

**BOWLING GREEN TOWN COUNCIL MEETING  
A G E N D A**

**December 7, 2017  
7:30 P.M.**

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

**II. DELEGATIONS:**

**III. PUBLIC COMMENTS:**

**IV. CONSENT AGENDA:**

- (1) A. Bills – November 2017
- (2) B. Minutes – November 2, 2017 Town Council Meeting
- (3) C. Part-Time Office Assistant and Police Chief Job Descriptions
- (4) D. Town Council Meeting Schedule for Calendar Year 2018
- (5) E. Authorize Town Manager to Advertise for a Public Hearing on Planning Commission Composition, Appointments, Compensation and Removal.
- (6) F. December 2017 and Calendar Year 2018 Holiday Schedule

**V. STAFF REPORTS:**

- (7) A. Events Coordinator's Report – November 2017
- (8) B. Police Chief's Report – November 2017
- (9) C. Clerk/ Treasurer's Report – November 2017
- (10) D. Public Works and Utilities Report – November 2017
- (11) E. Town Manager's Report – November 2017

**VI. NEW BUSINESS:**

**VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**VIII. INFORMATIONAL ITEMS:**

**XI. ADJOURNMENT**

**Town of Bowling Green**  
**Town Council Meeting**



Date: December 7, 2017  
Agenda Item: IV. Consent Agenda  
A. Bills

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from November 2017

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

**ATTACHMENTS:**

Check Reports:

- 11/06/17
- 11/10/17
- 11/13/17
- 11/17/17
- 11/24/17
- 11/28/17

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

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

**VOTE:**       PASSED       NOT PASSED

API00B 11/06/2017 TOWN OF BOWLING GREEN  
 TIME-10:35:15

A/P CHECK REGISTER  
 Check Date - 11/06/2017

ActPd - 1120/17

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
229992	898	JAMES MARY	000	11/06/2017	140.00	.00
229993	836	JOHN ALLISON	000	11/06/2017	315.00	.00
229994	725	MCGINLEY MICHELLE B	000	11/06/2017	70.00	.00
229995	930	WEBB EMILY	000	11/06/2017	315.00	.00
		CLASS TOTAL			840.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			840.00	
		FINAL TOTAL			840.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 840.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

\_\_\_\_\_  
 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACHTOTAL	G/L ACCOUNT	BATCH INV. DESCRIPTION
00000	000898	JAMES MARY	201710	11/06/2017		4100-072000-3320-	140.00	22992	TOTAL	PROFESSIONAL SERVICES-INST	10/17 YOGA CLASSES
		DISC. TOTAL					.00				
							140.00				
00000	000836	JOHN ALLISON	201710	11/06/2017		4100-072000-3320-	315.00	22993	TOTAL	PROFESSIONAL SERVICES-INST	10/17 YOGA CLASSES
		DISC. TOTAL					.00				
							315.00				
00000	000725	MCGINLEY MICHELLE B	201710	11/06/2017		4100-072000-3320-	70.00	22994	TOTAL	PROFESSIONAL SERVICES-INST	10/17 PITALYO
		DISC. TOTAL					.00				
							70.00				
00000	000930	WEBB EMILY	201710	11/06/2017		4100-072000-3320-	315.00	22995	TOTAL	PROFESSIONAL SERVICES-INST	10/17 CARDIO CLASSES
		DISC. TOTAL					.00				
							315.00				
							840.00				

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DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22997	790	ADVANCE AUTO PARTS	000	11/10/2017	121.99	.00
22998	980	DEWBERRY ENGINEERS, INC	000	11/10/2017	7,002.00	.00
22999	199	DICKINSON EQUIPMENT, INC	000	11/10/2017	120.87	.00
23000	234	ENVIROCOMPLIANCE LAB INC	000	11/10/2017	520.00	.00
23001	320	MORTON'S POWER EQUIPMENT	000	11/10/2017	8,399.30	.00
23002	15	TREASURER OF VIRGINIA	000	11/10/2017	696.45	.00
23003	228	VIRGINIA DEPARTMENT OF	000	11/10/2017	100.00	.00
		CLASS TOTAL			16,960.61	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,960.61	
		FINAL TOTAL			16,960.61	.00

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P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L ACCOUNT	BATCH INV. DESCRIPTION
00000	000790	ADVANCE AUTO PARTS	7652721938248	11/10/2017		4100-043100-3311-	40.66	22997		VEHICLE MAINT	00633 00 CHERY BATTERY
00000	000790		7652721938248	11/10/2017		4500-500100-3111-	40.66	22997		VEHICLE MAINTENANCE	00633 00 CHERY BATTERY
00000	000790		7652721938248	11/10/2017		4520-500100-3111-	40.67	22997		VEHICLE MAINTENANCE	00633 00 CHERY BATTERY
		DISC. TOTAL		121.99	ACH PMT TOTAL		.00			121.99	
00000	000980	DEMERRY ENGINEERS, INC	1473442	11/10/2017		4300-300100-8700-	7,002.00	22998		REFINANCING AND USDA PROJECTS00633	PRELIM ENGIN REPORT
		DISC. TOTAL		7,002.00	ACH PMT TOTAL		.00			7,002.00	
00000	000199	DICKINSON EQUIPMENT INC	774131	11/10/2017		4100-043100-6009-	120.87	22999		EQUIPMENT/ SUPPLIES	00633 SCNG ZERO TURN
		DISC. TOTAL		120.87	ACH PMT TOTAL		.00			120.87	
00000	000234	ENVIROCOMPLIANCE LAB INC	R7A26890	11/10/2017		4520-500100-3160-	115.00	23000		TESTING	00633 TESTING
00000	000234		R7A27106	11/10/2017		4520-500100-3160-	135.00	23000		TESTING	00633 TESTING
00000	000234		R7825705	11/10/2017		4520-500100-3160-	115.00	23000		TESTING	00633 TESTING
00000	000234		R7826197	11/10/2017		4520-500100-3160-	155.00	23000		TESTING	00633 TESTING
		DISC. TOTAL		520.00	ACH PMT TOTAL		.00			520.00	
00000	000320	MORTON'S POWER EQUIPMENT	3172641	11/10/2017		4300-300100-8600-	8,399.30	23001		GENERAL	00633 2017 TORO LAMN MOWER
		DISC. TOTAL		8,399.30	ACH PMT TOTAL		.00			8,399.30	
00000	000015	TREASURER OF VIRGINIA	T406897	11/10/2017		4100-031100-5230-	160.61	23002		TELECOMMUNICATIONS	00633 PC
00000	000015		T406897	11/10/2017		4100-043100-5230-	70.15	23002		TELECOMMUNICATIONS	00633 PW
00000	000015		T406897	11/10/2017		4100-012410-5230-	325.38	23002		TELECOMMUNICATIONS	00633 TH
00000	000015		T406897	11/10/2017		4500-500100-5230-	70.15	23002		TELECOMMUNICATIONS	00633 WATER
00000	000015		T406897	11/10/2017		4520-500100-5230-	70.16	23002		TELECOMMUNICATIONS	00633 SEWER
		DISC. TOTAL		696.45	ACH PMT TOTAL		.00			696.45	
00000	000228	VIRGINIA DEPARTMENT OF	11102017	11/10/2017		4100-073000-3160-	100.00	23003		PARADE/HOLIDAY EVENTS	00633 CHRISTMAS PARADE
		DISC. TOTAL		100.00	ACH PMT TOTAL		.00			100.00	
		DISC. TOTAL		16,960.61	ACH PMT TOTAL		.00			16,960.61	

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DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

AP100B 11/13/2017 TOWN OF BOWLING GREEN  
TIME-11:43:50

A/P CHECK REGISTER  
Check Date - 11/13/2017

ActPd - 2017/11

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23004	512	MID-ATLANTIC	000	11/13/2017	5,941.00	.00
					5,941.00	.00
					.00	
					5,941.00	
					5,941.00	.00

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P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	ACH G/L	ACCOUNT DISC.	BATCH INV. DESCRIPTION
00000	000512	MID-ATLANTIC	38579	11/13/2017		4300-300100-8500-	5,941.00	23004				PURCH POLICE VEHICLE W/ USDA 00634 LABELING & EQUIPMENT
							.00					
							5,941.00					
							.00					
							5,941.00					
							.00					
							5,941.00					
							.00					
							5,941.00					
							.00					
							5,941.00					

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23005	33	AMERIGAS FREDERICKSBURG	000	11/17/2017	59.99	.00
23006	644	BMS DIRECT	000	11/17/2017	528.99	.00
23007	32	BOWLING GREEN AUTO PARTS	000	11/17/2017	81.65	.00
23008	10	DOMINION VIRGINIA POWER	000	11/17/2017	161.91	.00
23009	28	G & G MILFORD FARM SERV.	000	11/17/2017	398.85	.00
23010	981	GEL LABORATORIES LLC	000	11/17/2017	5,553.00	.00
23011	787	HOLLAND PLUMBING	000	11/17/2017	209.00	.00
23012	944	METROCAST COMMUNICATIONS	000	11/17/2017	166.90	.00
23013	844	MINOR & ASSOCIATES	000	11/17/2017	570.00	.00
23014	919	PRO SHRED SECURITY	000	11/17/2017	45.00	.00
23015	13	SHELL FLEET PLUS	000	11/17/2017	630.19	.00
23016	650	TREASURER OF VIRGINIA	000	11/17/2017	72.86	.00
23017	12	WASTE MANAGEMENT	000	11/17/2017	88.33	.00
23018	451	XEROX CORPORATION	000	11/17/2017	229.38	.00
		CLASS TOTAL			8,796.05	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,796.05	
		FINAL TOTAL			8,796.05	.00

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00000	000033	AMERICANS FREDERICKSBURG	8035561884	11/17/2017		4100-071310-5120	59.99	23005	TOTAL	UTILITIES-HEAT		00635 PROPANE
DISC. TOTAL							59.99					

00000	00644	BMS DIRECT	119206	11/17/2017		4100-012410-5210	283.64	23006	TOTAL	POSTAGE		00635 PR2017
00000	000644		119208	11/17/2017		4100-012410-5210	245.35	23006	TOTAL	POSTAGE		00635 CORE R2017
DISC. TOTAL							.00			528.99		

00000	000032	BOWLING GREEN AUTO PARTS	JEL16	11/17/2017		4100-043100-3311	96.66	23007	TOTAL	VEHICLE MAINT		00635 CORE RETURN
00000	000032		JEL16	11/17/2017		4500-500100-3311	96.67	23007	TOTAL	VEHICLE MAINTENANCE		00635 CORE RETURN
00000	000032		JEL16	11/17/2017		4520-500100-3311	6.83	23007	TOTAL	VEHICLE MAINT		00635 ANTI-FREEZE
00000	000032		103117	11/17/2017		4100-043100-3311	38.49	23007	TOTAL	VEHICLE MAINTENANCE		00635 CV IGNITION COIL
00000	000032		398489 1	11/17/2017		4500-500100-3311	3.14	23007	TOTAL	VEHICLE MAINTENANCE		00635 SWITCH
00000	000032		398930 1	11/17/2017		4520-500100-3311	3.15	23007	TOTAL	VEHICLE MAINTENANCE		00635 SWITCH
00000	000032		398930 1	11/17/2017		4100-043100-3311	17.83	23007	TOTAL	VEHICLE MAINT		00635 01 GMC BRAKES
00000	000032		399680	11/17/2017		4500-500100-3311	17.83	23007	TOTAL	VEHICLE MAINTENANCE		00635 01 GMC BRAKES
00000	000032		399680	11/17/2017		4520-500100-3311	8.83	23007	TOTAL	VEHICLE MAINTENANCE		00635 02 GMC BRAKES
00000	000032		400563	11/17/2017		4100-043100-3311	8.83	23007	TOTAL	VEHICLE MAINTENANCE		00635 02 GMC BRAKE PADS
00000	000032		400563	11/17/2017		4500-500100-3311	17.83	23007	TOTAL	VEHICLE MAINT		00635 02 GMC BRAKE PADS
00000	000032		400563	11/17/2017		4520-500100-3311	8.83	23007	TOTAL	VEHICLE MAINTENANCE		00635 02 GMC BRAKE PADS
00000	000032		400583	11/17/2017		4100-043100-3311	9.83	23007	TOTAL	VEHICLE MAINTENANCE		00635 02 GMC BRAKE PADS
00000	000032		400583	11/17/2017		4500-500100-3311	9.83	23007	TOTAL	VEHICLE MAINTENANCE		00635 02 GMC BRAKE PADS
00000	000032		400947	11/17/2017		4100-043100-3311	42.99	23007	TOTAL	VEHICLE MAINTENANCE		00635 SCNG IM BATTERY
00000	000032		401563	11/17/2017		4500-500100-6009	149.99	23007	TOTAL	EQUIPMENT/ SUPPLIES		00635 CEAR GEMER BATTERY
00000	000032		402747	11/17/2017		4100-043100-3311	5.87	23007	TOTAL	VEHICLE MAINT		00635 ANTI-FREEZE
00000	000032		402747	11/17/2017		4500-500100-3311	5.86	23007	TOTAL	VEHICLE MAINTENANCE		00635 ANTI-FREEZE
00000	000032		402747	11/17/2017		4520-500100-3311	5.86	23007	TOTAL	VEHICLE MAINTENANCE		00635 ANTI-FREEZE
DISC. TOTAL							.00			81.65		

00000	000010	DOMINION VIRGINIA POWER	2017-10 1	11/17/2017		4100-031100-5110	34.97	23008	TOTAL	ELECTRICITY		00635 PC
00000	000010		2017-10 1	11/17/2017		4100-041000-5110	56.04	23008	TOTAL	ELECTRICITY-STREETLIGHTS		00635 MAIN ST LIGHTS
00000	000010		2017-10 1	11/17/2017		4520-500100-5110	52.56	23008	TOTAL	ELECTRICITY		00635 CHSR ST PUMP STAT
00000	000010		2017-10 1	11/17/2017		4520-500100-5110	18.34	23008	TOTAL	ELECTRICITY		00635 LACY PUMP STAT
DISC. TOTAL							.00			161.91		

00000	000028	G & G MILFORD FARM SERV.	170137	11/17/2017		4100-041000-6099	11.99	23009	TOTAL	STREET BEAUTIFICATION		00635 PLANT FOOD
00000	000028		170137	11/17/2017		4400-071100-5842	27.25	23009	TOTAL	MISC EXPENSES		00635 PLANT FOOD
00000	000028		170208	11/17/2017		4520-500100-6007	2.39	23009	TOTAL	REPAIR/ MAINTENANCE		00635 UTILITY BLADE
00000	000028		170208	11/17/2017		4520-500100-6007	6.99	23009	TOTAL	REPAIR/ MAINTENANCE		00635 KNIFE
00000	000028		170208	11/17/2017		4520-500100-6007	4.49	23009	TOTAL	REPAIR/ MAINTENANCE		00635 OSHA SIGN
00000	000028		170208	11/17/2017		4520-500100-6007	1.99	23009	TOTAL	REPAIR/ MAINTENANCE		00635 NO TRESS SIGN
00000	000028		170208	11/17/2017		4520-500100-6007	69.99	23009	TOTAL	REPAIR/ MAINTENANCE		00635 KENTUCKY RESCUR 31
00000	000028		170257	11/17/2017		4520-500100-6007	12.99	23009	TOTAL	REPAIR/ MAINTENANCE		00635 POTTING SOIL
00000	000028		170257	11/17/2017		4520-500100-6007	4.99	23009	TOTAL	REPAIR/ MAINTENANCE		00635 CLAR STICOMR
00000	000028		170257	11/17/2017		4520-500100-6007	2.79	23009	TOTAL	REPAIR/ MAINTENANCE		00635 UTILITY BLADE
00000	000028		170257	11/17/2017		4520-500100-6007	7.99	23009	TOTAL	REPAIR/ MAINTENANCE		00635 BROOM
00000	000028		170289	11/17/2017		4400-071100-5842	112.50	23009	TOTAL	MISC EXPENSES		00635 STRAW
00000	000028		170308	11/17/2017		4100-043100-6005	25.98	23009	TOTAL	JANITORIAL SUPPLIES		00635 TRASH BAGS
00000	000028		170344	11/17/2017		4100-041000-1101	11.99	23009	TOTAL	REPAIRS/SUPPLIES		00635 TREATED LUMBER
00000	000028		170344	11/17/2017		4100-071310-6007	12.98	23009	TOTAL	REPAIR/MAINTENANCE		00635 FLY STRIPS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DISC.	BATCH INV. DESCRIPTION
00000	000028		170344	11/17/2017		4520-500100-6007-	54.99	23009			REPAIR/ MAINTENANCE	00635 PLASTIC
00000	000028		170457	11/17/2017		4100-043100-3311-	8.85	23009			VEHICLE MAINT	00635 VEHICLE CLEANING SUP
00000	000028		170457	11/17/2017		4500-500100-3311-	8.85	23009			VEHICLE MAINTENANCE	00635 VEHICLE CLEANING SUP
00000	000028		170457	11/17/2017		4520-500100-3311-	8.86	23009			VEHICLE MAINTENANCE	00635 VEHICLE CLEANING SUP
		DISC. TOTAL					.00					
			398.85					TOTAL				
00000	000981	GEN LABORATORIES LLC	361021	11/17/2017		4500-500100-3140-	5,553.00	23010			ENGINEERING/PROF. SERVICES	00635 TESTING FOR DEMBERRY
		DISC. TOTAL					.00					
			5,553.00					TOTAL				
00000	000787	HOLLAND PLUMBING	3916	11/17/2017		4100-071310-6007-	209.00	23011			REPAIR/MAINTENANCE	00635 REMOVE WATER FOUNTAI
		DISC. TOTAL					.00					
			209.00					TOTAL				
00000	000944	METROCAST COMMUNICATIONS	2017-11	11/17/2017		4100-012110-5250-	99.95	23012			TELECOMMUNICATIONS	00635 TH
00000	000944		2017-11	11/17/2017		4520-500100-5230-	66.95	23012			TELECOMMUNICATIONS	00635 WWTP
		DISC. TOTAL					.00					
			166.90					TOTAL				
00000	000944	MINOR & ASSOCIATES	121706	11/17/2017		4100-012410-3150-	570.00	23013			PROFESSIONAL SERVICES - CPA	00635 CPA
		DISC. TOTAL					.00					
			570.00					TOTAL				
00000	000919	PRO SHRED SECURITY	18969	11/17/2017		4100-012110-3140-	45.00	23014			CONTRACTED SERVICES/SHREDDING	00635 2017-11
		DISC. TOTAL					.00					
			45.00					TOTAL				
00000	000013	SHELL FLEET PLUS	9806711	11/17/2017		4100-031100-6008-	26.24	23015			VEHICLE FUEL/OIL	00635 FC
00000	000013		9806711	11/17/2017		4100-043100-6008-	201.32	23015			VEHICLE FUEL// OIL	00635 FW
00000	000013		9806711	11/17/2017		4500-500100-6008-	201.31	23015			VEHICLE FUEL/OIL	00635 WATER
00000	000013		9806711	11/17/2017		4520-500100-6008-	201.32	23015			VEHICLE FUEL & OIL	00635 SEWER
		DISC. TOTAL					.00					
			630.19					TOTAL				
00000	000650	TREASURER OF VIRGINIA	FW2 PW5 RAALTE	11/17/2017		4100-073000-3400-	72.86	23016			EQUIPMENT PURCHASE	00635 NEW GL# TRACK EQUIP
		DISC. TOTAL					.00					
			72.86					TOTAL				
00000	000012	WASTE MANAGEMENT	265127902184	11/17/2017		4520-500100-3180-	88.33	23017			SLUDGE REMOVAL	00635 SLUDGE
		DISC. TOTAL					.00					
			88.33					TOTAL				
00000	000451	XEROX CORPORATION	91020963	11/17/2017		4100-012410-3310-	229.38	23018			OFFICE EQUIPMENT	00635 2017-10
		DISC. TOTAL					.00					
			229.38					TOTAL				
			8,796.05					TOTAL				
			8,796.05					TOTAL				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,796.05 BOUNDS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 11/28/2017 TOWN OF BOWLING GREEN  
 TIME- 7:58:11

A/P CHECK REGISTER  
 Check Date - 11/24/2017

ActPd - 2017/11

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23021	9999999	BATLEY KELLY	000	11/24/2017	150.00	.00
23022	9999999	PALMI MORGAN	000	11/24/2017	150.00	.00
23023	148	THE FREE LANCE STAR	000	11/24/2017	1,223.13	.00
23024	861	THE UPS STORE #6358	000	11/24/2017	87.50	.00
23025	902	WBQB/WFVA RADIO	000	11/24/2017	1,500.00	.00
		CLASS TOTAL			3,110.63	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,110.63	
		FINAL TOTAL			3,110.63	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,110.63- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	REFUNDS PAYABLE	BATCH INV. DESCRIPTION
00000	9999999	BALILEY KELLY	THDR 11-3-17	11/24/2017		100-000200-3500-	150.00	23021	TOTAL	REFUNDS PAYABLE	00636 THDR 11-3-17
			DISC. TOTAL				.00			150.00	
00000	9999999	PALMI MORGAN	THDR 11-10-17	11/24/2017		100-000200-3500-	150.00	23022	TOTAL	REFUNDS PAYABLE	00636 THDR 11-10-17
			DISC. TOTAL				.00			150.00	
00000	000148	THE PRESS LANCE STAR	2017-10	11/24/2017		4400-071100-3500-	1,223.13	23023	TOTAL	PRINTING & ADVERTISING	00636 HF
			DISC. TOTAL				.00			1,223.13	
00000	000861	THE UPS STORE #6358	2965	11/24/2017		4400-071100-3500-	87.50	23024	TOTAL	PRINTING & ADVERTISING	00636
			DISC. TOTAL				.00			87.50	
00000	000902	WQB/WFVA RADIO	2017-10	11/24/2017		4400-071100-3500-	1,500.00	23025	TOTAL	PRINTING & ADVERTISING	00636 HF
			DISC. TOTAL				.00			1,500.00	
			CHECK TOTAL				3,110.63		TOTAL	3,110.63	

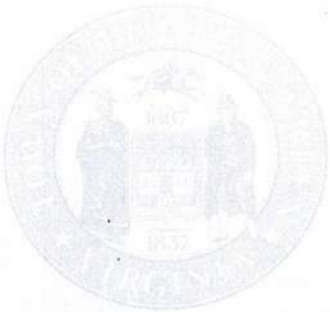
I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,110.63 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

23021  
11/24/2017  
DISCOUNT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017		THDR 11-3-17	0100-000200-3500-

DISCOUNT	NET AMT
.00	150.00



VENDOR#/NAME: 999999/BAILEY KELLY 150.00 .00 150.00

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

23021



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

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

NUMBER  
23021

ONE HUNDRED FIFTY DOLLARS 00CENTS\*\*\*\*\*

11/24/2017 \$\*\*\*\*\*150.00

TO THE  
ORDER  
OF

BAILEY KELLY  
16534 BRASWELL ST  
BOWLING GREEN VA 22427

\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
TREASURER

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

⑈02302⑈ ⑆051403164⑆ 00010310⑈

TOWN OF BOWLING GREEN

23021

23021  
11/24/2017  
DISCOUNT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017		THDR 11-3-17	0100-000200-3500-

DISCOUNT	NET AMT
.00	150.00



VENDOR#/NAME: 999999/BAILEY KELLY 150.00 .00 150.00

23022  
11/24/2017  
DISCOUNT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017		THDR 11-10-17	0100-000200-3500-

.00 150.00



VENDOR#/NAME: 999999/PALMI MORGAN 150.00 .00 150.00

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

23022



**TOWN OF BOWLING GREEN**

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

**UNION** Union Bank & Trust  
BOWLING GREEN, VIRGINIA 22427

68-316/514

NUMBER  
23022

ONE HUNDRED FIFTY DOLLARS 00CENTS\*\*\*\*\*

11/24/2017 \$\*\*\*\*\*150.00

TO THE  
ORDER  
OF

PALMI MORGAN  
23240 JOHNSTOWN RD  
RUTHER GLEN VA 22427

\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
TREASURER



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

⑈023022⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

23022

23022  
11/24/2017  
DISCOUNT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017		THDR 11-10-17	0100-000200-3500-

.00 150.00



VENDOR#/NAME: 999999/PALMI MORGAN 150.00 .00 150.00

23023  
11/24/2017  
DISCOUNT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017	2017-10	4400-071100-3500-	

NET AMT
1223.13



VENDOR#/NAME: 148/THE FREE LANCE STAR 1223.13 .00 1223.13

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

23023



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

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

NUMBER  
 23023

ONE THOUSAND TWO HUNDRED TWENTY THREE DOLLARS 13CENTS\*\*\*\*\*

11/24/2017 \$\*\*\*\*\*1,223.13

TO THE  
ORDER  
OF

THE FREE LANCE STAR  
 616 AMELIA STREET  
 FREDERICKSBURG, VA 22401

\_\_\_\_\_  
 MAYOR  
 \_\_\_\_\_  
 TREASURER

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

⑈023023⑈ ⑆051403164⑆ 000103101⑈

23023  
11/24/2017  
DISCOUNT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017	2017-10	4400-071100-3500-	

NET AMT
1223.13



VENDOR#/NAME: 148/THE FREE LANCE STAR 1223.13 .00 1223.13



DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
11/24/2017	2965	4400-071100-3500-		.00	87.50



VENDOR#/NAME: 861/THE UPS STORE #6358 87.50 .00 87.50

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

23024



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

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

NUMBER  
23024

EIGHTY SEVEN DOLLARS 50CENTS\*\*\*\*\*

11/24/2017 \$\*\*\*\*\*87.50

TO THE ORDER OF  
THE UPS STORE #6358  
18039 JEFFERSON DAVIS HWY  
RUTHER GLEN VA 22546

\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
TREASURER

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

⑈023024⑈ ⑆051403164⑆ 000103101⑈

TOWN OF BOWLING GREEN

23024

DATE	PO#	INVOICE#	DESCRIPTION	DISCOUNT	NET AMT
11/24/2017	2965	4400-071100-3500-		.00	87.50



VENDOR#/NAME: 861/THE UPS STORE #6358 87.50 .00 87.50

23025  
11/24/2017  
DISCOUNT

23025

NET AMT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017		2017-10	4400-071100-3500-

.00 1500.00



VENDOR#/NAME: 902/WBQB/WFVA RADIO 1500.00 .00 1500.00

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

23025



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

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

NUMBER  
23025

ONE THOUSAND FIVE HUNDRED DOLLARS 00CENTS\*\*\*\*\*

11/24/2017 \$\*\*\*\*\*1,500.00

TO THE  
ORDER  
OF

WBQB/WFVA RADIO  
PO BOX 269  
FREDERICKSBURG VA 22404

\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
TREASURER

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

⑈023025⑈ ⑆051403164⑆ 000103101⑈

23025

23025  
11/24/2017  
DISCOUNT

NET AMT

DATE	PO#	INVOICE#	DESCRIPTION
11/24/2017		2017-10	4400-071100-3500-

.00 1500.00



VENDOR#/NAME: 902/WBQB/WFVA RADIO 1500.00 .00 1500.00

API008 11/28/2017 TOWN OF BOWLING GREEN  
TIME-10:28:57

A/P CHECK REGISTER  
Check Date - 11/17/2017

AcctPd - 2017/11

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23026	28	G & G MILFORD FARM SERV.	000	11/17/2017	19.75	.00
		CLASS TOTAL			19.75	.00
		ACH TOTAL			.00	
		CHECK TOTAL			19.75	
		FINAL TOTAL			19.75	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 19.75- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
00000	000028	G & G MILFORD PARK SERV.	170024	11/17/2017		4100-043100-6009-	19.75	23026		00635 SHOP PARTS
		DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		
		CHECK TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		
		CHECK TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		
		CHECK TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 19.75- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23027	515	MEMORABLE MOMENTS	000	11/28/2017	500.00	.00
23028	982	RADARSIGN	000	11/28/2017	8,820.00	.00
		CLASS TOTAL			9,320.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,320.00	
		FINAL TOTAL			9,320.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 9,320.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	CAR/MOTORCYCLE SHOW EXPENSES	BATCH INV. DESCRIPTION
00000	000515	MEMORABLE MOMENTS	2518	11/28/2017		4400-071100-5841-	500.00	23027	TOTAL	500.00	00637 DJ SERVICE CAR SHOW
		DISC. TOTAL					.00			500.00	
00000	000982	RAADARSIGN	11282017	11/28/2017		4300-300100-8600-	8,820.00	23028	TOTAL	8,820.00	00637 RAADAR SIGN
		DISC. TOTAL					.00			8,820.00	
		CHECK TOTAL									
		CHECK TOTAL									
		CHECK TOTAL									

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 9,320.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: December 7, 2017  
Agenda Item: IV. Consent Agenda  
A. Bills

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from November 2017

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

**ATTACHMENTS:**

Check Reports:

- 11/06/17
- 11/10/17
- 11/13/17
- 11/17/17
- 11/24/17
- 11/28/17

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

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

**VOTE:**       PASSED       NOT PASSED

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

November 02, 2017

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Town Manager Reese Peck, Town Attorney Andrea Erard, Town Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Darrell Beazley, Director of Public Works and Utilities Billy Deavers, and Events Coordinator Jo-Elsa Jordan.

**AUDIENCE:** Jeff Voit, Katie Gibson, Justin Jordan, Kathy Burchell, Robyn Sieg, Theresa Satterwhite, Justin Cecil, David Lipscomb, Isabell Rivera, Wayne Brooks, and Bonnie Cannon.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:30 P.M. and noted a quorum was present.

**II. DELEGATIONS:**

There were no Delegations.

**III. PUBLIC COMMENTS:**

A. Wayne Brooks, President of Caroline Historical Society – Thanked Council for its \$1000 donation to the Caroline Historical Society.

B. Robyn Sieg, Director of Sidney E. King Foundation for the Arts – Thanked Council for its \$1000 donation and informed Council of upcoming events the Sidney E King Foundation for the Arts has planned.

C. Laurie Woolfort, Madison Elementary School Hospitality Committee - Asked Council for free rental of Town Hall on December 8 to host a faculty appreciation dinner.

D. Bonnie Cannon, 123 S. Main Street – Ms. Cannon spoke on her concerns about traffic on Main Street, parking at the Harvest Festival, and once a week trash pick-up.

**IV. CONSENT AGENDA:**

- A. Bills – October 2017 (reports attached)
- B. Minutes – October 5, 2017 Town Council Meeting
- C. Budget Amendment



- D. Approval to submit USDA grant application for Public Works vehicles
- E. Town Manager Contract Amendments
- F. FY 2018-2019 Budget Schedule
- G. Authorize Town Manager to issue a RFP for the recodification of the Town Code

**On Motion** by Mr. Hauser, seconded by Ms. Davis, Council voted to approve the Consent Agenda as presented.

**Voting Aye:** McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**V. STAFF REPORTS:**

The following staff reports were noted:

- A. Events Coordinator's Report – October 2017
- B. Police Chief's Report – October 2017
- C. Clerk/ Treasurer's Report – October 2017
- D. Public Works and Utilities Report – October 2017
- E. Town Manager's Report – October 2017

**VI. NEW BUSINESS:**

There was no New Business to be discussed.

**VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

- A. Glenn McDearmon – Reported that the Economic Development, Activities, and Tourism Committee has not met and that he has joined the organization Strong Towns.
- B. Otis Wright – No report given on the Water, Sewer, and Trash Committee.
- C. Mark Gaines – No report was given on the Streets and Sidewalks Committee.
- D. Martin Hauser – No report was given on the Ordinance, Licenses, and Permits Committee.
- E. Mary Frances Coleman – No report was given On the Building and Grounds Committee.
- F. Jean Davis – Reported on the Budget Committee.
- G. Tyler Gibson – Reported on Public Health, Safety, and Personnel Committee and noted that a Personnel matter would be discussed in closed session.

**VII. INFORMATIONAL ITEMS:**

No informational items were presented.

**IX. CLOSED SESSION:**

**At 8:12 P.M. On motion** by Mr. McDearmon, seconded by Mr. Gibson, Council unanimously voted to go into Closed Session pursuant to VA Code §2.2-3711(A)(1) for the purpose of interviewing candidates for the Chief of Police position and discussion

and consideration of the duties, assignments, appointments, compensation, and performance of the Town Police Chief.

**X. RECONVENE IN OPEN SESSION:**

**At 10:20 P.M., on Motion** by Mr. McDearmon, seconded by Mr. Wright, Council unanimously voted to come out of closed session.

CERTIFICATION:

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

<b>Wright.....Aye</b>	<b>Coleman.....Aye</b>
<b>Davis .....Aye</b>	<b>Gaines.....Aye</b>
<b>McDearmon.....Aye</b>	<b>Hauser.....Aye</b>
<b>Gibson.....Aye</b>	

At 10:21 P.M. Councilman Wright excused himself from the meeting because he was not feeling well.

**On Motion** by Mr. Gibson, seconded by Mr. Hauser, Council voted to appoint W. David Lipscomb as Police Chief and offer him part-Time employment with an hourly wage of \$24 per hour.

**Voting Aye:** McDearmon, Gaines, Hauser, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**XI. ADJOURNMENT:**

**On motion** by Mr. McDearmon, seconded by Mr. Hauser, Council unanimously voted to adjourn at 10:25 P.M.

**Town of Bowling Green**  
**Town Council Meeting**



Date: December 7, 2017  
Agenda Item: IV (C) Part-Time Office Assistant and Police Chief Job Descriptions

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** IV (C) Part-Time Office Assistant and Police Chief Job Descriptions

**BACKGROUND / SUMMARY:**

New and updated job descriptions are developed by the Town Manager, reviewed by the Personnel Committee and then forward to the full Council for approval.

**ATTACHMENTS:**

Proposed job descriptions for Part-Time Office Assistant and Police Chief

**REQUESTED ACTION:**

Approve attached proposed job descriptions.

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## Town of Bowling Green Job Description



**POSITION:** Part-Time Office Assistant  
**DEPARTMENT:** Town Administration  
**PAY RANGE:** \$10.00 to \$14.00 per hour  
**FLSA:** Non-Exempt

**GENERAL STATEMENT OF JOB:** Under supervision, performs administrative and clerical work for Town Administration. Employee must exercise independent judgment, discretion, and initiative in completing all job responsibilities. Employee must be able to establish and maintain cooperative, courteous, and positive communications with fellow employees, other personnel, and the general public. Reports to the Town Treasurer/Clerk or other designated supervisor.

### **ESSENTIAL JOB FUNCTIONS:**

- Furnishes information to the public on a variety of matters relating to Town operation.
- Answers telephone and greets all customers entering Town Hall.
- Performs a wide variety of clerical and related tasks.
- Screens and routes oral and written communications; opens, sorts and distributes incoming mail; prepares outgoing mail and correspondence; delivers and picks up daily mail.
- Assists in the preparation of various meetings; prepares meeting documents and packets.
- Inventories and orders supplies.
- Assists with special projects and programs.
- Performs other duties as assigned.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

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

### **JOB LOCATION AND CONDITIONS:**

Work is typically performed in an office setting.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of data entry, and various microcomputer software packages; standard office procedures, practices, and equipment; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public.

- Ability to prepare correspondence, reports, forms, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

### **EDUCATION AND EXPERIENCE:**

Position requires any combination of education and experience equivalent to a high school diploma. Some experience working in utility billing or accounts receivable/payable including experience involving public contact and customer service preferred.

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

**PHYSICAL REQUIREMENTS:**

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

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

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

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

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

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

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

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

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

## Town of Bowling Green Job Description



POSITION: **Chief of Police**  
DEPARTMENT: **Police**  
PAY RANGE: **\$20.00-\$30.00 per hour**  
FLSA: **Exempt**

**GENERAL STATEMENT OF JOB:** The Chief of Police, under the general direction of the Town Manager, shall be the commanding officer of the police force of the Town of Bowling Green. He shall be responsible for the administration, training, discipline and morale of the members of the Town Police Force. The Chief shall be responsible for the effective deployment and employment of the force in order to preserve and maintain law and order in the Town of Bowling Green. He is responsible for enforcement of all applicable provisions of State law, the Town Charter, and the Town Code and other applicable ordinances and resolutions of the Town Council.

### **ESSENTIAL JOB FUNCTIONS:**

- Duties as directed by the Mayor and Town Council and in accordance with State and local laws
- Duties as directed by the Town Manager and in accordance with State and local laws
- Day and night patrol duty – protecting businesses and homes
- Directing traffic and enforcing traffic laws of the State and Town
- Enforce parking and other appropriate ordinance and issuing citations for violation of said laws
- Maintain a daily log and other administrative documents as required and directed.
- Prepare and submit reports and documentation to the Commonwealth of Virginia as required
- Responsible for the maintenance, operation, repair and cleaning of all police vehicles
- Responsible for appropriate functioning of all equipment used by the police force
- Supervise all personnel of the police force, paid and volunteer
- Develop and maintain close working relationship with Caroline County Sheriff and Deputies
- Assist Caroline County Sheriff's Department upon request and in emergencies
- Conduct crime prevention and police public relations activities
- Prepare and conduct training for auxiliary officers as required. This includes annual weapons qualification program and ensuring that auxiliary officers maintain an appropriate level of physical fitness
- Check Town Hall after events and secure building and parking area
- Evidence protection and record keeping as required

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

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

## **JOB LOCATION AND CONDITIONS:**

Duties are performed indoors in an office and at assigned Town location outdoors in all types of weather conditions. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

A working knowledge of Federal, State and local statutes and laws related to police activities. The Chief of Police shall be certified and shall qualify in appropriate areas of police activity and investigation.

## **EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED and four (4) years of experience in law enforcement, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

## **NECESSARY SPECIAL QUALIFICATIONS:**

A Virginia Law Enforcement Certificate is required. Prefer candidates who have completed nationally recognized advanced leadership training, such as the FBI National Academy or similar program. Experience with a Town or County law enforcement agency is also highly preferred, as is experience at the level of chief, assistant/deputy chief or equivalent.

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



**PHYSICAL REQUIREMENTS:**

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

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

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

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

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

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

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

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

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

**Town of Bowling Green**  
**Town Council Meeting**



Date: December 7, 2017  
Agenda Item: IV (D) Town Council Meeting Schedule for Calendar Year 2018

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** IV (D) Town Council Meeting Schedule for Calendar Year 2018

**BACKGROUND / SUMMARY:**

The 2018 meeting schedule reflects changing the Council's starting time from 7:30 pm to 7:00 pm.

**ATTACHMENTS:**

Town Council Meeting Schedule for Calendar Year 2018

**REQUESTED ACTION:**

Approve attached Town Council Meeting Schedule for Calendar Year 2018

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

**TOWN COUNCIL**  
**TOWN OF BOWLING GREEN**  
**VIRGINIA**

**MONTHLY MEETING SCHEDULE FOR 2018**

<b>Month</b>	<b>Date</b>	<b>Type</b>	<b>Time</b>	<b>Place</b>
<b>January</b>	<b>Thursday, January 4<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>February</b>	<b>Thursday, February 1<sup>st</sup></b>	<b>Regular/Budget</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>March</b>	<b>Thursday, March 1<sup>st</sup></b>	<b>Regular /Budget</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>April</b>	<b>Thursday, April 5<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
	<b>Thursday, April 19<sup>th</sup></b>	<b>Budget</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>May</b>	<b>Thursday, May 3<sup>rd</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>June</b>	<b>Thursday, June 7<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>July</b>	<b>Thursday, July 5<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>August</b>	<b>Thursday, August 2<sup>nd</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>September</b>	<b>Thursday, September 6<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>October</b>	<b>Thursday, October 6<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>November</b>	<b>Thursday, November 1<sup>st</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>December</b>	<b>Thursday, December 6<sup>th</sup></b>	<b>Regular</b>	<b>7:00PM</b>	<b>Town Hall</b>

**NOTE:**

**The Town Council Meeting Room is located in the Town Hall on 117 Butler Street in Bowling Green.**

**Town of Bowling Green**  
**Town Council Meeting**



Date: December 7, 2017  
Agenda Item: IV. Consent Agenda  
E. Planning Commission  
Public Hearing Advertisement

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Authorize Town Manager to Advertise for a Public Hearing on Planning Commission Composition, Appointments, Compensation and Removal.

**BACKGROUND / SUMMARY:** In recent months the Planning Commission has lost 3 members leaving only 4 members on the Commission. The vacancies have been advertised but no interest from the public has been received. With only 4 of 7 seats being filled, a quorum can be hard to maintain. If only one member is unable to attend, the meeting must be canceled. A Public Hearing in November had to be canceled due to lack of a quorum. Reducing the Planning Commission from 7 to 5 will alleviate this problem. An ordinance be passed to make this change.

**ATTACHMENTS:**

Proposed Public Hearing Advertisement

**REQUESTED ACTION:**

Authorize Town Manager to Advertise for a Public Hearing on Planning Commission Composition, Appointments, Compensation and Removal.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

**NOTICE OF PUBLIC HEARING  
ON A PROPOSED ORDINANCE REGARDING THE  
COMPOSITION, APPOINTMENTS, COMPENSATION AND REMOVAL OF THE  
TOWN'S PLANNING COMMISSION MEMBERS  
BY THE TOWN OF BOWLING GREEN, VIRGINIA**

The Council of the Town of Bowling Green, Virginia (the "Council") will hold a public hearing on the Town of Bowling Green Planning Commission's composition, appointments, compensation and removal of its members. The public hearing, which may be continued or adjourned and at which persons may appear and present their views on the proposed ordinance, will be held at **7:00 p.m.** on **January 1, 2018**, or as soon after that time as the matter may be heard, before the Council in the Town Hall, located at 117 Butler Street Bowling Green, Virginia. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting.

A complete copy of Ordinance Number O-2018-001 is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the proposed ordinance may be directed to A. Reese Peck, Town Manager. 804-633-6212

**[To be published on December 21 and 28, 2017]**

**Town of Bowling Green**  
**Town Council Meeting**



Date: December 7, 2017  
Agenda Item: IV (F) December 2017  
and Calendar Year 2018 Holiday  
Schedule

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** IV (F) December 2017 and Calendar Year 2018 Holiday Schedule

**BACKGROUND / SUMMARY:**

The Town offices have been following the "Virginia State Holiday Schedule" rather than the one referenced in Town's Personnel Manual. Until I can update the Personnel Manual to reflect the Town's current practices, I am requesting the Town Council to ratify the use of the state schedule from now until the end of 2018.

**ATTACHMENTS:**

Proposed Holiday Schedule

**REQUESTED ACTION:**

Approve attached Holiday Schedule.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

**Town of Bowling Green December 2017  
And  
Calendar Year 2018 Holiday Schedule**

**2017**

**DECEMBER 22**

4 hours additional holiday time

**DECEMBER 25**

Christmas

**DECEMBER 26**

8 hours additional holiday time

**2018**

**JANUARY 1**

New Year's Day

**JANUARY 2**

8 hours additional holiday time

**JANUARY 12**

Lee-Jackson Day

**JANUARY 15**

Martin Luther King, Jr. Day

**FEBRUARY 19**

George Washington Day

**MAY 28**

Memorial Day

**JULY 4**

Independence Day

**SEPTEMBER 3**

Labor Day

**OCTOBER 8**

Columbus Day

**NOVEMBER 12**

Veterans Day (observed)

**NOVEMBER 21**

4 hours additional holiday time

**NOVEMBER 22**

Thanksgiving

**NOVEMBER 23**

Day After Thanksgiving

**DECEMBER 24**

8 hours additional holiday time

**DECEMBER 25**

Christmas

**DECEMBER 31**

8 hours additional holiday time



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

Prepared By: Jo-Elsa Jordan

Date: 11/29/17

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

**Harvest Festival**

Send invoice to Caroline County for donation

Complete after-action event report \*See attached

Process invoices for payment

Coordinate with Town Treasurer to determine expenditures and revenues

Coordinate with Greenfield Landscaping for mulching and replanting damaged plants in front of DK Guns.

**Fall Clean Sweep: 11/4/17**

Facebook promotion

Create participant map

Install directional signage around Town

Distribute maps \*See attached

Assign volunteer duties and routes for Goodwill pick-up

Collect directional signage and put in storage

**Bowling Green Christmas Parade of Lights: 12/16/17, 5:00 p.m.**

Complete VDOT Land-Use Permit application as required for road closures

Coordinate with Town Clerk and Public Works to order new Christmas decorations for light poles

Coordinate with Town Treasurer to enter installation of Christmas decorations for light poles into 311

Coordinate with Town Treasure to enter request for lattice work to be delivered and set up at 114 N. Main Street for the Caroline County Student Winter Art Show

Finalize marketing graphic \*See attached

Accept parade registration forms \*See attached

Create event on Facebook

Facebook promotion

Create spreadsheet for participants

Order trophies

Coordinate with Roma's to offer discount to Maury Avenue residents

Create coupon, print and cut to size

Create and distribute letters to Maury Avenue residents \*See attached

Visit Martin Furniture to request donation of Santa chair for photos

**Misc.**

Coordinate with Police Chief for biography and photo, as needed for press release.

Create and distribute press release \*See attached

Facebook posts

Register for webinar on "Changing Public Perception Through Social Media"

Weekly staff meetings on Monday's (1:00 p.m.)

Town Council meeting on 11/02/17

Staff report

**Heads Up Items:**

Mayor and Events Coordinator to schedule meeting with property owners of Old Mansion to discuss 2018 event(s).





## ♦ *28th Annual Harvest Festival* ♦

### AFTER ACTION REPORT

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**EVENT:** Bowling Green Harvest Festival

**DATE OF EVENT:** Saturday, October 21, 2017

**DATE AAR COMPLETED:** Monday, November 20, 2017

**COMPLETED BY:** Jo-Elsa Jordan, Events Coordinator

**MEMBERS INVOLVED:**

- Jason Satterwhite, Mayor
- Darrell Beazley, Acting Police Chief
- Melissa Lewis, Volunteer
- Lynn Jordan, Volunteer
- Frankie Chenault, Tractor Show Coordinator
- Judy Beazley, Volunteer
- Amanda Dyson, Volunteer
- Wick Coleman, Emcee; Volunteer
- Tingler Insurance, Beer Garden Volunteers
- Rachel Farmer, Motorcycle Show Coordinator
- Jimmy Farmer, Lead Volunteer
- George Honeycutt, Officer
- Public Works & Utilities Department
- Terri Harrison, Car Show Coordinator
- Chris Gayle, Volunteer
- Jared and Whitney Watts, Volunteers
- Sam and Caroline Frye, Volunteers
- J.P. Calhoun, Caroline Fire/Rescue

**DESCRIPTION OF THE EVENT:**

Harvest Festival is an annual fall festival hosted by the Town of Bowling Green every third Saturday in October. This year marked the 28<sup>th</sup> anniversary of the event. The Harvest Festival is considered to be the largest annual event in Caroline County, boasting an estimated 12,000 – 15,000 attendees each year.

**BACKGROUND INFORMATION:**

Festival attractions traditionally include vendors (i.e. crafts, direct sales, food, informational, fundraising, public organizations, political candidates and local merchants), live entertainment, car & truck show, tractor show, farmers market, children's activities, children's amusements and local shopping. In an effort to draw foot traffic to the merchants located on Milford Street, a motorcycle show was featured at Main and Milford for the first time in 2017.

**WHAT TOOK PLACE:**

**VENDOR RECRUITMENT:**

Vendor applications were completed in January and made available on the internet, via websites for the Town of Bowling Green and Caroline County, at the Town Offices and on Facebook. In an effort to save on postage, vendors that provided email addresses from previous years were emailed the application for participation in 2017. (See attached)

Vendor fees were not increased from previous years.

Vendors were also recruited throughout the year by attending various regional festivals and tradeshow.

No more than two food vendors with similar food were accepted at the festival. Exclusivity was offered to any direct sales vendors based on a first come-first serve basis. Based on the unique business model for LuLaRoe, and considering the number of LuLaRoe vendors interested in vending at Harvest Festival in 2016, the decision was made to accept two (2) LuLaRoe vendors in 2017.

**2017/2016**

Food: 23 /23

Craft 33/31

Business 18/17

Direct Sales 17/11

Public Service 12/9

Fundraising 6/1

Political Organizations 2/2

BG Merchant 6/8

**Total: 117/102**

**VDOT:**

The Events Coordinator completed all required paperwork to obtain a Land-Use Permit from VDOT to allow for road closures on event day along with the request to have two (2) programmed message boards provided at Broaddus/Main and Main/Rt. 301 bypass, detouring traffic to the Rt. 301 bypass. The application was submitted to VDOT on Monday, August 28<sup>th</sup>, and the permit was obtained on Monday, September 11, 2017.

The VDOT representative for Bowling Green was contacted on Friday, October 19, 2017 to determine the status of the requested message boards, as they had not yet been delivered. VDOT explained that, unlike in years past, the message boards are not guaranteed without a separate request from the Sheriff's Office, despite the Sheriff's signature on the original permit

application. The Events Coordinator explained that she was unaware of this protocol and asked if the message boards could still be secured and in place for the event the following day. VDOT had two message boards delivered Friday evening, however neither of the boards were programmed with any message to detour traffic and thereby did not serve any purpose on event day.

#### MARKETING:

“Bowling Green – Our Favorite Place To Come Home To” was the motto for the 28<sup>th</sup> annual Harvest Festival. Recognizing that Harvest Festival is more than just an annual street festival, but also a beloved tradition in the Caroline community, it made sense to market the event as a large reunion. When “The Diplomats”, a popular local group, known for many well-attended performances at the Town Hall in the 80s and 90s, announced a come-back, the band was booked immediately. Given the nature of the event theme, it made sense to feature a favorite band that was enjoyed by so many in years past. The marketing graphic was designed to have a “retro feel” that would support the concepts of traditions, fond memories of “the good ol’ days” and reuniting the local community for another great Harvest Festival in 2017. (See attached)

Digital advertising was done on Fredericksburg.com during the week of the festival.

Print advertising was done in Caroline Magazine, The Caroline Progress and The Free Lance Star.

The Free Lance-Star published an advance story on Harvest Festival in the October 18<sup>th</sup> Weekender. (See attached)

Radio advertising spots were purchased through B101.5 and aired throughout the week leading up to the event. Union Bank picked up radio advertising for the Harvest Festival independently on WFLS the week leading up to the event.

WFLS broadcasted live from Union Bank & Trust on event day. The Events Coordinator was featured “live” on WFLS, plugging the Town of Bowling Green and various festival features available to attendees.

#### DONATIONS:

Caroline County donated the approved budget amount of \$3,000.

CORPORATE SPONSORSHIPS: (See attached)

- McKesson: \$1,500.00
- MetroCast: \$1,000.00
- Waste Management: \$1,200.00, plus three (3) dumpster units donated in-kind.
- REC: \$500.00
- Dominion: \$1000.00
- TOTAL: \$5,200.00

\*Event sponsorships increased by \$200 in 2017.

PRE-EVENT:

A pre-event meeting was held Monday, September 11, 2017 at the Town Hall. Those present included Darrell Beazley, acting Police Chief for the Town of Bowling Green, a deputy from the Caroline County Sheriff's Office and J.P. Calhoun, Command Chief for Caroline County Fire/Rescue. The objective of this meeting was to discuss operations for event day, protocols for safety and the approved budget for security. The group went over check points for vendors (North Main, Business District and South Main), along with examples of the color coded vendor passes and maps with suggested vendor parking. The check-in and set up process was explained to the group, including start times for road closures. Event Branch and control points were also determined at that time.

A second pre-event meeting was scheduled for event volunteers on Thursday, October 19<sup>th</sup>. BCPD, CCSO and Fire/Rescue were also in attendance. This meeting served to inform check-in volunteers of their duties and to go over event protocols for safety. The Events Coordinator issued necessary items for the Car Show Coordinator and Motorcycle Show Coordinator to include registration forms, pre-registration forms that had already been submitted, information cards, Sharpies, a cash box of \$200 (each) and raffle tickets for a 50/50 raffle, trophies and dash plaques.

Lt. Cary mentioned needing safety barriers at all side road entrances leading into Main Street, specifically located at Chase Street and Milford Street. The suggestion was made by CCSO to locate Town utility equipment in those areas. Judy Beazley suggested contacting Brooks Hauling about locating dump trucks in the suggested locations. Mrs. Beazley graciously contacted the owner and coordinated for the dump trucks to be located at both locations following vendor check-in. Councilman Mark Gaines also suggested the need for additional safety measures as a preventative approach to potential terrorist or activist attacks at a previous Council meeting. This step to insure safety was paramount and should be added as a regular punch list item in future years.

Friday, October 20, 2017 included acceptance/installation of the entertainment stage, which was setback approximately 100' from the right-of-way.

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Port-o-Potties were also delivered and located by the Events Coordinator, with an objective to make the units visible and easily accessible to festival-goers and vendors alike.

Public Works worked to secure the Beer Garden area with plastic fencing, barrels, signage, etc. The Events Coordinator also worked to reserve parking for band members and corporate sponsors. Tents, tables and chairs were installed for pumpkin painting activities. Sponsorship banners were also installed.

300 pumpkins were delivered to the Courthouse Lawn. Signage was made with the McKesson logo encouraging children to pick out a pumpkin (one per child) to decorate.

(50) 11x17 posters were printed stating, “NO DOGS” and were installed along Main Street.

Friday also consisted of Main Street being marked with tape and chalk, according to the vendor maps for each district. This was done with the assistance of the Bowling Green Police Department and event volunteers, Melissa Lewis and Jimmy Farmer. Vendor spaces were marked with chalk on Friday evening, however vendor numbers were also printed to be placed in the vendor spaces on event day with a spray adhesive. This allowed for easy changes that are sometimes necessary with vendor placement and/or reassignment.

Some food vendors also arrived Friday evening between 6pm and 7pm to set up. This was helpful and allowed for less early morning set up the following day. Waste Management coordinated with Public Works to locate dumpsters.

#### **MORNING PREPARATION:**

The Event Staff arrived to the Town Hall at 5:00am to gather all necessary supplies (e.g. orange vests, flashlights, vendor maps and ‘Event Staff’ badges.) Vendor spaces were reviewed.

Caroline County Sheriff’s Office deputies arrived at 5:00 a.m. as well, despite the previously discussed time of a 6:00 a.m. arrival. Several deputies were unsure about where they were supposed to report for duty. There seemed to be an obvious disconnect in communication from the information relayed in both pre-event meetings.

Event staff volunteer, Lynn Jordan, set up the pumpkin decorating stations with decorative table clothes and festive plates with a variety of foam stickers, paint pens, etc.

#### **VENDOR CHECK-IN:**

Check points for vendors were separated into three (3) locations. North and South Main vendors were given the same check-in times (6:30am), while the Business District checked in at 7:15am. Vendors received information packets via USPS by October 10, 2017, as indicated on the application. Information packets included vendor passes with assigned vendor spaces, a map indicating the assigned check-in location and suggested vendor parking, and a ‘Vendor Tip Sheet’.

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Food vendors that were unable or unauthorized to set up the night before arrived at 6:00am to be located by the Events Coordinator. Vendors began arriving at the North and South Main check points as early as 6:30 am. Business district vendors began arriving at 7:00 a.m. Vendors were greeted by Caroline County Sheriff's Deputies and directed to event staff volunteer(s) who then directed the vendor to their assigned location. Vendors arriving late or at the wrong check point were given a color-coded map to direct them to the correct check-in location. All vendors were asked to wait with their booth supplies on the side walk until notified by the Events Coordinator. When the majority of vendors were in place, vendors were notified to move into their spot (this was critical in order to leave the Main Street thoroughfare clear until all vendors were checked in).

As a result of thorough planning and a strong volunteer team, vendor check-in was smooth and organized. Several vendors commented on the organization and convenience of the process.

Courthouse Lawn vendors were given specific vendor passes and designation to park behind the Main Street business section adjacent to the Courthouse Lawn. The parking lot was marked with signage and designated exclusively for Courthouse Lawn vendors, the petting zoo and business employees.

#### **DURING THE EVENT:**

Weather was sunny, with temperatures ranging from 62- 69 degrees and little to no wind.

The JROTC Color Guard presented the colors while CHS Marching Band played the National Anthem at 9:00am. CMS band played a 15 minute set and CHS Marching Band performed their field show at 10:15 a.m.

Foot traffic seemed to flow very smoothly along Main Street. This may be attributed to larger walkways (approximately 30-40') between "clusters" of vendors and the entertainment stage being pushed back by 100' from the right-of-way. This did not change from the previous year and proved to be a successful implementation once again.

Live music started promptly at 9:20 am.

McKesson volunteers worked the pumpkin decorating tables. This was largely successful for both participants and volunteers alike. McKesson was pleased with the sponsorship and volunteer opportunity.

The Caroline YMCA offered interactive children's activities to include a "Drums Alive" activity and free face painting on the Courthouse Lawn.

Throughout the day, vendors were visited by the Events Coordinator to see how their day was going and to determine levels of satisfaction. Each vendor was given the Event Coordinator's business card at the end of the festival and encouraged to send any feedback for improvement in

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coming years. All vendors indicated that they had a positive experience and would be returning next year.

**ENTERTAINMENT:**

- 9:00 a.m. JROTC COLOR GUARD & CHS MARCHING BAND
- 9:05 a.m. – 9:20 a.m. CAROLINE MIDDLE SCHOOL BAND
- 9:20 a.m. – 10:15 a.m. REUNION
- 10:20 a.m. – 10:30 a.m. CAROLINE HIGH SCHOOL MARCHING BAND
- 10:35 a.m. – 11:30 a.m. CACTUS JACK
- 11:50 a.m. – 12:45 p.m. DAVE TINNEY BAND
- 1:05 p.m. – 2:00 p.m. PATSY & THE COUNTRY CLASSICS
- 2:20 p.m. – 3:15 p.m. THE MASHUP
- 3:45 p.m. – 5:30 p.m. THE DIPLOMATS

Due to a technical issue with gaining power and rearranging the stage set up to face West, The Diplomats started late at approximately 4:30 p.m. and played until 6pm.

**MOTORCYCLE SHOW:**

Ten (10) bikes registered for the Motorcycle Show. While organizers had hoped for a larger turn out, the show proved to fulfill its purpose by attracting foot traffic to the merchants on Milford Street.

Carrie Wright, owner and operator of the Classic Cottage stated, “It was great to have something down Milford Street this year. The bike show seemed to bring quite a few folks down this way. We had much better sales this year than the previous 3-4 years!” Motorcycle Show Coordinator, Rachel Farmer, and the Events Coordinator agree that this is a festival feature that will grow each year.

**CAR SHOW:**

134 classic cars were featured at the 2017 Classic Car & Truck show.

**BEER GARDEN**

Tingler Insurance volunteered in the Beer Garden this year. The Beer Garden was held in the back of the Bowling Green Suites parking lot, directly behind the entertainment stage and secured with plastic fencing, caution tape, barrels and cones. The Beer Garden opened at 2:00pm. Access into the beer garden was located between Penney’s Realty and The Fudge Factory, where patrons were greeted by volunteers that would check I.D.’s and issue wristbands, as required in order to buy alcohol. Patrons then got to the beer ticket table and

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were allowed to purchase up to six (6) tickets at \$5.00 each. A mark was placed on the patron's wristband for each ticket that was remitted to the volunteer pouring beer.

BOWLING GREEN POLICE REPORT: (See attached)

EXPENDITURES/REVENUES:

EXPENDITURES:

<b>DESCRIPTION:</b>	<b>BUDGET AMOUNT:</b>	<b>YTD AMOUNT:</b>	<b>UNENCUMBERED BALANCE:</b>
Entertainment	\$5,800.00	\$4,700.00	\$1,100.00
Tractor Show	\$600.00	\$600.00	\$0.00
Clean Up	\$1,050.00	\$875.00	\$175.00
Security	\$1,500.00	\$2,040.00	\$540.00-
Printing/Advertising	\$5,900.00	\$3,643.13	\$2,256.87
Transportation	\$250.00	\$250.00	\$0.00
Equipment Rental	\$3,500.00	\$4,022.00	\$522.00-
Car/Motorcycle Show	\$1,500.00	\$1,756.00	\$256.00-
Misc.	\$1,500.00	\$1,787.02	\$287.02
Office Supplies/Postage	\$400.00	\$69.53	\$330.47
Children's Activities	\$1,500.00	\$1,408.68	\$91.32
<b>TOTALS</b>	<b>\$23,500.00</b>	<b>\$21,151.36</b>	<b>\$2,348.64 Under Budget</b>

REVENUES:

<b>DESCRIPTION:</b>	<b>BUDGET AMOUNT:</b>	<b>YTD AMOUNT:</b>	<b>BALANCE:</b>
Vendor Fees	\$10,000.00	\$7,855.00	\$2,145.00
Meals Tax *	\$500.00	\$928.52	\$428.52-
Car Show	\$3,000.00	\$2,630.00	\$370.00
Motorcycle Show	\$0.00	\$150.00	\$150.00-
Misc. Sales	\$2,500.00	\$3,491.00	\$991.00-
Donations	\$3,000.00	\$3,000.00	\$0.00
Sponsorship	\$4,500.00	\$5,200.00	\$700.00-
<b>TOTALS</b>	<b>\$23,500.00</b>	<b>\$23,254.52</b>	<b>\$245.48</b>

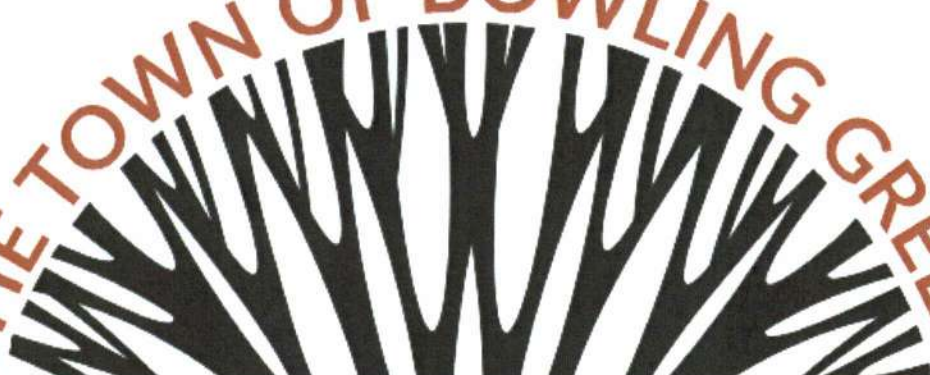
\*Meals tax from food vendors was due on November 20, 2017. Revenues are subject to change as collection efforts for past due vendors continue.

**NET REVENUE: \$2,103.16**



OUR FAVORITE PLACE TO COME HOME TO!

THE TOWN OF BOWLING GREEN



28TH ANNUAL

**HARVEST  
FESTIVAL**

**HOMECOMING**

Free Admission

**COME HOME AND  
REUNITE WITH  
FAMILY & FRIENDS  
FOR A DAY OF FUN  
FOR ALL AGES!**

**SATURDAY  
OCTOBER 21, 2017**

**9:00AM - 4:00PM  
ON MAIN STREET**

**BEER GARDEN  
FEATURING**

**THE DIPLOMATS!**

**2:00PM - 5:30PM**

**ENTERTAINMENT ALL DAY | LIVE MUSIC | FOOD VENDORS**

**ANTIQUE TRACTOR SHOW • CLASSIC CAR & TRUCK SHOW  
MOTORCYCLE SHOW • ARTISAN CRAFTS • FARMERS MARKET  
CHILDREN'S ACTIVITIES • KIDDIE RIDES • PETTING ZOO**

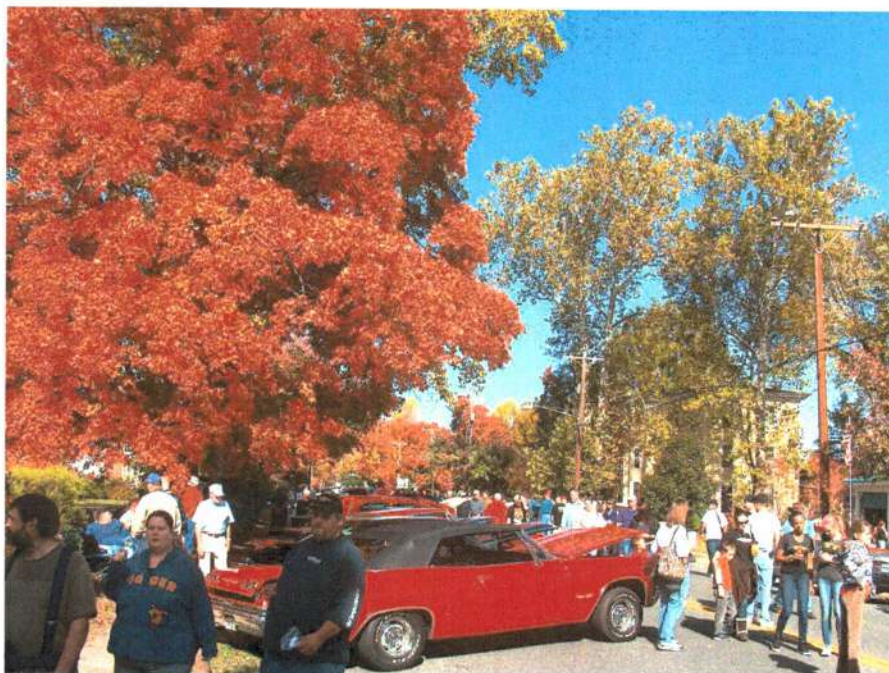
**NO DOGS  
PLEASE**

[WWW.TOWNOFBOWLINGGREEN.COM](http://WWW.TOWNOFBOWLINGGREEN.COM)

[http://www.fredericksburg.com/entertainment/classic-cars-beach-music-and-memories-at-bowling-green-s/article\\_a9664dbc-fab5-53e9-a6c9-5d0f30ecdecc.html](http://www.fredericksburg.com/entertainment/classic-cars-beach-music-and-memories-at-bowling-green-s/article_a9664dbc-fab5-53e9-a6c9-5d0f30ecdecc.html)

## Classic cars, beach music and memories at Bowling Green's Harvest Festival

By JIM MASON FOR THE FREE LANCE-STAR Oct 18, 2017



The 28th annual Harvest Festival will kick off at 9 a.m. Saturday in Bowling Green.

So how did Bowling Green's Harvest Festival come about?

According to Jim Day, one of the festival founders, he and several other Bowling Green business leaders worked with then-town clerk Nancy Thornton Medley in developing the idea for the event.

As a result, Bowling Green's first Harvest Festival was held in October 1989.

"We wanted to attract visitors, promote retail sales and attract new businesses," said Day, retired president of DeJarnette & Beale Insurance Agency.

This visitor goal has been achieved as evidenced by the thousands of people who come to Bowling Green every October for the Harvest Festival.

Bowling Green, a town of about 1,000, is on U.S. 301/Route 2, about 20 miles south of Fredericksburg. In Bowling Green, U.S. 301 becomes Main Street.

Bowling Green's 28th annual Harvest Festival will roll up Saturday, kicking off about 9 a.m. on Main Street at Milford Street.

Todd Tinder, who runs a jewelry shop on Main Street near the historic Caroline County Courthouse, remembers that first year of the festival. Back then store owners set their merchandise out on the sidewalks in front of their stores. Today so many people pack the sidewalks so swiftly, there's no space for any for-sale displays and retailers welcome the festivalgoers to come inside for a look.

Typically, crowds build up downtown and spill off Main Street sidewalks at just north of Milford Street. Some pause at souvenir and food vendor stands, many others listen to bands playing on a stage across from the courthouse. And some drift on checking the restored classic cars and trucks, shiny like new again, lining North Main Street from Union Bank to near the Broaddus Avenue intersection.

Again this year, Wick Coleman of Caroline County will be the voice of Harvest Festival. The 63-year-old retired railroad conductor is Caroline's most popular stage personality. He has been the festival's master of ceremonies for 10 years.

Onstage, with a band, Coleman introduces the musicians and whips up crowd enthusiasm. He sometimes sings, too, as he did in 2012 when he sang Wilson Pickett's "Mustang Sally." The festival crowd went wild. Even little kids sang along and danced.

## MUSIC

Steve Brown and The Diplomats will be cranking up their danceable beach music at Saturday's Harvest Festival. He said, "My mother taught me to play guitar when I was 8 years old and I never put it down. I started singing at age 13 and began playing for private parties."

Beach music, he said, is just another name for rhythm and blues. Beach music seems to bring back memories for people who remember the songs from the '60s and '70s. Bands used to play these songs in beach clubs in Virginia and the Carolinas—songs like The Temptations' "My Girl" and The Tams' "Be Young, Be Foolish, Be Happy."

"We will be doing our best to give fans the best of our music from the good old days as well as doing some newer Top 40 music," Brown said.

## CAR SHOW

Heading further north on Main Street on Saturday, one will find all sorts of restored cars and trucks, some antiques, some referred to as classics and some customized by Ronnie Lee of Milford.

Two television sitcoms in the 1960s portray the difference between an antique car and a classic one. The "Beverly Hillbillies" family truck is an antique while Cousins Bo and Luke Duke's "General Lee," their red-hot 1969 Dodge Charger, ranks as a classic, especially in the chase scenes.

David Cooper of Bowling Green says he will be showing his Diamond Blue 1968 Ford Mustang Fastback. A retired Virginia Department of Transportation engineer, Cooper said he replaced the original 6-cylinder engine with a V-8 automatic transmission.

"I have participated numerous times in the Bowling Green Harvest Festival Car Show and actually helped organize and run the show in the early '90s," Cooper said. "I've probably invested around \$20,000 to \$25,000 in the Mustang over the last 42 years. The car is like one of my children. ... Who knows, maybe one of them will carry on the tradition of showing a classic car."

## FARMERS MARKET

A reminder of the Harvest Festival's farm origins will be the Bowling Green Farmers Market, which will be set up on the courthouse lawn from 9 a.m. to 4 p.m. Farm families will be selling fruits and vegetables harvested this time of year. Also, homemade breads, cakes and pies and crafts will be sold. Another reminder will be antique farm tractors on display near Union Bank.

Fun for children, including pumpkin decorating and a petting zoo, will be set on the courthouse lawn and kiddie rides will be on the grounds of the United Methodist Church at Main and Milford streets.

A beer garden will be set up in the parking lot behind Bowling Green Suites across from the courthouse.

As usual, dozens of vendors will be selling such popular festival foods as hot dogs, burgers and fries.

The Sydney E. King Arts Center will be open at the courthouse during the Harvest Festival from 9 a.m. until 4 p. m., said Robyn Sieg, who's in charge of the museum. The museum features 14 of King's murals depicting Civil War battles in Virginia. Also, Virginia artists' paintings are on sale in the gift shop.

This is the fourth year Jo-Elsa Jordan, a native of Bowling Green, has planned Harvest Festival.

"Being a part of this 28-year tradition, not to mention an event that I grew up attending each year, has been a true pleasure," she said. "Every year I try to put a unique spin on the event, but as I was brainstorming about this year's Harvest Festival, I realized that the one thing that makes this event so special are the friends, families and former residents that gather every year to make this the largest annual event in Caroline County. It's like a huge reunion! Bowling Green is our favorite place to come home to."

**Jim Mason is a Bowling Green freelance writer.**

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### If You Go

28th annual Harvest Festival, Bowling Green. 9 a.m. to 4 p.m. Saturday; beer garden 2-5:30 p.m. Admission is free. No dogs please. [townofbowlinggreen.com](http://townofbowlinggreen.com).



## ♦ 28th Annual Harvest Festival ♦

### 2017 Corporate Sponsorship Opportunities

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To Whom It May Concern:

As an influential business in the region, the Town of Bowling Green is offering an opportunity for your company to further strengthen its community relations through sponsorship of the ***largest annual event in Caroline County***. Enclosed, please find the packages available for sponsorship of the 28<sup>th</sup> Annual Bowling Green Harvest Festival, scheduled for Saturday, October 21, 2017.

The event boasts an estimated attendance of 15,000 people each year, coming from all over Caroline County and surrounding areas. The celebration begins at 9:00 am and continues until 5:30 pm. Families enjoy a large classic car show, high-end crafts, gourmet food trucks, kiddie rides, children's activities, an entertainment stage, a beer garden and much more.

***The number of available packages are limited*** and on a ***first come-first serve basis***. Also, there is a deadline of September 22nd, in order to get the radio, print and digital advertising that is promised, so please secure your sponsorship right away!

Thank you for your consideration and for your continued community support. The Town of Bowling Green looks forward to hearing back from your company soon with details on which sponsorship opportunity works best.

Sincerely,

Jo-Elsa Jordan  
Events Coordinator  
Town of Bowling Green

ENCLOSURE

# THE TOWN OF BOWLING GREEN, VIRGINIA



## ◆ 28th Annual Harvest Festival ◆

### 2017 Corporate Sponsorship Packages

---

- **THE “JACK-O-LANTERN JAM” SPONSORSHIP: \$2,000.00**  
(1) Sponsorships available; Deadline: September 22, 2017  
Package includes:
  - (1) Banner with company name/logo; Installed on the Entertainment Stage
  - (15) Radio spots on B101.5 with your company mentioned as the title sponsor of Harvest Festival; Commercials will air over a ten (10) day period.
  - Premium space for company logo in two (2) Harvest Festival ads placed in the Free-Lance Star.
  - Logo in Free-Lance Start ad placed on the front page of the Region section.
  - Logo in two (2) ads placed in The Caroline Progress
  - Logo included on Festival map
  - Company name and/or logo advertised on Fredericksburg.com web banner and in various digital marketing mediums.
  - Company name and/or logo advertised on all social media campaigns
  - (4) V.I.P. Parking Spaces at the Bowling Green Event Hall
  - (8) Beer tickets for the Beer Garden
  
- **THE “HAPPY HARVEST” SPONSORSHIP: \$1,500.00**  
(2) Sponsorships available; Deadline: September 22, 2017  
Package includes:
  - (1) Banner displayed at the Harvest Festival
  - (10) Radio spots on B101.5; Your company listed as the presenting sponsor. Commercials will air over a ten (10) day period.
  - Company logo in two (2) Harvest Festival ads placed in the Free-Lance Star; 10/11 and 10/16.
  - Logo in two (2) ads placed in The Caroline Progress
  - Company name and/or logo advertised on Fredericksburg.com web banner and in various digital marketing mediums.
  - Company name and/or logo advertised on all social media campaigns
  - (2) V.I.P. Parking Spaces at the Bowling Green Event Hall
  - (8) Beer tickets for the Beer Garden

# THE TOWN OF BOWLING GREEN, VIRGINIA

- **THE “AUTUMN APPLES” SPONSORSHIP: \$1,000.00**  
(3) Sponsorships available; Deadline: September 22, 2017  
Package includes:
  - (5) Radio spots on B101.5; Your company mentioned as the presenting sponsor.
  - Company logo on large Sponsorship Banner displayed at the Harvest Festival
  - Logo in two (2) ads placed in The Caroline Progress
  - Company name and/or logo advertised in various digital marketing mediums.
  - Company name and/or logo advertised in all social media campaigns
  - (2) V.I.P. Parking Spaces at the Bowling Green Event Hall
  - (8) Beer tickets for the Beer Garden
  
- **THE “CANDY CORN CLASSIC” SPONSORSHIP: \$500.00**  
(3) Sponsorships available; Deadline: September 22, 2017  
Package includes:
  - Company logo on large Sponsorship Banner displayed at the Harvest Festival
  - Company name and/or logo advertised in various digital marketing mediums.
  - Company name and/or logo advertised on the Harvest Festival website
  - (2) V.I.P. Parking Spaces at the Bowling Green Event Hall
  - (8) Beer tickets for the Beer Garden

\*Please make checks payable to **The Town of Bowling Green** and **THANK YOU** for supporting the 2017 Bowling Green Harvest Festival!



# *28th Annual Bowling Green Harvest Festival Community Outreach Proposal*

## **McKESSON**

*Empowering Healthcare*

### SATURDAY, OCTOBER 21, 2017

• THE "HAPPY HARVEST" SPONSORSHIP: \$1,500.00

EXCLUSIVITY OFFERED TO McKESSON ONLY

Package includes:

- (1) Banner displayed at the Harvest Festival
- (10) Radio spots on B101.5; Your company listed as the presenting sponsor. Commercials will air over a ten (10) day period from 10/10 – 10/20.
- Company logo in two (2) Harvest Festival ads placed in the Free-Lance Star
- Logo in two (2) ads placed in The Caroline Progress
- Company name and/or logo advertised on Fredericksburg.com web banner and in various digital marketing mediums.
- Company name and/or logo advertised on all social media campaigns
- (2) V.I.P. Parking Spaces at the Bowling Green Event Hall
- (8) Beer tickets for the Beer Garden
- **Sponsorship includes a 10' x 10' vendor booth.**
- **McKesson provides 10-12 staff volunteers to manage the Pumpkin Decorating station for children from 9 am – 2pm on the historic Courthouse Lawn. The Town of Bowling Green to provide pumpkins and decorating supplies.**

#### **"PUMPKIN DECORATING PERKS":**

- \* Gives McKesson optimal visibility, as Children's Activities are **centrally located** on the historic Courthouse Lawn.
- \* The Bowling Green Harvest Festival is the largest annual event in Caroline County, boasting an estimated 15,000 attendees each year. Management of the pumpkin decorating activities offers an unprecedented **opportunity for McKesson to interact with families and children in the community, further enhancing McKesson's position as a leading business in Caroline with a dedication to community outreach.**

## 2017 Harvest Festival Police Report

There were three meetings to determine the man power needed along with the cost. Lt. Cary of the Caroline Sheriff's Office, Darrell Beazley representing the Town of Bowling Green Police Department, the coordinator Jo Elsa, and J. P. Calhoun of Fire and Rescue. Lt. Cary and I agreed on the Security man hours to be forty-four at the rate of \$40.00 per hour with a total of \$1,760.00 on 10/21/17. The Town received an invoice (#17-023) from the Sheriff's Office on 10/31/17 for the amount of \$2,520.00 with sixty-three hours at \$40.00 per hour. I met with Captain A. W. Lambert of the Sheriff's Office on 11-02-17 in regards to the bill and found that the sign-up sheet was put out for forty-eight hours and there was a Deputy who decided to work twelve hours unapproved this date. Captain Lambert removed the twelve-hour shift from the bill which reduced it to \$2,040.00. Captain Lambert and I discussed the matter for 2018 and feel we can reduce the hours for 2018 and she would like to have part in the planning.

  
Interim Chief Darrell Beazley

11-06-17



# CAROLINE COUNTY SHERIFF'S OFFICE

*Sheriff A. A. "Tony" Lippa, Jr.*

## INVOICE

#17-023

October 31, 2017

Billed: Town of Bowling Green  
Attn: Darrell Beazley  
P.O. Box 468  
Bowling Green, VA 22427

Net Terms: 15 days

### Employee Compensation-

M. E. Bullock	10/21	7.0 hours
S. L. Cary	10/21	6.0 hours
J. L. Chatman	10/21	7.0 hours
A. M. Garthaffner	10/21	7.0 hours
F. L. Justice	10/21	6.0 hours
A. W. Lambert	10/21	7.0 hours
C. S. Moser	10/21	6.0 hours
A. V. Williams	10/21	5.0 hours

51 Total Hours @ \$40.00/hour

**Total Due: \$2,040.00**

Description: Private Entity Agreement for Town of Bowling Green-"Harvest Festival"

Please remit to: Caroline County  
P.O. Box 39  
Bowling Green, VA 22427  
(804) 633-1123

The above total is in compliance with the Agreement between the Caroline County Sheriff's Office and Town of Bowling Green to provide Law Enforcement/Security Services.

Received  
OCT 31 2017  
Town of Bowling Green

*Voiced*

# CAROLINE COUNTY SHERIFF'S OFFICE

*Sheriff A. A. "Tony" Lippa, Jr.*

## INVOICE

#17-023

October 31, 2017

Billed: Town of Bowling Green  
Attn: Darrell Beazley  
P.O. Box 468  
Bowling Green, VA 22427

Net Terms: 15 days

Employee Compensation-		
M. E. Bullock	10/21	7.0 hours
S. L. Cary	10/21	6.0 hours
J. L. Chatman	10/21	7.0 hours
K. L. Chatman	10/21	12.0 hours - <i>S.E.</i>
A. M. Garthaffner	10/21	7.0 hours
F. L. Justice	10/21	6.0 hours
A. W. Lambert	10/21	7.0 hours
C. S. Moser	10/21	6.0 hours
A. V. Williams	10/21	5.0 hours
		63 Total Hours @ \$40.00/hour
		<b>Total Due: \$2,520.00</b>

*51x40  
2,040*

Description: Private Entity Agreement for Town of Bowling Green-"Harvest Festival"

Please remit to: Caroline County  
P.O. Box 39  
Bowling Green, VA 22427  
(804) 633-1123

Vend# \_\_\_\_\_  
GL# 21100-3350 Date: \_\_\_\_\_  
Auth. By: \_\_\_\_\_  
Appr. By: \_\_\_\_\_

The above total is in compliance with the Agreement between the Caroline County Sheriff's Office and Town of Bowling Green to provide Law Enforcement/Security Services.

1751- Roadway WAS OPEN

# CAROLINE COUNTY SHERIFF'S OFFICE

*Sheriff A. A. "Tony" Lippa, Jr.*



## INVOICE #16-024

October 17, 2016

Billed: Town of Bowling Green  
Attn: Steve Hoskins  
P.O. Box 468  
Bowling Green, VA 22427

Net Terms: 15 days

Employee Compensation-		
F. L. Brennan	10/15	8.0 hours
S. L. Cary	10/15	6.0 hours
M. A. Dip	10/15	6.0 hours
J. M. Humphries	10/15	4.0 hours
C. S. Moser	10/15	5.5 hours
M. J. O'Connor	10/15	6.0 hours
C. A. Rozell	10/15	12.0 hours
		47.5 Total Hours @\$36.00/hour
		<b>Total Due: \$1,710.00</b>

Description: Private Entity Agreement for Town of Bowling Green-"BG Harvest Festival"

Please remit to: Caroline County  
P.O. Box 39  
Bowling Green, VA 22427  
(804) 633-1123

Ven.# 429  
GL# 07100-3350 Date: 10/19/16

Auth. By: \_\_\_\_\_

Appr. By: [Signature] 11/3/16

The above total is in compliance with the Agreement between the Caroline County Sheriff's Office and Town of Bowling Green to provide Law Enforcement/Security Services.

## 2018 Harvest Festival Security Recommendations

Shut down streets at 0600

Vendors enter at 0630

North Main Street at Broaddus Ave. 6AM-6PM 12 Hrs.

South Main Street at By-pass 6AM-6PM 12 Hrs.

Chase St. at Ennis St Volunteer

Courthouse Ln. at Ennis St. Volunteer

1-B.G.P.D. unit to float with volunteers from 0600-0900.

B.G.P.D. Chief will clear streets for vendor arrival.

2-Deputies to arrive at Beer Garden at 1400 hrs. until 1800

At 0900 the Town Chief and Officer will patrol Main St. for enforcement purposes and keep animals out of event. (This was not enforced in 2017.)

The Sheriff's Office should only bill for thirty hours at their expected new rate of \$45.00 per hour giving a total of \$1,350. I would recommend to budget for \$2,000.00 to be safe and this would allow for an additional Deputy if needed. It is also recommended a

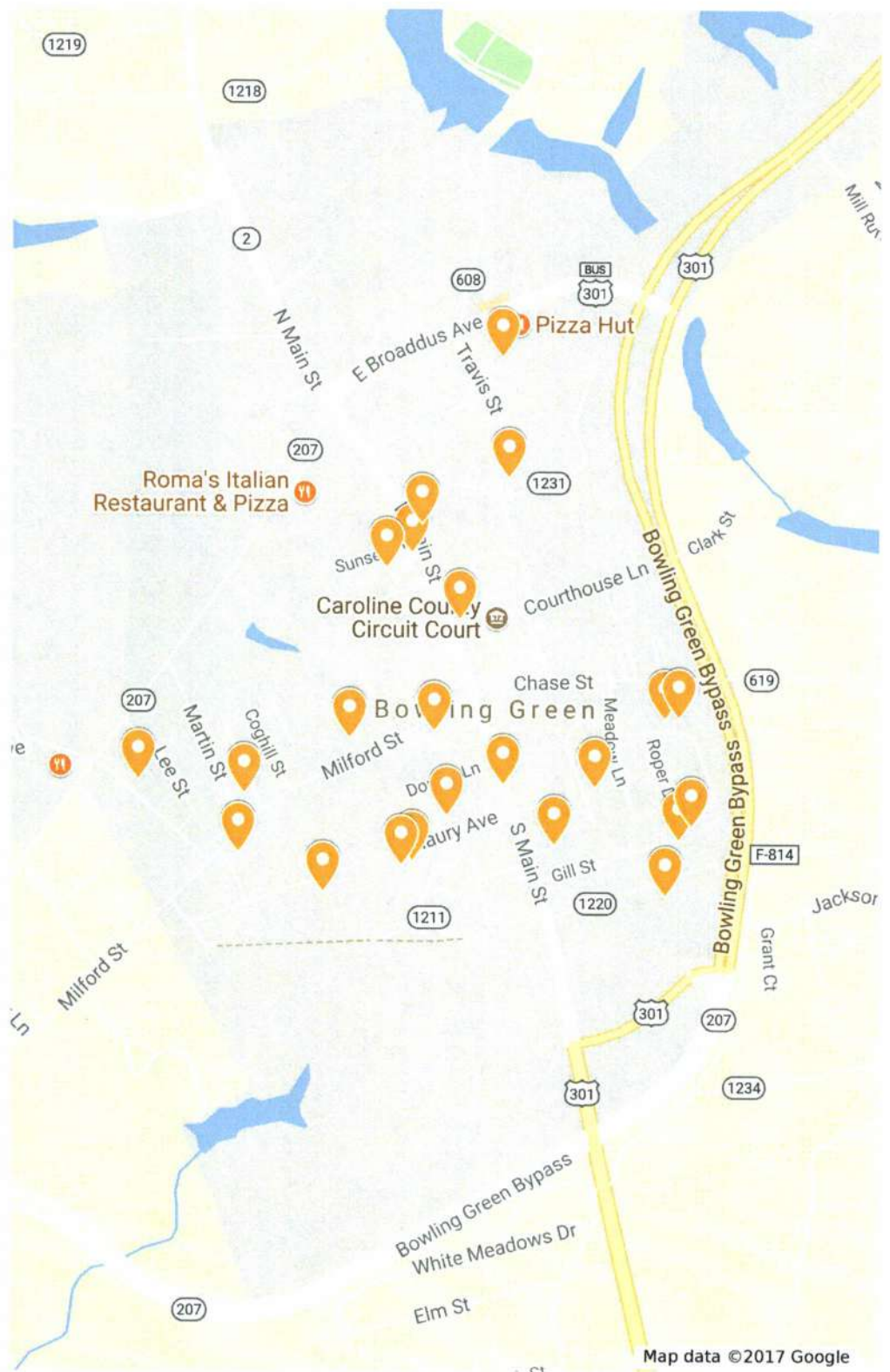
dump truck or other large piece of equipment to block Chase St., Courthouse Ln, and Fire Trucks to block North and South Main St. to prevent a vehicular attack on the crowd. (Darrell Beazley)

# 2017 Fall Clean Sweep

## 2017 FALL CLEAN SWEEP

1. 224 N Main St
2. 110 Sunset Dr
3. 114 Milford St
4. 141 Milford St
5. 211 Milford St
6. 220 Milford St
7. 131 Anderson Ave
8. 117 Maury Ave
9. 130 Maury Ave
10. 134 Maury Ave
11. 160 Maury Ave
12. 134 Lafayette Ave
13. Gill Street - End
14. 153 S Main St
15. 128 S Main St
16. 175 Roper Dr
17. 195 Roper Dr
18. 355 Roper Dr
19. 259 Dickinson Ln
20. 203 N Main St
21. 231 N Main St
22. 103 Cedar Ln
23. 201 Travis St
24. 17600 A P Hill Blvd

**\*PLEASE HAVE ALL ITEMS BOXED FOR GOODWILL PROMPTLY AT 1:00 P.M. FOR PICK-UP. (NO TV'S, MATTRESSES, BOX SPRINGS, DAMAGED FURNITURE.)**



TOWN OF BOWLING GREEN

# CHRISTMAS PARADE OF LIGHTS

SATURDAY, DECEMBER 16, 2017

**PARADE BEGINS AT 5:00 P.M.**

PROCESSION FROM MAURY AVENUE,  
HEADING NORTH ON MAIN STREET. AWARDS  
CEREMONY WILL BE HELD AT ROMA'S ITALIAN  
RESTAURANT FOLLOWING THE PARADE.

**CAROLINE COUNTY STUDENT  
ART SHOW** 12:00 P.M. - 5:00 P.M.  
AT 114 N. MAIN ST.



**PHOTOS WITH SANTA FOOD DRIVE!**  
7PM - 9PM - 114 N. MAIN STREET  
ONE CAN/BOX OF FOOD PER CHILD

FOR MORE INFORMATION OR TO REGISTER FOR THE PARADE, CALL: 804-633-6212  
OR VISIT [TOWNOFBOWLINGGREEN.COM](http://TOWNOFBOWLINGGREEN.COM) • RAIN DATE: SUNDAY, DECEMBER 17, 2017



# The Bowling Green Christmas Parade of Lights

SATURDAY, DECEMBER 16, 2017 at 5:00pm

(Rain Date scheduled for Sunday, December 17, 2017 at 5:00pm)



## PARADE APPLICATION FORM

Parade will begin promptly at 5:00 p.m.

In order to participate in the parade, all units **MUST** be in line prior to 5:00pm on the day of the parade.

Entries must be RECEIVED no later than close-of-business **Friday, December 8, 2017**. Applications are available at the Bowling Green Business Office located at the Town Hall, or downloaded online through the Events Calendar for both the Town of Bowling Green and Caroline County websites.

Applications may be submitted in person to the Bowling Green Town Hall Business Office or by mail to:

**Town of Bowling Green**

**P.O. Box 468**

**Bowling Green, Virginia 22427**

Or emailed to the Bowling Green Events Coordinator at:

**bgtownevents@gmail.com**

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\*Commercial vehicles are limited to two (2) per company. ALL entries are required to be decorated in accordance with the theme, "*Parade of Lights*".

Type of entry (please check one only):  Float  Marching Unit  Emergency Unit

Animal (Please indicate what type of animal(s)): \_\_\_\_\_

Vehicle (Please select a category): ( ) Commercial ( ) Tractor ( ) Motorized ( ) Vintage

Name of Sponsor or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Description of entry, including approximate length: \_\_\_\_\_

\*You may attach a separate narrative about your entry for the MC to read.

*I hereby certify that I have read the rules and regulations and agree to abide by them. I understand that the Town of Bowling Green cannot be held responsible for theft, damage or injury during this event.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## JUDGING CRITERIA & INSTRUCTIONS

### **Floats**

Best Reason for the Season Float

Best Parade Theme Float: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

### **Animal Entries**

1<sup>st</sup>, 2<sup>nd</sup>

### **Vehicles**

Commercial: 1<sup>st</sup>, 2<sup>nd</sup>

Tractor: 1<sup>st</sup>, 2<sup>nd</sup>

Motorized: 1<sup>st</sup>, 2<sup>nd</sup>

### **Marching Units**

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

### **Emergency Units**

Rescue Squad: 1<sup>st</sup>, 2<sup>nd</sup>

Fire Dept.: 1<sup>st</sup>, 2<sup>nd</sup>

### **Judges Choice**

Best in Parade

**Winners will be announced at ROMA'S PIZZA after the parade!**

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- **No Santas on floats!** Only ONE (1) Santa will be allowed in the Parade; Will ride at the end.
  - Commercial vehicle entries are limited to TWO (2) per company. Excessive horns are NOT PERMITTED in the parade route.
  - Please maintain the appropriate distance between your unit and the next. Stop in front of the judge's stand for no more than one (1) minute.
  - Parade numbers will be given out right before the start of the parade and must be clearly visible on the **driver's side** of the entry. Please make space for this on the driver's side of the entry.
  - Sirens and horns are prohibited while lining up, waiting in line and DURING the parade route.
  - Walkers must NOT walk back through the parade route, but may use any of the side streets.
  - Once lined up, motorized vehicles must remain parked and turned off until instructed to move.
  - Candy may not be thrown from floats or vehicles, but may be handed out as the float passes.
  - Children on floats and in marching units should be supervised by the appropriate number of adults at all times.
  - Each unit is responsible for cleaning up their staging area, as well as along the parade route, if necessary.
  - If at any time leading up to the parade day, the weather or street conditions are determined to be unsafe, the parade will be rescheduled to Sunday, December 17, 2017 at 5:00pm. If road conditions are still deemed unsafe for the rain date, the parade will be cancelled. Information will be available on the Town of Bowling Green's Facebook page, at the Bowling Green Town Hall or by calling the Events Coordinator at 804-516-5045.
  - No alcohol allowed.
  - The Town of Bowling Green reserves the right to reject any parade entry deemed inappropriate or unsafe.
- 

**PARADE ROUTE – LINE UP ON MAURY AVENUE – TRAVELING NORTH ON  
MAIN STREET!**

**(See next page)**

# PARADE ROUTE

Check in will begin at 3:30 p.m. at the **Milford Street and White Street** intersection, with parade entries **lining up along Maury Avenue**. The parade will begin promptly at 5:00pm and will proceed **NORTH** on Main Street. Marching units will end their route at **Union Bank** and proceed to the **Town Hall** where vehicles for pick up will be staged. All motorized parade entries will proceed to Oakridge, where the parade will conclude.

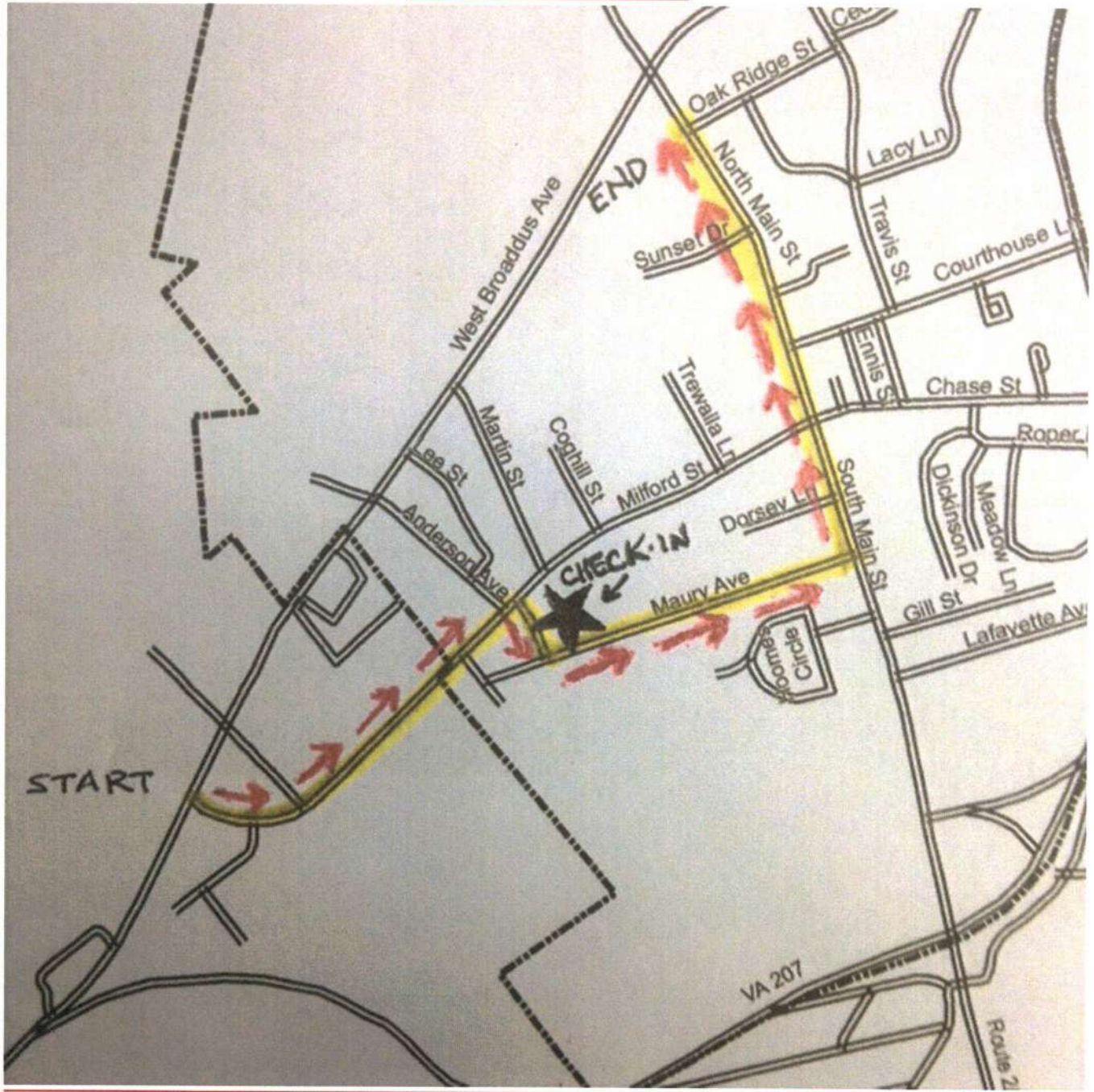
## LINE UP INSTRUCTIONS

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1. Staging and line-up for the parade will occur on Maury Avenue.
2. Vehicles will access Maury Avenue by turning **RIGHT** onto Milford Street from Broadus Avenue and turning **RIGHT** again onto White Street, where registered parade entries can check-in.
3. Maury Avenue will be closed to through traffic at 3:30pm. Main Street will close when the parade begins at 4:30 pm.
4. Vehicles transporting bands and/or marching units will drop off parade participants at the Antioch Christian Church located at 131 S. Main Street, Bowling Green. **CHECK-IN FOR MARCHING UNITS WILL BE AT THE ANTIOCH CHRISTIAN CHURCH**. Marching units will assemble with their groups in the front church yard. A Parade Assistant will be available to guide the units. Empty band vehicles will proceed to the Town Hall parking lot on Butler Street. Drivers will park their vehicles at the Town Hall and meet marching unit participants at the Town Hall after the parade.
5. All other parade units will proceed as follows:
  - All units other than marching units (including floats, trucks and other vehicles) are to begin registration and check-in at the intersection of Milford Street and White Street. Upon being checked in, parade entries will proceed to line up along Maury Avenue. Maury Avenue will serve as the staging area for final decorations on floats and vehicles.
  - The leader of each unit or the operator of each vehicle (other than a marching unit) **MUST CHECK IN** with the Bowling Green Events Coordinator at the corner of Milford Street and White Street. Failure to follow the required check-in procedure will result in your unit or vehicle **NOT** participating in the parade or being judged.
  - After check in at the Milford Street and White Street intersection, the Events Coordinator will assign your unit or vehicle a position in the line-up and you will move immediately to that position along Maury Avenue.
6. When the parade begins (promptly at 5:00pm), a Parade Assistant will inform each unit when to begin to enter the parade route.

Winners will be announced at **ROMA'S PIZZA** at approximately 7:30pm.

## PARADE ROUTE



**Grab a bite to eat or a hot beverage while you're in Bowling Green!**

**BEFORE & DURING THE PARADE:**

***THE MIX HOUSE ON MAIN STREET***

**AFTER THE PARADE:**

***WINNERS WILL BE ANNOUNCED AT ROMA'S PIZZA AFTER THE PARADE***

**MORE RESTAURANTS IN BOWLING GREEN:**

***PINO'S, CHINA INN, SUBWAY, PIZZA HUT, McDONALD'S***

# *The Bowling Green Christmas Parade of Lights*

**SATURDAY, DECEMBER 16, 2017 at 5:00pm**

(Rain Date scheduled for Sunday, December 17, 2017 at 5:00pm)



November 20, 2017

Dear Maury Avenue Resident,

The holidays are approaching and so is the annual Bowling Green Christmas Parade! This year is expected to be a great celebration of the holidays and our community, as floats and marching units will transform Main Street into a magical display of lights!

This letter is to notify you that the parade procession will be the same as last year, with the line-up occurring on Maury Avenue and the parade entries heading North on Main Street. Maury Avenue will be closed to non-residents from 3:00-5:30pm Saturday, December 16, 2017. You will have a front row seat, as the parade participants begin lining up! Line-up begins at 3:00pm, at the intersection of Maury Avenue and White Street, with the parade beginning at 5:00pm.

We politely ask that you park your vehicles in your driveway, rather than on the street between 3:00pm and 5:00pm.

In the event of inclement weather on Saturday, the parade will be rescheduled to occur the following Sunday, December 17, 2017 at the same times indicated above.

The Town of Bowling Green appreciates your understanding and cooperation for a couple of hours, as this beloved tradition gets underway. Also, as a resident of Maury Avenue, please enjoy the enclosed coupon, offering one (1) FREE large pizza with the purchase of one (1) large pizza, when dining in at Roma's Italian Restaurant, good through January 31, 2018. Just present the coupon and enjoy a great meal at Roma's Italian Restaurant!

Finally, if you have any questions or concerns, please feel free to contact me directly on my cell phone at (804) 516-5045 or by email at [bgtownevents@gmail.com](mailto:bgtownevents@gmail.com) *before* Saturday, December 16<sup>th</sup>. Enjoy your Thanksgiving holiday!

Warm regards,

Jo-Elsa Jordan  
Events Coordinator



FOR IMMEDIATE RELEASE

## **The Town of Bowling Green Welcomes New Police Chief**

Town of Bowling Green  
P.O. Box 468  
Bowling Green, VA 22427  
(804) 633-6212

Contact: Jo-Elsa Jordan, Town of Bowling Green; Events Coordinator  
bgtownevents@gmail.com  
(804) 516-5045 (Office/Cell)

**Bowling Green, VA.** – November 20, 2017; The new patrol car that you may see cruising around Town was purchased in part with a \$25,000 grant from the US Department of Agriculture and it's likely being driven by Bowling Green's new Police Chief. On November 2, 2017 members of the Bowling Green Town Council approved employment for Dr. Warner "David" Lipscomb III to become the new Police Chief. Lipscomb brings over fourteen years of experience in law enforcement to include work with Richmond City Sheriff's Office and Caroline County Sheriff's Office.

Dr. Lipscomb's achievements in law enforcement include being recognized for four life-saving awards, five meritorious police conduct awards, one excellent police conduct award and four MADD (Mothers Against Drunk Driving) awards for most DUI arrests.

Lipscomb was born and raised in the Scotchtown area of Hanover County. He graduated from Patrick Henry High School, earned a master's degree in Theology and went on to earn a doctorate in Theology/Divinity from Grace Theological Seminary in Loris, SC. During his employment with the Caroline County Sheriff's Office, Dr. Lipscomb served as the Police Chaplin.

Lipscomb stated, "I am looking forward to working for the Town of Bowling Green and fostering positive relationships among Town residents, staff and members of Council."

(more)

Lipscomb and his wife, Ashley, reside in Caroline County and are the proud parents of four sons, Brandon 9, Blake 6, Jase 3, Jaxson 1 and are expecting another addition to their family due in April 2018.

Media Contact: Jo-Elsa Jordan, Town of Bowling Green; Events Coordinator

Phone: 804-516-5045

Email: [bgtownevents@gmail.com](mailto:bgtownevents@gmail.com)



###



**Town of Bowling Green – Police Department  
Council Monthly Report/Project Update  
For November 2017**

Prepared By: Chief David Lipscomb

Date: 11/30/17

Additional and/or Support Materials Attached: Yes

No

**Activity Report:**

**BGPD 48 total calls**

**CCSO 12 Summons issued, 4 calls for service**

**Officer Honeycutt:**

**1 Summons**

**1 Verbal warning**

**Chief Lipscomb:**

**35 Summons issued**

**5 Verbal warnings given**

**1 Drug possession arrest**

**1 Embezzlement arrest (Food Lion \$520)**

**2 Driving without a license**

**2 Alarm calls**

**All evidence left by prior administrations has been destroyed**

**Took Delivery of new police SUV**

**Surplus of Items no longer being utilized:**

2003 Crown Victoria Police Interceptor has been turned over to public works.

Old speed trailer has been removed for BGPD building awaiting sale.

**Pending Actions:**

Cleaning of BGPD building to prepare for painting this winter. Several loads of garbage taken to landfill.

Creation on an operations manual (SOP) to maintain working guidelines for all police employees.  
Liability issue. Working with CCSO and Ashland Police Department

Updating and creation of forms utilized for police activity.

Purchase and updating of police equipment. (gun belt, holster, duty gear and uniforms) Most items have already been received.



**Decisions Needed:**

1. Need one new computer. (Currently working two units on the same Toughbook)
2. Need new issued firearms. Current model Glock model 21 is not interchangeable with other agencies. Officer safety issue. Current models are old and becoming increasingly worn. See attached proposal.
3. Need one new intoximeter for DUI enforcement. (Only one owned by BGPD)
4. Part time clerical help for the creation of operations manual and DCJS certifications.

**Heads Up Items:**

**No recent sex offenders found on VSP public website**

**Christmas Parade on 12/16**

**Start planning process for next budget and the implementation of full time police chief position.**

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

TOWN POLICE SUPPLY  
 DIV. OF TOWN GUN SHOP, INC  
 3541 COURTHOUSE ROAD  
 RICHMOND, VA 23236

PHONE 800-443-8871  
 FAX 804-745-6863



# Quotation

Quote Number:  
 QR17-615

Quote Date:  
 Nov 27, 2017

Page:  
 1

Quoted to:  
 BOWLING GREEN PD  
 P. O. BOX 468  
 BOWLING GREEN, VA 22427

Customer ID	Good Thru	Payment Terms	Sales Rep
R-BGPD	12/27/17	Net 20 Days	

Quantity	Item	Description	Unit Price	Extension
2.00	PA1950702	GLOCK, 19 GEN 5 , 9MM, GNS, 3 15 ROUND MAGS, 2 SETS OF BACK STRAPS	409.00	818.00
2.00	TRADE-IN	DEPARTMENT TRADE-IN: GLOCK 21, GNS, THREE MAGS	225.00	-450.00

**JOSHUA PUTNEY**

Subtotal	368.00
Sales Tax	
<b>Total</b>	<b>368.00</b>

Thank you!



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

Prepared By: Melissa Lewis

Date: 12/1/17

Additional and/or Support Materials Attached: Yes  No

**Ongoing:**

- Working with Caroline County Commissioner of the Revenue to find a solution for a glitch that was discovered in the transfer of tax records from the County to the Town. The Commissioner’s office is conducting an audit to capture all records that were missed.
- Real Estate and Personal Property Taxes are due Tuesday December 5<sup>th</sup> and we have received high volumes of in-person inquiries and payments.
- Attended online training with Taxing Authority Consulting Services (TACS) to begin the process of delinquent collections.
- Working with Pam Webb, Treasurer of Bath County, to organize a BAI Treasurers’ User Group quarterly meeting to be held at Town Hall in March. *BAI Treasurers’ User Group is an organization made up of localities to share info and insight in using the Treasurer’s module of BAI Municipal Software (Bright Accounting).*
- Responding to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Entering Work Orders into Mobile 311.
- Working with Town Manager to make Journal Entries and Budget Transfers.
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Reviewing and posting Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewing and posting Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewing and reconciling bank deposits prepared by the Accounts Clerk.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

**Pending Actions:**

None.

**Decisions Needed:**

None.

**Heads Up Items:**

- A supplemental tax billing will be sent out in February or March to those resident’s whose records were missed in the original 2017 Tax book sent by Caroline County.

*Reminder: The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.*

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TOWN HALL RENTALS

November 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
19	Activities Program	Yoga/Pitaiyo	430.00
1	Bailey, Kelly	Wedding Reception	600.00
1	Key, Lamar	Wedding Reception	600.00
1	Fells-Rollins, JoWanda	Thanksgiving Dinner	575.00
1	Johnson, Sabrina	Baby Shower	150.00
1	Town Council Meeting	Meeting	N/C
1	Fredericksburg Area Realtors	Meeting	N/C
1	General Election	Meeting	N/C
1	Personnel Committee	Meeting	N/C

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27

Total

\$2355.00



**Town of Bowling Green – Public Works  
and Utilities Council Monthly  
Report/Project Update  
For November 2017**

Prepared By: Billy Deavers

Date: November 30, 2017

Additional and/or Support Materials Attached: Yes  No

## Ongoing:

### Wastewater Operations:

- Cold weather and fluctuating temperatures have created some operational issues and personnel are working hard to increase pH and monitor Dissolved oxygen to Ensure constant compliance

### Water Operations:

- Well # 1 is in process of having pump replaced, should be completed the 1<sup>st</sup> week of December

### Public Works:

- Still working on leaf collection
- Christmas decorations just came in and will be up within the week
- Repaired the ditch that was washing out at Maury Heights lift station

## Completed:

### Wastewater Operations:

- **Plant personnel filled holes and low spots with fill dirt and seed. Everything is Coming in nicely**

### Water Operations:

- Leak repaired at Heritage Pines
- Leak repaired at Travis St
- Leak repaired at Elm St
- Leak repaired at Hoomes Circle

## Heads up:

- Plant Operator Nik Reidl passed his Wastewater class 4 exam
- Chevrolet Blazer will be surplus, going up for bid



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

Prepared By: A. Reese Peck

Date: 11/30/17

Additional and/or Support Materials Attached: Yes

No x

**Meetings Attended:**

**Town Council:** November 2<sup>nd</sup> regular meeting.

**Town Council Subcommittee:** Safety and Personnel.

**Commission and Authority Meetings:** Planning Commission and EDA meeting canceled.

**Other Meetings:** Downtown Building Owners Workgroup

**Main Street & Commercial Corridor Revitalization:**

EDA/Downtown Building Owners Work Group met.

**Planning/Zoning/Siting Issues:**

Minor Events Text Amendment Planning Commission public hearing set for November 20, 2017 cancelled due to a lack of a quorum. Public Hearing rescheduled for December 18, 2017.

**Other:**

**Pending Actions:**

Sign ordinance and purchase order guidelines.

**Decisions Needed:**

Approval of Town Holidays, approval of 2018 meeting schedule, approval of Part-Time Office Assistant and Police Chief job descriptions and authorization to advertise for a Public Hearing on Planning Commission Composition, Appointments, Compensation and Removal.

**Heads Up Items:**

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