaging engineering and design consultants as necessary for project development;
- f) Soliciting bids, awarding contracts, and executing change orders as necessary for project implementation;
- g) Meeting all program deadlines including those to be established in the FY 2026 principal forgiveness determination letter; and
- h) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the loan funding.

Section 5. The Town Council acknowledges that failure to meet program requirements may result in rescission of the funding authorization and directs staff to ensure timely compliance with all requirements.

Section 6. This resolution shall be effective upon adoption.

ADOPTED this _____ day of _____, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: _____
Hon. Tina Gambill

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

VOTES:

Ayes:

Nays:

Absent:

Abstain:



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

www.deq.virginia.gov

Stefanie K. Taillon
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director

November 25, 2025

Ms. India Adams-Jacobs
Town Manager, Town of Bowling Green
PO Box 468
Bowling Green, VA 22427
Email: townmanager@townofbowlinggreenva.gov

Re: Virginia Clean Water Revolving Loan Fund Program – Loan Authorization
FY 2026 – Town of Bowling Green – C-515890 – Bowling Green Wastewater Treatment Facility (WWTF) Improvements

Dear Ms. Adams-Jacobs:

I am pleased to inform you that the State Water Control Board, at its meeting on November 18, 2025, authorized a loan for the referenced project from the Virginia Clean Water Revolving Loan Fund (VCWRLF). The authorization is contingent upon receipt of a favorable financial report and recommendation from the Virginia Resources Authority (VRA) and your compliance with all program requirements. The loan amount and interest rate for your project, as established by the Board, are:

C-515890 – \$2,783,800 @ 0.5%, up to 25 years

This letter is also to notify you of an update to the program deadlines discussed at your initial meeting. Town of Bowling Green has been assigned the 0.5% hardship interest rate (with the interest offset by principal forgiveness) and is eligible to be considered for additional principal forgiveness. In recognition that additional principal forgiveness is a significant factor in the financing plan for this project, we have revised the program deadlines (twelve months to close the loan and eighteen months to commence construction) to be based on the date of Town of Bowling Green's FY 2026 principal forgiveness determination letter, which is anticipated by late spring 2026 and will include the revised deadlines. After this time, **if program requirements have not been met the funding authorization for the project listed above may be rescinded.**

Please note the VCWRLF identifier number as referenced, **C-515890**, is the VCWRLF number assigned to your loan project. This number should be used on all correspondence and documents associated with the loan project. The Project Manager (PM) assigned to your loan project is Wynn Prusaczyk located in the Northern Regional Office and they can be reached at 571-866-6518 or wynn.prusaczyk@deq.virginia.gov. The Project Officer (PO) assigned to your loan project is James Moneymaker and they can be reached at 804-659-1124 or james.moneymaker@deq.virginia.gov.

We look forward to working with you on this project. Please do not hesitate to contact me at 804-914-3729 or meghan.mayfield@deq.virginia.gov if you have any questions or need assistance.

Regards,



Director, Clean Water Finance and Training Services
Virginia Department of Environmental Quality
1111 East Main St. Suite 1400
Richmond, VA 23219

cc: Joe Bergeron - Virginia Resources Authority - Director of Financial Services & Investments
Wynn Prusaczyk - DEQ/NRO - Project Manager
James Moneymaker - DEQ/CO - Project Officer



MEMORANDUM

TO: The Honorable Mayor & Town Council

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

DATE: January 8, 2026

RE: Resolution No. 2026-004 – Acceptance of Drinking Water Planning Fund Grant

BACKGROUND

The Town of Bowling Green owns and operates a public water system serving residents and businesses within the Town. While the system has been digitally mapped using a Geographic Information System (GIS), the Town currently lacks a comprehensive asset management program to systematically track asset condition, performance, and remaining useful life. This gap contributes to deferred maintenance challenges and limits the Town's ability to proactively manage critical infrastructure. On December 15, 2025, the Virginia Department of Health (VDH) offered the Town a Drinking Water State Revolving Fund (DWSRF) Planning Fund Agreement to support a GIS Utility Mapping and Asset Management project. The Planning Fund Agreement provides up to \$30,000.00 in grant funding to develop a formal asset management program and provide GIS and asset management training for Town staff

Fiscal Impact

The Planning Fund Agreement provides grant funding in an amount not to exceed \$30,000.00. No local cash match is required; however, the Town commits to providing any necessary in-kind services to support project completion, as required by the agreement.

RECOMMENDATION

Staff recommends adoption of Resolution No. 2026-004, authorizing acceptance of the Drinking Water Planning Fund Grant and execution of the Planning Fund Agreement with the Virginia Department of Health, and authorizing the Town Manager to take all actions necessary to proceed with the GIS Utility Mapping and Asset Management project.

DRAFT MOTION

I move that the Town Council adopt Resolution No. 2026-004, authorizing the Town of Bowling Green to accept the Drinking Water Planning Fund Agreement from the Virginia Department of Health in an amount not to exceed \$30,000.00 for the GIS Utility Mapping and Asset Management project, and further authorizing the Town Manager, or her designee, to execute the Planning Fund Agreement and take all actions necessary to proceed with the project in compliance with all applicable program requirements.

Attachment: RESOLUTION NO. 2026-004, Town of Bowling Green GIS AMP PG Award

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

WHEREAS, the Town of Bowling Green owns and operates a public water system (PWSID 6033550) that serves the citizens and businesses of the Town; and

WHEREAS, the Town's waterworks lacks a comprehensive asset management program, which contributes to issues with deferred maintenance, unanticipated water system problems, and a lack of knowledge regarding assets' remaining useful life; and

WHEREAS, the Town has digitally mapped its water system with a GIS platform and seeks to add asset management information to this software to better manage water system assets; and

WHEREAS, the Virginia Department of Health (VDH), by letter dated December 15, 2025, offered the Town a Planning Fund Agreement for the GIS Utility Mapping and Asset Management project through the Drinking Water State Revolving Fund (DWSRF) Program; and

WHEREAS, the Planning Fund Agreement reflects \$30,000.00 for Planning Fund Number PF 365-25; and

WHEREAS, the project scope includes collecting and organizing performance, condition, and maintenance data for all major system components; determining asset remaining useful life; prioritizing high-risk infrastructure; developing an asset management program; and providing GIS and asset management training for Town staff; and

WHEREAS, acceptance of this funding requires execution of the Planning Fund Agreement and compliance with all program requirements, including the Virginia Public Procurement Act and documentation of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation efforts; and

WHEREAS, the Planning Fund Agreement terms and conditions expire 15 months from the date of execution; and

WHEREAS, it is in the best interest of the Town and its citizens to accept this planning grant funding and proceed with the GIS Utility Mapping and Asset Management project;

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

Section 1. The Town Council hereby accepts the Drinking Water Planning Fund Agreement for Planning Fund Number PF 365-25 (GIS Utility Mapping and Asset Management) in an amount not to exceed \$30,000.00.

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

Section 2. The Town Council hereby approves the GIS Utility Mapping and Asset Management project as described in the Planning Fund Agreement, including:

- Development of an Asset Management Program (\$26,000.00, February 1, 2026 - July 1, 2026)
- GIS and Asset Management Training (\$4,000.00, May 1, 2026 - July 1, 2026)

Section 3. The Town Manager, or her designee, is hereby authorized and directed to execute the Planning Fund Agreement with the Virginia Department of Health, including all exhibits and related documents.

Section 4. The Town Manager, or her designee, is hereby authorized and directed to take all actions necessary to proceed with the GIS Utility Mapping and Asset Management project and to comply with all program requirements, including but not limited to:

- a) Executing and returning the Planning Fund Agreement to Jarrett Talley, Director, Division of Training, Capacity Development and Outreach, no later than December 19, 2025;
- b) Properly procuring the services of engineering or other professional contractors in conformance with the Virginia Public Procurement Act, including procurement of professional services;
- c) Making and documenting good faith efforts to solicit Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation as part of the procurement process;
- e) Ensuring all project deliverables are submitted to the ODW Southeast Virginia Field Office with copies to the ODW Training, Capacity Development & Outreach Director;
- f) Submitting requisitions for disbursement in accordance with the payment provisions of the Planning Fund Agreement (50% upon submission of final product for review, 50% upon approval);
- g) Completing the project within the 15-month term of the Planning Fund Agreement;
- h) Maintaining complete and accurate books and records of project costs and retaining all records for three years after final payment;
- i) Complying with all applicable federal and state laws, regulations, and requirements, including federal cross-cutting requirements;
- j) Taking any and all other actions deemed necessary and appropriate to successfully complete the project and secure the planning grant funding.

TOWN OF BOWLING GREEN

RESOLUTION NO. 2026-004

**A RESOLUTION AUTHORIZING THE TOWN TO ACCEPT DRINKING WATER
PLANNING FUND GRANT AND TO PROCEED WITH THE GIS UTILITY
MAPPING AND ASSET MANAGEMENT PROJECT**

Section 5. The Town Council acknowledges that the Planning Fund Agreement may be terminated after 15 months from execution if insufficient progress has been made, and that VDH reserves the right to de-obligate any scope of service or payments not completed within the 15-month term.

Section 6. The Town commits to providing funds or in-kind services necessary to fully complete this planning activity as required by the Planning Fund Agreement.

Section 7. This resolution shall be effective upon adoption.

ADOPTED this _____ day of _____, 2026.

TOWN OF BOWLING GREEN, VIRGINIA

Mayor: _____
Hon. Tina Gambill

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

VOTES:
Ayes:

Nays:

Absent:

Abstain:



COMMONWEALTH of VIRGINIA

Karen Shelton, MD
State Health Commissioner

Department of Health
P O BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

R. Christopher Lindsay
Chief Operating Officer

December 15, 2025

Subject: Town of Bowling Green GIS Utility
Mapping and Asset Management
PWSID: 6033550
Fund #: PF 365-25

India Adams-Jacobs, Manager
Town of Bowling Green
117 Butler Street
Bowling Green, VA 22427

Re: Drinking Water Program
Capacity Development
Planning and Design Funding

Dear Ms. Adams-Jacobs:

The Office of Drinking Water (ODW) staff has reviewed your application for planning and design funds, received on January 3, 2025. ODW is pleased to offer your waterworks the enclosed Planning Fund Agreement, which reflects State Revolving Loan funding not to exceed \$30,000.00 for the above referenced project. Specific details of the award are included within the Agreement which includes information you provided in your application for: project description, costs, activity start date, and completion dates.

Please review the Agreement thoroughly and indicate your acceptance by signing where indicated within the Agreement. Should you deem it necessary to make any changes to the Agreement, please do so on the enclosed document, initial and date each of the changes. Changes will be reviewed and either accepted, or returned with an explanation of why the changes are rejected.

Please note the following general conditions that must be satisfied with this fund agreement:

1. Before ODW can make disbursements, you will be required to submit documentation that you have properly procured the services of an engineer or other professional contractors as appropriate. Conformance to the Virginia Public Procurement Act is required, including the procurement of professional services. You must make and document a good faith effort to solicit Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) participation as part of the procurement process.

Please send all procurement documentation and information to Mr. Howard Eckstein, Project Officer, at Howard.Eckstein@vdh.virginia.gov within thirty days of the date of this letter if the procurement of engineering or other professional services has actually occurred. If procurement has not yet occurred, please provide us with the documentation as soon as possible.

This includes:

- a. Documentation of your good faith efforts to solicit MBE/WBE participation
- b. Professional Services Procurement Review Checklist (template attached)
- c. Proof of date RFP was issued (Certificate of Publication)
- d. Copy of evaluation criteria used
- e. Ranking of respondents
- f. Statement detailing with whom negotiations were conducted
- g. Copy of executed contract after VDH approves procurement

If you procure under the Small Purchases provision of the Virginia Public Procurement Act for professional services, not to exceed \$60,000, perform your procurement in accordance with Section 2.2-4303(G) of the Act. Attached is a form that may assist you in documenting your conformance with this Act. Please complete this form and provide items (a), (b), and (c) listed above.

2. Once ODW receives all appropriate documentation and approvals, submit a request for disbursement for eligible costs incurred. Please refer to Article IV of the attached Agreement.
3. The Agreement terms and conditions expire 15 months from the date of execution. Please refer to Article II of the attached Agreement.
4. The recipient shall document report submittal to the local ODW Field Office prior to a request for payment of the first 50% of the funding. The Field Office must approve the submittal prior to the final 50% disbursement from the Virginia Department of Health.

If you have any questions or need clarification concerning the foregoing, please contact me at Jarrett.Talley@vdh.virginia.gov or 804-317-0140. Please return the Agreement to me no later than December 19, 2025.

Sincerely,



box SIGN 17YYP8VY-1365LLL8
Jarrett Talley, Director

Division of Training, Capacity Development and Outreach

Enclosure

cc: The Honorable Richard H. Stuart
The Honorable Hillary Pugh Kent
Chip Boyles, George Washington Regional Commission Executive Director
Sarah Rowe, ODW Sustainability Coordinator
James Reynolds, Richmond Field Office Director
Anthony Hess, FCAP Director
Howard Eckstein, FCAP Project Officer

THE VIRGINIA PUBLIC PROCUREMENT ACT (the "Act")
PROCUREMENT REQUIREMENTS FOR SMALL PURCHASES

The Drinking Water Revolving Fund Program and Water Supply Assistance Grant Fund Program require all recipients to follow the provisions of the Act. **Section 2.2-4303 (G)** of the Act allows for the establishment of purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. For local public bodies, such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$60,000. Completion and signing of this document acknowledges adoption and compliance with the Act and following conforming procedures.

Project Number and Name: Town of Bowling Green GIS Utility Mapping and Asset Management; PF 365-25

A. Contract Information:

Name and Address of Bidder / Offeror Selected:

Amount of Contract: _____
(Attach copy of contract)

Date of Contract: _____

Describe goods or services to be provided: _____

B. Documentation of Procurement Efforts:

List bidders/offerors. Written informal solicitation of a minimum of four bidders/offerors is required. Also date contacted, method of solicitation (e.g., written informal letter, fax or e-mail describing goods or services to be purchased with bid request or informal solicitation via telephone), and whether a response was given to the solicitation. Indicate price quoted for goods and services, if a response was received. It is noted that the Act requires that you solicit bidders/offerors; the Act does not require that you receive a response to your solicitation.

MBE/WBE firms must be included as part of the solicitations. Attach documentation to support direct solicitations and price information received, if available.

<u>Bidder/Offeror</u>	<u>Date Contacted</u>	<u>Method of Solicitation</u>	<u>Response? (Yes/No)</u>	<u>Price (if applicable)</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

For professional services contracts only: Indicate at least three criteria (other than cost) considered in your selection of the firm/offeror (e.g., knowledge of waterworks, past record of performance at your waterworks, experience of key persons assigned to the project, etc.). Please attach additional information.

Authorized Signature

Date

**VDH Financial and Construction Assistance Programs
PROFESSIONAL SERVICES PROCUREMENT REVIEW CHECKLIST**

**This form must be completed in full and submitted with the required documentation to Mr. Howard Eckstein, Project Officer, at Howard.Eckstein@vdh.virginia.gov, to satisfy Engineering Procurement Procedures.*

Project No. : PF 365-25 Date: _____

Project Name: Town of Bowling Green GIS Utility Mapping and Asset Management

Submitted by: _____

I: Firm Information

Firm name: _____

Address: _____

Phone number: _____

Service Provided: _____

Date RFP Issued: _____

Contract Date: _____

Date for Receipt of Proposals: _____

Contract Amount: \$ _____

(At least 30 calendar days from date RFP issued)

II: Required Documentation

If procured via competitive negotiations (all items are required)

Advertisement

Certification of Publication/Advertisement with MBE/WBE language

RFP to include scope of services desired, evaluation criteria, and contact information

MBE/WBE Requirements

Documentation of MBE/WBE contractor search (DMBE website printout)

Copies of direct solicitations to MBE/WBE firms (certified letters/receipts, e-mails, fax receipts)

Evaluation of Respondents

Scoring sheets with evaluation criteria

Ranking of qualified respondents

Statement detailing with whom negotiations were conducted (at least two respondents)
(this may be in the form of Board meeting minutes)

Contract (to be submitted after VDH has approved procurement procedure)

Executed contract with top ranked respondent for fixed price amount

(For term contracts please provide general terms and task order; the fixed price amount for the task order cannot exceed \$100,000)

If procured via a small purchase procedure for purchases under \$60,000 (all items are required)

Procurement Requirements for Small Purchases Form

MBE/WBE Requirements

Documentation of MBE/WBE contractor search (website printout)

Copies of direct solicitations to MBE/WBE firms (certified letters/receipts, e-mails, fax receipts)

Contract (to be submitted after VDH has approved procurement procedure)

Executed contract with top ranked respondent for fixed price amount

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
DRINKING WATER PLANNING FUND AGREEMENT
DRINKING WATER STATE REVOLVING FUND PROGRAM

VDH Fund Number: PF 365-25

This agreement entered into this 22 day of December, 2025 by the Town of Bowling Green, a community waterworks owner, herein after called the "Recipient" and the Commonwealth of Virginia, Virginia Department of Health, herein after called the "Department".

The federal Safe Drinking Water Act Amendments of 1996 (P.L. 104-182), referred to as SDWA, established a Drinking Water State Revolving Fund (DWSRF) Program of which the Catalog of Federal Domestic Assistance number is 66.468. DWSRF Program funds are awarded annually to eligible states through a capitalization grant. Using DWSRF Program funds, the Department created an activity to provide planning funds to small, rural, financially stressed, community waterworks. The Recipient is considered a subrecipient of the DWSRF Program and is subject to the audit requirement of OMB Circular A-133.

WITNESSETH that the Recipient and the Department, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

ARTICLE 1

DEFINITIONS

1.0 The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise:

- (a) "Activity" means Project Activity which constitutes a specific portion of the project, and as such is covered by its own budget account.
- (b) "Agreement" means this Fund Agreement between the Department and the Recipient, together with any amendments or supplements hereto.
- (c) "Authorized Representative" means any member, official or employee of the Recipient authorized by resolution, ordinance or other official act of the governing body of the Recipient to perform the act or sign the document in question.
- (d) "Consulting Engineer" means the Recipient's engineer who must be a licensed professional engineer registered to do business in Virginia and designated by the Recipient; as the Recipient's engineer for the Project in a written notice to the Department.
- (e) "Director" means the Director of the Office of Purchasing and General Services of the Department.
- (f) "Fund" means the particular funds described in this Agreement, with such changes thereto as may be approved in writing by the Department and the Recipient.
- (g) "Recipient" means the entity, which is the recipient of planning funds, and as such must comply with this Agreement.
- (h) "Preliminary Engineering Report" means an engineering report for the Project as described in 12 VAC 5-590-200.C.

- (i) "Project" means the particular scope of work described in **Exhibit A** to this Agreement.
- (j) "Project Budget" means the budget for the Project as set forth in **Exhibit A** to this Agreement, with such changes therein as may be approved in writing by the Department and the Recipient.
- (k) "Project Costs" means the cost of various Project Activities described in the Project Budget.
- (l) "Local Match" means the amount of funds to be paid to the consultant from the jurisdiction, locality or waterworks owner from sources other than those provided by VDH.

ARTICLE II SCOPE OF PROJECT

2.0 The Recipient will cause the Project to be completed as described. All deliverables identified in this project shall be submitted to the ODW Southeast Virginia Field Office with copy to the ODW Training, Capacity Development & Outreach Director. The detailed Scope of Work is in **Exhibit A** of this Agreement and includes the development of an asset management program and staff training on the GIS system and asset management program. Failure to complete this Scope of Work may result in the Recipient forgoing repayment of any funds or reimbursement for payment for services. The terms and conditions of this fund agreement expire 15 months from the date of execution of this agreement. The Department reserves the right to de-obligate any scope of service or payments not completed at that time.

ARTICLE III SCHEDULE

3.0 The Recipient will cause the Project to be completed in accordance with a project schedule showing the items to be accomplished and when. Refer to **Exhibit A** to this Agreement. This agreement may be terminated after 15 months from execution without notice if sufficient progress has not been made. The Recipient will designate a contact person to coordinate and implement needed actions.

ARTICLE IV COMPENSATION

4.0 Fund Amount. The total funded award from the Department under this Agreement shall not exceed \$30,000.00 (thirty thousand dollars). Disbursement of funds will be in accordance with the payment provisions set forth in Section 4.1 herein and the Project Budget.

4.1. Application of Funds. The Recipient agrees to apply the Fund solely and exclusively to the payment, or the reimbursement of the Recipient for the payment of Project Costs. The Recipient may request disbursement for up to one-half of the Project Costs once the final product of the funded activity has been submitted to the appropriate Field Office and is under review for approval. The remaining one-half of the Fund may be requested when the product has been approved. Additionally, the Recipient will also submit a copy of the final product to the ODW Training, Capacity Development & Outreach Director for review prior to the disbursement of the final payment. This includes, but is not limited to: a PER, study, environmental report, or hydraulic model. The Department will disburse funds to the Recipient upon receipt by the Department of the following:

- (a) A requisition approved by the Department, signed by the Authorized Representative and containing a Schedule 1, all receipts, vouchers, statements, invoices or other evidence of the actual payment of Project Costs or that the Projects Costs have been incurred, and all other information called for by, and otherwise

being in the form of, **Exhibit B** to this Agreement. The final request for disbursement should be supported by any approval letters called for in **Exhibit A**.

(b) If any requisition includes an item for payment for labor or to contractors, builders or materialmen, a certificate, signed by the Consulting Professional, stating that such work was actually performed or such materials, supplies or equipment were actually furnished or installed in or about the Project.

4.2 **Availability of Funds.** The Department may terminate this Agreement for convenience in the event that the federal funds allocated are no longer available.

4.3 **Agreement to Complete Project.** The Recipient agrees to cause the Project to be completed as described in **Exhibit A** to this Agreement, and in accordance with the schedule in **Exhibit A** to this Agreement.

ARTICLE V GENERAL PROVISIONS

5.0 **Disclaimer.** Nothing in this Agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the covenants contained herein.

5.1 **Non-Discrimination.** In the performance of this Agreement, the Recipient warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin or other non-job related factors. The Recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

5.2 **Conflict of Interest.** The Recipient warrants that it has fully complied with the Virginia Conflict of Interest Act as it may apply to this Agreement.

5.3 **Applicable Laws.** This Agreement shall be governed in all respects whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia. The Recipient further agrees to comply with all laws and regulations applicable to the Recipient's performance of its obligations pursuant to this Agreement.

5.4. **Federal Laws.** The Recipient agrees to comply in all respects with all applicable federal laws, regulations and other requirements relating to or arising out of or in connection with the Project and the funding thereof, including but not limited to, OMB Circular A-133, and the federal "cross-cutting" requirements identified in the attached Schedule A, with particular emphasis on social legislation regarding civil rights and women's and minority business enterprise. For funded activities that include the construction, alteration, or repair of public buildings or public works (such as well drilling) the Recipient agrees to comply with the provisions of the Davis Bacon Act.

5.5 **Procurement of Services.** The Recipient agrees to fully comply with the provisions of the Virginia Public Procurement Act, with no exceptions recognized for localities under 3500 in population, in the procurement of services pursuant to this Agreement. The Recipient will also provide documentation to verify the good faith efforts to solicit MBE/WBE participation.

5.6 **Records Availability.** The Recipient agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for three (3) years after final payments. The Department, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period. Additionally, the Department and/or its representatives will have the right to access work sites during normal business hours, after reasonable notice to the Recipient, for the purpose of ensuring that the provisions of this Agreement are properly carried out.

5.7 Liability Insurance. The Recipient shall take out and maintain during the life of this Agreement such bodily injury and property damage liability insurance, or self-insurance as shall protect it, to such an extent as is usual and customary for the Recipient, from claims for damages for personal injury, including death, as well from claims for property damage, which may arise from its activities under this Agreement.

5.8 Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

5.9 Exhibits. All exhibits to this Agreement are incorporated herein by reference.

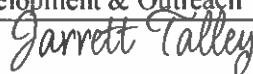
5.10 Termination. This Agreement may be terminated if insufficient progress is being made on the project.

ARTICLE VI SPECIAL CONDITIONS

6.0 There are no special conditions associated with this planning fund. Town of Bowling Green will provide funds or in-kind services to fully complete this planning activity.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

RECIPIENT:	Town of Bowling Green
FEI / FIN:	54-6004151
Name:	Ms. India Adams-Jacobs
Title:	Town Manager
Signature:	
Date:	December 22, 2025

DEPARTMENT:	Virginia Department of Health
FEI/FIN:	54-6001775
By:	Mr. Dwayne Roadcap
Title:	Director, Office of Drinking Water
Signature:	 box SIGN 17JYZQXY-4Y95J56Y
Date:	Dec 23, 2025
By:	Mr. Jarrett Talley
Title:	Director, Training, Capacity Development & Outreach
Signature:	 box SIGN 17YYP8VV-1965LL8
Date:	Dec 15, 2025

SCHEDULE A
FEDERAL CROSS-CUTTING REQUIREMENTS

ENVIRONMENTAL AUTHORITIES:

Archeological and Historic Preservation Act of 1974, Pub. L. 86-523, as amended.
Clean Air Act, Pub. L. 84-159, as amended.
Coastal Barrier Resources Act, Pub. L. 97-348.
Coastal Zone Management Act, Pub. L 92-583, as amended.
Endangered Species Act, Pub. L. 93-205, as amended.
Environmental Justice, Executive Order 12898.
Floodplain Management, Executive Order 11988 as amended by Executive Order 12148.
Protection of Wetlands, Executive Order 11990.
Farmland Protection Policy Act, Pub. L. 97-98.
Fish and Wildlife Coordination Act, Pub. L. 85-624, as amended.
National Historic Preservation Act of 1966, Pub. L. 89-665, as amended.
Safe Drinking Water Act, Pub. L. 93-523, as amended.
Wild and Scenic Rivers Act, Pub. L. 90-542, as amended.

ECONOMIC AND MISCELLANEOUS AUTHORITIES:

Demonstration Cities and Metropolitan Development Act of 1966, Pub. L. 89-754, as amended, Executive Order 12372.
Procurement Prohibitions under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans.
Uniform Relocation and Real Property Acquisition Policies Act, Pub. L. 91-646, as amended.
Debarment and Suspension, Executive Order 12549.
SOCIAL LEGISLATION:
Age Discrimination Act of 1975, Pub. L. 94-135.
Title IV of the Civil Rights Act of 1964, Pub. L. 88-352.¹
Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Pub. L. 92-500 (the Clean Water Act).
Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (including Executive Orders 11914 and 11250).
The Drug-Free Workplace Act of 1988, Pub. L. 100-690 (applies only to the capitalization grant recipient).
Equal Employment Opportunity, Executive Order 11246.
Women's and Minority Business Enterprise, Executive Orders 11625, 12138 and 12432.
Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Pub. L. 100-590.
Anti-Lobbying Provisions (40 CFR Part 30) [applies only to capitalization grant recipients].

¹ The Civil Rights Act and related anti-discrimination statutes apply to all the operations of the SRF program.

*This information is provided for guidance and may not include all federal legislation as of this printing.

EXHIBIT A

PROJECT DESCRIPTION, BUDGET & SCHEDULE

Recipient: Town of Bowling Green
Project: Town of Bowling Green GIS Utility Mapping and Asset Management

The Town of Bowling Green waterworks lacks an asset management program, which contributes to issues with deferred maintenance, unanticipated water system problems, and a lack of knowledge regarding assets' remaining useful life. and has digitally mapped their water system with a GIS platform, but they do not yet have a program to manage those mapped assets. They have digitally mapped their water system with a GIS platform, and their next step is to add asset management information to this software. The activities funded through this Planning and Design grant will involve: collecting and organizing performance, condition, and maintenance data for all major system components; determining asset remaining useful life; and prioritizing high-risk infrastructure. The waterworks will submit these components of the asset management plan as their deliverable.

The following budget should reflect all fund eligible costs associated with the project.

ACTIVITY	ESTIMATED COST	START DATE	PROJECTED COMPLETION DATE
Develop Asset Management Program	\$26,000.00	February 1, 2026	July 1, 2026
GIS and Asset Management Training	\$4,000.00	May 1, 2026	July 1, 2026
VDH Funding Total =	\$ 30,000.00		(VDH funding will not exceed \$ 30,000.00. The owner will provide or obtain funds to complete the planning activity.)

VDH reserves the right to bypass the planning fund and withdraw funding if the above schedule is not met.

EXHIBIT B
REQUISITION FOR DISBURSEMENT
(To Be on Recipient's Letterhead)

Date

Subject: Town of Bowling Green
Water: PWSID 6033550
VDH Planning Fund # PF 365-25

Jarrett Talley, Director
Training, Capacity Development & Outreach
VDH-Office of Drinking Water
Madison Building, 6th Floor
109 Governor Street
Richmond, Virginia 23219

Re: Drinking Water State Revolving Fund (DWSRF) Program
Planning Fund
Requisition for Disbursement

Dear Mr. Talley:

This requisition, Number _____, is submitted in connection with the Planning Fund Agreement, dated Month Day, Year, between the Virginia Department of Health (Department) and the Town of Bowling Green ("Recipient"). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Planning Fund Agreement. The undersigned Authorized Representative of the Recipient hereby requests disbursement of proceeds under the Planning Fund Agreement in the amount of \$ _____, for the purposes of payment of the Project Costs as set forth on Schedule 1 attached hereto.

Attached hereto are invoices relating to the items for which payment is requested.

The undersigned certifies that the amounts requested by this requisition will be applied solely and exclusively to the payment, or the reimbursement of the Recipient for the payment, of Project Costs, and (b) any materials, supplies or equipment covered by this Requisition are not subject to any lien or security interest or such lien or security will be released upon payment of the requisition. The undersigned certifies that the Borrower has conducted adequate oversight for compliance with the Davis-Bacon Act and related acts through (a) the review of payrolls and associated certifications, (b) the conducting of employee interviews, and (c) the posting of all wage determinations and additional classifications (as appropriate) on the work site, and through this oversight, the Borrower has determined to the best of its ability that the Project complies with the requirements of the Davis-Bacon Act and related acts.

This requisition includes an accompanying Certificate of the Consulting Engineer as to the performance of the work (as applicable).

Sincerely,

(Authorized Representative of the Borrower)

Attachments

SCHEDULE 1
DRINKING WATER STATE REVOLVING FUND PROGRAM

FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT

RECIPIENT: Town of Bowling Green

CERTIFYING SIGNATURE:

Till et al.

DATE: _____

Cost Category	Amount Budgeted	Previous Disbursements	Expenditures This Period	Total Expenditures To Date	Net Balance Remaining
Develop Asset Management Program	\$26,000				
GIS and Asset Management Training	\$4,000				
VDH Funding Total =	\$ 30,000.00				

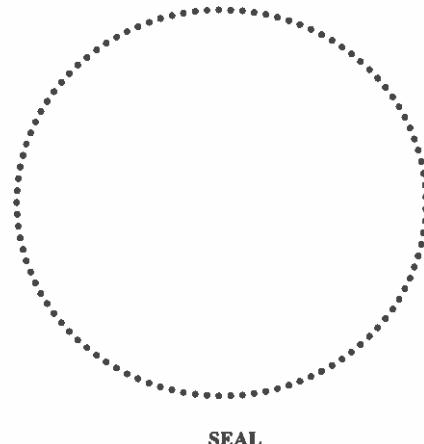
Total Amount	\$ 30,000.00
Previous Disbursements	\$ _____
This Request	\$ _____
Fund Proceeds Remaining	\$ _____

**CERTIFICATE OF THE CONSULTING ENGINEER
FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT**

VDH Planning Fund # PF 365-25

This Certificate is submitted in connection with Requisition Number , dated , , submitted by Town of Bowling Green. Capitalization terms used herein shall have the same meanings set forth in Article I of the Financing Agreement referred to in the Requisition.

The undersigned Consulting Engineer for the Recipient hereby certifies that insofar as the amounts covered by this Requisition include payments for labor or to contractors, builders or materialmen, such work was actually performed or such materials, supplies or equipment were actually furnished to or installed in the Project.



SEAL

Consulting Engineer

Date



MEMORANDUM

To: The Honorable Mayor & Town Council

From: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

Date: January 8, 2026

Subject: PUBLIC HEARING - Temporary Mobile Vending Vehicles Zoning Ordinance Text Amendment

BACKGROUND

As part of the Town's efforts to permit temporary food/vendor trucks, amendments to the Zoning Ordinance are needed to add the temporary vendor use to the business zoning districts and to clearly define the term.

The Planning Commission has discussed the use and preferred options for locations and permitting over the last several months. The recommended ordinance amendment reflects these discussions.

DISCUSSION

Temporary vendors are proposed to be permitted on private property within the B-1 and B-2 Business Zoning Districts. Each vendor would be required to obtain a permit from the Town and comply with the policy guidelines of the Town for the use which addresses items such as duration, operational hours, and site location.

The Ordinance amendments proposed in Attachment 1 would provide a definition of the term in Article 10.04 Definitions and add "mobile vending vehicle, temporary" as a permitted use in Articles 10.18 and 10.20 (Sections 10.18.20 (a) and 10.20.20 (a)) as a by-right use in the B-1 and B-2 Business Districts. Prior to locating any mobile vending vehicle on a property in Town, a permit from the Town Manager is necessary.

RECOMMENDATION

Based on the direction of the Planning Commission, staff recommends that the Town Council adopt the proposed amendments as presented.

Attachment 1 – Draft Ordinance Amendments for "Mobile Vending Vehicles, Temporary"

**TOWN of BOWLING GREEN
MOBILE VENDING VEHICLE ORDINANCE**

**AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF BOWLING GREEN,
VIRGINIA, TO ADD “MOBILE VENDING VEHICLES” AS A PERMITTED USE IN THE
B-1 AND B-2 BUSINESS DISTRICTS AND TO ADD A DEFINITION OF THE TERM
“MOBILE VENDING VEHICLES”**

Add the term “Mobile Vending Vehicle, Temporary” to Article 10.04. Definitions:

ARTICLE 10.04. Definitions

As used in this article, the following terms shall have the meanings indicated:

“Mobile Vending Vehicle, Temporary” means a self-propelled, pushed or towed vehicle, trailer, or cart from which food and/or items of personal property are prepared and/or sold at retail to walk-up customers, excluding vehicles used solely for delivery.

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-1) Zoning District:

ARTICLE 10.18. Business District (B-1)

10.18.20 Permitted Uses.

(a) In the Business (B-1) District, structures to be erected or land to use shall be for one or more of the following uses:

(34) Mobile Vending Vehicles, Temporary

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-2) Zoning District:

ARTICLE 10.20. Business District (B-2)

10.20.20 Permitted Uses.

(a) In the Business (B-2) District, structures to be erected or land to use shall be for one or more of the following uses:

(41) Mobile Vending Vehicles, Temporary

NOTICE OF PUBLIC HEARING

TOWN OF BOWLING GREEN, VIRGINIA

The Town of Bowling Green Town Council will hold a public hearing at its meeting on Thursday, January 8, 2026 beginning at 6:00 p.m. in the Town Council Chambers, located in the Bowling Green Town Office at 117 Butler Street, Bowling Green, Virginia, to consider the following:

Zoning Ordinance Text Amendment – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts.

All persons are invited to be present at this public hearing to speak to these matters. Anyone needing special assistance to participate in the public hearing is asked to contact the Town Manager prior to the public hearing so that appropriate arrangements may be made.

A copy of the documents for this item may be viewed at
at 117 Butler Street, Bowling Green, Virginia on Monday
and Fridays between 9:00 a.m. to 5:00 p.m.

By Order of the Town of Bowling Green Town Council
India Adams-Jacobs, Town Manager and Zoning Administrator
COL-3001788

Office
110
days,