



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday December 05, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

1. Bowling Green Town Council Monthly Report for November 2019
2. Public Works and Utilities Dept. Council Monthly Report for November 2019
3. Events & Economic Development Coordinator Council Monthly Report for November 2019
4. Town Clerk/Treasurer's Monthly Report to Council November 2019

UNFINISHED BUSINESS:

5. Training course on Small Water Systems

CONSENT AGENDA:

6. November 2019 Bills
7. Minutes – November 7, 2019 Town Council Meeting
8. Text Amendment to R-1 Special Use
9. ZP-2019-027 Special Use Permit Application

NEW BUSINESS:

10. R-2019-012 Resolution to accept donation of 109 Courthouse Lane from Atlantic Union Bank
11. Consideration of EDA Appointment

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

12. Caroline County Holiday Luncheon Invite

CLOSED SESSION:

RECONVENE IN OPEN SESSION

ADJOURNMENT



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

AGENDA ITEM: Bowling Green Town Council Monthly Report for November 2019

DATE: 11/25/19

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical data:

32 Calls for Service (2 Reportable)

1 Possession of marijuana

11 Alarm calls

53 Virginia uniform summonses written

11 Parking violations

39 Park walk and talk

38 Advice calls

7 Motorist assists

5 Assist another agency

1 Motor vehicle crash

2 Special events

Chief's Report:

Continuing process to have a VCIN/NCIC terminal installed at the office.

Conducted a firearms night qualification in conjunction with the Dumfries Police Department.

Prepared an operations plan for the upcoming Christmas parade.

HEADS UP ITEMS:

Police policy manual needs to be passed.



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

AGENDA ITEM: Public Works and Utilities Dept. Council Monthly Report for November 2019

DATE: November 26, 2019

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Wastewater

- Pumped down Clarifier # 1 for scheduled maintenance and inspection. Also need the RAS line cleaned out due to blockage.
- There was a Sewer Main backup on 11/21 from Anderson to Lee
- Plant has been running well with no exceptions to report

Water

- Bac- T samples were collected and sent to lab
- There were water leaks on Maury on 11/13 and 11/14. Also Heritage Pines on 11/21
- Normal hydrant flushing and valve exercising is still underway

Public Works

- Leaf collection began on November 15th. There have been ten trips to the Dump, with an average weight of 13,500 each time
- The hanging flower baskets were taken down from Main Street
- Replaced two ballasts and light poles on Main Street



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

AGENDA ITEM: Events & Economic Development Coordinator Council Monthly Report for November 2019

DATE: 11/26/19

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

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

Bowling Green Christmas Parade of Lights: 12/14/19, 5:00 p.m.

Complete VDOT Land-Use Permit application as required for road closures
Coordinate with CCPS and Sidney King Arts Center for the Caroline County Student Winter Art Show
Finalize marketing graphic *See attached
Accept parade registration forms *See attached
Upload on to website/event calendar
Create event on Facebook
Facebook promotion
Create spreadsheet for participants
Order trophies
Coordinate with Roma's for awards ceremony
Create and distribute letters to Maury Avenue residents *See attached
Coordinate horse-drawn carriage for Santa
Recruit volunteers
Coordinate with volunteer group(s) for clean up services

EDA

Prepare meeting packet for 11/25/19 meeting
Attend 11/25/19 meeting and record meeting minutes
Conference call with Atlantic Union Bank (Real Estate and Marketing) about donation of 109 Courthouse property.
Donation; Coordinate with Town Treasurer and Town attorney for title insurance and resolution.
Coordinate with AUB for unveiling that is tentatively scheduled for 12/10/19 at 3pm.
Process invoicing for legal services

Attend seminar with Fredericksburg Area Association of Realtors on Opportunity Zones

Community Heart & Soul

Attend 11/5/19 meeting

Attend 11/14/19 meeting

Facilitate signing of Coach Agreement and Grant Agreement

Facebook posts

Misc.

Attend weekly staff meetings; Monday's at 10:00 a.m.

Coordinate with Caroline County DSS for food and coat drive donation project by McKesson

Staff report

Attend VDOT meeting on Smart Scale projects on 11/14/19

General social media posts

HEADS UP ITEM:

Please mark your calendars for the “unveiling” of 109 Courthouse Lane that is tentatively set for 12/10/19 at 3:00 p.m. This effort is being coordinated between the Town of Bowling Green and Atlantic Union Bank’s Real Estate, Marketing and Public Relations departments. Invitations will be sent via email upon confirmation of the date and time.



AFTER ACTION REPORT

EVENT: Bowling Green Harvest Festival

DATE OF EVENT: Saturday, October 19, 2019

DATE AAR COMPLETED: Monday, November 19, 2019

COMPLETED BY: Jo-Elsa Jordan, Events Coordinator

MEMBERS INVOLVED:

- Jason Satterwhite, Mayor
- Bowling Green Police Department
- Tracy Wright, Volunteer
- Rachel Farmer, Motorcycle Show Coordinator
- Lynn Jordan, Volunteer
- Frankie Chenault, Tractor Show Coordinator
- Judy Beazley, Volunteer
- Kim Parke, Volunteer
- Erin Southworth, Caroline Fire/Rescue
- Amanda Dyson, Volunteer
- Jimmy Farmer, Volunteer
- Tingler Insurance, Beer Garden
- Wick Coleman, Emcee
- Public Works & Utilities Department
- Amelia Wright, Car Show Coordinator
- Chris Gayle, Volunteer
- Jared Watts, Volunteers
- Sam and Caroline Frye, Volunteers
- David Swink, Motorcycle Show Vol.
- Mason Gayle, Volunteer

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 30th 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, motorcycle show, farmers market, children’s activities, children’s amusements and local shopping.

WHAT TOOK PLACE:

VENDOR RECRUITMENT:

Vendor applications were completed in January 2019 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 2019. (See attached)

Vendor fees were not increased from previous years.

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

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.

2019/2018

Food: 19/23

Craft 33/31

Business 28/18

Direct Sales 7/12

Public Service 15/14

Fundraising 5/4

Political Organizations 6/2

BG Merchant 4/5

Total: 117/109

VDOT:

The Events Coordinator completed all required paperwork to obtain a Land-Use Permit from VDOT to allow for road closures on event day. The application was submitted to VDOT on September 3, 2019, and the permit was obtained on September 11, 2019. (See attached)

MARKETING (See attached):

The 2019 marketing graphic was designed by a professional graphic designer. The designer was asked to draw inspiration from two new entertainment acts in 2019; an Elvis Presley tribute band and a reggae band. The designer did so by incorporating traditional Jamaican colors (red, green and gold) along with a guitar and clip art of a young Elvis, used as a text box to showcase the live entertainment schedule. The design also incorporated autumn leaf designs to celebrate the season.

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

Print advertising was purchased in The Free Lance Star.

Radio advertising spots were purchased through B101.5 and aired two weeks leading up to the event. Atlantic 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.

The Harvest Festival was promoted aggressively on social media and specifically, through Facebook. The vendor application was posted on the Town’s Facebook page through a link driving traffic to the Town’s website where folks could download the pdf and send back to the Town with payment. In promoting the Harvest Festival itself, an event was created on the Town’s Facebook page, shared on multiple group pages and promoted through paid advertising/boosts.

DONATIONS:

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

Waste Management donated seven (7) dumpster units in-kind for event day in lieu of a monetary sponsorship.

McKesson provided twelve (12) volunteers for the pumpkin decorating station.

CORPORATE SPONSORSHIPS:

Sponsor letters and package options were sent to sponsors from previous years in July. Additionally, the Events Coordinator worked with the Town Treasurer to identify companies with whom the Town of Bowling Green had entered into substantial business contracts for 2019. (See attached)

Rather than receiving a sponsor letter and package options, McKesson receives a “Community Outreach Proposal”, requesting \$1,500.00 to cover the cost of pumpkins and other event expenditures plus, 10-12 volunteers to manage the pumpkin decorating. This change was made in 2014 when the Events Coordinator learned that McKesson’s corporate culture supports “projects versus payment”. (See attached).

- McKesson: \$1,500.00
- Kelvic: \$1,500.00
- Dominion Energy: \$1,000.00
- REC: \$500.00
- Atlantic Broadband: \$500.00
- Sydnor Hydro: \$1,500.00
- TOTAL: \$6,500.00 (\$7,700 in 2018)

*Event sponsorships decreased by \$1,200 in 2018.

PRE-EVENT:

A pre-event meeting was held Thursday, October 3, 2019 at the Town Hall with the Command Chief for Caroline County Fire/Rescue. The objective of this meeting was to discuss operations for event day and protocols for safety.

Another pre-event meeting was held on Wednesday, October 16, 2019. 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. 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, cash boxes, trophies and dash plaques.

Waste Management delivered seven (7) dumpster units to Bowling Green on Thursday, October 17, 2019. Dumpster locations were marked on an aerial photo and sent to Waste Management and Bowling Green Public Works in an email prior to 10/17. Locations were confirmed on site through coordination among Shawn Fortune, Public Works, and Waste Management.

Friday, October 18, 2019 included acceptance/installation of the entertainment stage, which was setback approximately 100' from the right-of-way.

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 and safety cones. 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 and placed around a large tree.

*Pumpkins are \$2 each, totaling \$600. Cost is covered by McKesson sponsorship.

(50) posters were printed stating, "NO DOGS" and were installed along Main Street.

Friday also consisted of marking vendor spaces, according to the vendor maps for each district. This was done with the assistance of the Bowling Green Police Department and event volunteers, Tracy Wright, Judy Beazley, Peggy Wright and Jimmy Farmer. Because chalk and printed vendor numbers were not a practical applications for marking spaces, and in order to preserve our newly paved Main Street, the idea for marking spaces with brick pavers came to light. The Bowling Green Police Chief solicited a donation from NewLine Hardscapes in

Doswell, VA. Approximately 300 brick pavers were generously donated to the Town of Bowling Green. The Events Coordinator marked the pavers with a thick Sharpie marker. The pavers proved to be an excellent solution and one that can be reimplemented each year without incurring additional costs or damage to the new pavement.

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.

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.

Bowling Green Police Department and hired officers from CCSO arrived at the command post at 5:30 a.m. to debrief. All law enforcement officers were positioned in place promptly at 6:00 a.m. to assist with vendor check-in and traffic control.

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 11, 2019, 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’.

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 local law enforcement 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. Communication with local law enforcement was incredibly efficient. The Police Chief and the BGPD provided unparalleled security, followed specific protocol and did so under budget. Any incidents during vendor check-in were handled promptly by local law

enforcement and without issue. Several vendors commented on the organization and convenience of the process.

*Vendors arriving at the North Main check-in location (Broaddus and Main) that did not have their pass or those that needed to be relocated to a different check-in location, were placed in a “holding area” so as to not disrupt the natural flow of vendors with proper documentation, in the correct location. The Events Coordinator and/or check-in volunteers were able to address these folks at their convenience without creating a bottle neck of vendor traffic.

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:

Skies were partly sunny and temperatures ranged from 56- 69 degrees and little to no wind.

The JROTC Color Guard presented the colors while CMS and CHS Band played the National Anthem at 9:00am.

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 10:00 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, indicating that they are looking forward to continuing the partnership in 2020.

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

ENTERTAINMENT:

- 9:00 a.m. WELCOMING REMARKS (Wick Coleman, Emcee)
- 9:05a.m. – 9:10 a.m. CHS JROTC COLOR GUARD & CMS BAND
(National Anthem)
- 9:10 a.m. – 9:20 a.m. CMS/CHS MUSICAL PERFORMANCE
- 9:20 a.m. – 9:30 a.m. CHS JROTC DEMONSTRATION

- 9:30 a.m. – 9:50 a.m. SOUNDBOARD
- 10:00 a.m. – 11:00 p.m. REUNION
(30 MIN. FOR EXIT AND SET UP)
- 11:30 a.m. – 12:30 p.m. THE ATKINSONS
(30 MIN. FOR EXIT AND SET UP)
- 1:00 p.m. – 2:30 p.m. STUART CHAPMAN & THE NEW HORIZON BAND
A Tribute to Elvis Presley
(30 MIN. FOR EXIT AND SET UP)

***** BEER GARDEN OPENS AT 2:00 P.M. *****

- 3:00 p.m. – 4:00 p.m. CACTUS JACK
(45 MIN. FOR EXIT AND SET UP)
- 4:45 p.m. – 6:00 p.m. MIGHTY JOSHUA & THE ZION #5

MOTORCYCLE SHOW:

Approximately twenty (20) bikes registered for the Motorcycle Show. The Motorcycle Show is a build out and will continue to grow each year. The show also proved to fulfill its purpose by attracting foot traffic to the merchants on Milford Street.

CAR SHOW:

Approximately 140 classic cars/trucks were featured at the 2019 Classic Car & Truck show. This was an increase of 29 collector cars/trucks from 2018.

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 Snip-N-Trim 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 were allowed to purchase up to six (6) tickets at \$6.00 each. A mark was placed on the patron's wristband for each ticket that was remitted to the volunteer pouring beer.

EXPENDITURES/REVENUES:

HARVEST FESTIVAL BUDGET: \$23,500.00

EXPENDITURES: \$21,796.31 (\$1,703.69 Under budget)

REVENUES: \$24,330.76

*Meals tax from food vendors was due on November 20, 2019. Revenues are subject to increase as collection efforts for past due vendors continue.

NET REVENUE: \$2,534.45

30TH Annual Harvest Festival

Saturday, October 19, 2019

Main Street ♦ Bowling Green, Virginia

Welcome

The Bowling Green Harvest Festival is Caroline County's largest annual event and it seems to get bigger and better each year, drawing crowds estimated between 12,000 – 15,000 enthusiastic attendees.

The 30th Annual Harvest Festival will be held, rain or shine on Saturday, October 19, 2019, from 9:00 am until 4:00 pm. We look forward to seeing you there and celebrating another year of family fun!

We will close all of Main Street for everyone to safely enjoy the food, shopping and other activities. There will be live entertainment throughout the day, performed by some of the best talent in the region.

Festival venues include:

- ♦ Children's activities
- ♦ Classic Car & Truck Show
- ♦ Petting zoo
- ♦ Antique Tractor Show
- ♦ Kiddie rides
- ♦ Beer Garden
- ♦ Performance stage
- ♦ Farmer's Market

We are looking forward to hosting over 150 vendors, selling jewelry, crafts, food and more!

The Harvest Festival is publicized in all local media, to include radio, print, social media sites and County-wide newsletters and websites.

Registration

Please complete both sides of the enclosed registration form and mail it with a check or money order for the required amount to the address provided on the 'Registration Form'.

In order to make sure that you receive the registration form for the following year as soon as it becomes available, and to reduce costs in paper and postage, please **provide an accurate email address** in the registration form below.

All vendor spaces are 10 ft. x 10 ft. Please be specific with your space requirements and send the appropriate amount of money. You may purchase multiple spaces, but only TWO adjacent spaces may be purchased in a single location. Please be sure to identify if you are purchasing two adjacent spaces, or multiple, single-location booths. Booth fees are non-refundable after September 20, 2019 and a cancellation request from the vendor must be submitted in writing to the address above or via email to **bgtownevents@gmail.com**.

Please feel free to duplicate these forms and pass them along to other vendors you think may be interested in participating in the Harvest Festival. Additional registration forms are available at the Bowling Green Town Hall at 117 Butler Street in Bowling Green. You may also download the application from the Town's website, **www.townofbowlinggreen.com** or email your request to **bgtownevents@gmail.com**.

Please mail completed forms with payment ~ Postmarked no later than

FRIDAY, SEPTEMBER 20, 2019 to:

Bowling Green Harvest Festival 2019

Attn: Town Clerk

P.O. Box 468, Bowling Green, Virginia 22427

For those new to the Festival, vendor load-in requires: (1) off-loading your merchandise/equipment to the curb area near your designated space; (2) moving your car to vendor parking; (3) waiting for the signal from Festival officials to move into your space and begin set-up. This move in system occurs as different sections of the street are closed off to traffic. Be prepared to move your own merchandise from your vehicle to curb and to your booth space, in the morning during set up and in the afternoon during breakdown.

Vendor Check-in

Vendors who register by the due date will receive a vendor packet on or about October 12, 2019. This packet will include a vendor pass with your space assignment, a map showing your check-in location, and specific instructions regarding individual check-in times. **YOU MUST HAVE YOUR VENDOR PASS PROMINENTLY DISPLAYED ON YOUR VEHICLE DASHBOARD WHEN YOU ARRIVE AT HARVEST FESTIVAL.** This pass will allow you to pass through roadblocks, through check-in, and to your space. Only **one (1) vehicle** per space will be allowed to enter.

Vendors **will begin checking in at 6:30 am** the day of the Harvest Festival. If you do not bring your vendor pass, you may be asked to pull off to the side in order to let other vendors through, while your vendor verification is being confirmed. This delay may result in you missing your check-in time and not being able to off-load near your booth site, as your section of Main Street may already be closed to vehicles. After that time, you will still be able to set up a booth, but you will have to carry your booth supplies/merchandise from the vendor parking area to your booth location. **BE SURE TO BRING YOUR VENDOR PASS!**

The Harvest Festival ends at 4:00 pm. At that time you will be allowed to begin breakdown of your booth(s). All vendors will have one (1) hour to dismantle their booth(s) and be off the street. Streets will reopen at 5:30 pm, without exception.

Early Check-in (Food vendors only)

Food vendors are the only vendors authorized for early check-in and are encouraged to check-in on Friday, if possible. Please indicate on the registration form if you require early check-in, and when you arrive (on Friday) please check in at the Town Hall Business Office at 117 Butler Street in Bowling Green, between 4:00 pm and 6:00 pm. Special set-up of food vendors will only be allowed after 6:30pm, Friday evening at the vendor's designated area.

IMPORTANT: If your generator must operate through the night, please call us in advance at (804) 633-6212.

Food vendors must comply with applicable Health Department regulations. **IT IS THE VENDOR'S RESPONSIBILITY TO OBTAIN THE REQUIRED PERMITS.** Please contact the Virginia State Department of Health at (540) 899-4797 for your permits. Contact them early in order to receive your permits in time for the Festival; there is an extended processing period for such permits. Your booth will be inspected the morning of the Festival, before the Festival opens, by a representative from the Health Department.

ALL VENDORS MUST BE REGISTERED TO PARTICIPATE.

Bring your own tents, tables, chairs, etc.

NO ELECTRICITY OR WATER WILL BE PROVIDED.

DO NOT FORGET TO BRING YOUR VENDOR PASS!

FOR MORE INFORMATION

Please call the Town of Bowling Green Business Office at (804) 633-6212 or email your inquiries to bgtownevents@gmail.com.

IMPORTANT: NO DOGS ALLOWED AT HARVEST FESTIVAL

2019 Harvest Festival

Saturday, October 19, 2019

REGISTRATION FORM

Please register by completing and returning this form along with the appropriate payment.
Registration form must be postmarked NO LATER THAN Friday, September 20, 2019 to:

Bowling Green Harvest Festival 2019
Attn: Town Clerk
P.O. Box 468, Bowling Green, VA 22427

PLEASE PRINT LEGIBLY

Vendor Space Name _____

Contact Person _____ Phone: () _____

Mailing Address _____

City _____ State _____ Zip _____

REQUIRED EMAIL ADDRESS _____

Schedule of Fees

Please read carefully. Check all that apply.

All vendor spaces are 10'x 10';

May purchase up to TWO (2) adjacent spaces.

Types of vendors and booth/space fees.

NON-FOOD

- Business \$80.00
Type: _____
- Craft Vendors \$80.00
Type: _____
- Political Organizations\$50.00
- Tax Exempt Orgs. (Fundraising) \$50.00
Tax ID# _____
- Farmers selling produce \$40.00
Type: _____
- Public Service Organizations \$25.00
NO SALES ALLOWED

FOOD

- Professional Food Vendors \$175.00
Food sold: _____
- Novelty Foods (2 foods only) \$100.00
Food sold: _____
- Tax Exempt Food Vendors \$80.00
Tax ID# _____
Food sold: _____
- Caroline County-based Emergency Services Food Vendors
(Example: Volunteer Firefighters, Police, Auxiliary)
..... \$75.00
Food sold: _____

Review of all food vendors will be made prior to final approval selection for event. Vendors MUST provide management with a complete menu FOUR (4) WEEKS prior to event; no changes in menu will be accepted without prior approval from event management.

Approval will not be granted the day of event.

You may email your menus to:
bgtownevents@gmail.com

** Save \$5.00 off the total fee by registering by
Friday, August 16, 2019 (postmark date).*

Total number of spaces purchased: _____

Sub-Total: \$ _____

- Check here if you require two (2) adjacent booth spaces
- Applicable Discount - \$5.00
- Total Fee Enclosed** \$ _____
- Food vendor; Require early check-in

Please make check payable to:

Town of Bowling Green
FEE IS NON-REFUNDABLE.
EVENT HELD RAIN OR SHINE.

NOTE: We reserve the right to limit the number of vendors selling the same brands or types of products.

Additional information requested. Please check all that apply: *(Mandatory disclosure)*

If you fail to provide this additional information, you may be denied participation in this event and your booth fee will be forfeited.

- My booth requires a **GENERATOR** to operate.
- My booth will be using loud speakers and/or playing music (live or recorded).
- I plan to set up a stage or other type of structure, other than a standard canopy. *(If so, please describe below.)*

NO ELECTRICAL SERVICE WILL BE PROVIDED.

Please enclose a brochure about your business/organization, or provide a detailed description of your booth below.

NO extension cords will be permitted into the Festival area. **Noisy generators or generators that produce fumes will not be allowed at the Harvest Festival.** All generators must pass an inspection by Caroline County officials the day of the Festival. Inspection will occur prior to the Festival opening. Only **APPROVED** generators will operate during the Festival. **APPLICATION DEADLINE** for booths with generators is **Friday, September 20, 2019.**

Require a special location? We will make every effort to accommodate your special needs or requests, however we cannot offer any guarantees. Please indicate your request and provide a preferred method of contact (phone and/or email).

- **Vendor set-up will take place between 6:30 am to 8:30 am, on Festival Day, in conjunction with scheduled check-in times. (Check-in times will be provided in vendor packets, mailed out in early October.)**
- **No vehicles will be allowed on the street after that time.**
- **All vendors must dispose of their trash and cooking supplies in the appropriate dumpster.**

INDEMNITY (HOLD HARMLESS) AGREEMENT

The Exhibitor/Applicant will indemnify and save harmless, the Town of Bowling Green, the Harvest Festival Committee, Employees of the Town of Bowling Green, or Personnel contracted by the Town of Bowling Green, from and against any and all claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises or any part thereof, or any other part of the Town Hall property, the streets of the Town of Bowling Green, or property belonging to Caroline County, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of Exhibitor/Applicant, its sub-exhibitor, employees, promoters, agents, invitees, contractors, etc. The Exhibitor/Applicant also agrees to hold the Town of Bowling Green, The Harvest Festival committee, Property Owners, Employees of the Town of Bowling Green, Personnel contracted by the Town of Bowling Green, and Caroline County, harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc., to any and all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits, etc., of the Exhibitor/Applicant or any of its sub-exhibitors, employees, promoters, agents, guests, invitees, contractors, etc.

Exhibitor's Signature

Print Name

BOWLING GREEN HARVEST FESTIVAL

BY _____

DATE _____

ALL EXHIBITORS/APPLICANTS MUST SIGN THIS INDEMNITY AGREEMENT AND/OR PROVIDE A CERTIFICATE OF INSURANCE TO BE CONSIDERED FOR THE 2019 HARVEST FESTIVAL, SATURDAY, OCTOBER 19, 2019.

Commonwealth Of Virginia

Department Of Transportation

Land Use Permit



Permit No **640-46079**
 Status **APPROVED**

This permit only grants permission to use whatever rights the Commonwealth Transportation Board and the Department of Transportation have in the right of way and no more, and it is the obligation of the permittee to secure any other releases or permission that may be needed in order to perform the work.

Effective Date **Sep 11, 2019** Expiration Date **Mar 09, 2020** Reinstatement Date

Permittee Information		Your Job#	Surety & Account Receivable Information	
Owner & Address	Town of Bowling Green P.O. Box 468 117 Butler Street Bowling Green VA 22427	Agent	Name	
Contact	A. Reese Peck	Contact	Surety Account	
Phone#	804-633-6212	Phone#	Surety Type	
Fax#	804-633-5523	Fax#	Amount	
24 Hr#	804-994-4130	24 Hr#	Obligation Amount	0.00
			Surety Holder	CUSTOMER

AUTHORIZATION: In compliance with your application, permission is hereby given insofar as the Commonwealth Transportation Board has the right, power, and authority under sections 33.2 - 210;33.2 - 240;33.2 - 241 of the Code of Virginia as amended, to grant by Special Agreement and/or by Land Use Permit for you to perform the work and or activity(s) described below:

Location			
County/City/Town	Caroline County	Highway Route(s)	2 - Main Street
From Route Number	2	From Route Name	Richomond Turnpike
To Route Number	1205	To Route Name	Ennis Street

Work Description
 43A-2. Request permission to have Annual Harvest Festival with street closure for the purpose of accommodating vendors and attendees. 10/19/19 from 5:30 am to 7:00 pm. North Main Street will be closed on the South side of it's intersection with Broadus Ave. South Main Street will be closed on the North side of the entrance to the BG Bypass (301/207) "Road Closed" signs will be present at all three locations and BG Town Police &/or Caroline County Sheriff's Deputies will be stationed throughout the event. Approximately 100+ vendors. ***Any detours must be manned for the duration & have the appropriate signs. ** Traffic/spectator control is to be assisted or supervised by the Sheriff's Office, Town Police or VA State Police. **Any comments by the County Administrator, Sheriff or VA State Police and/or VDOT must be adhered to.* Admission cannot be charged for any event held on State right of way.

Fee Description	Fee
Special Event Fee	\$100.00

Applicant has compiled with VA Code Section 56-265.15 Affidavit is attached.

TERMS: Applicable as stated in the VDOT Land Use Permit Regulations (current edition) and/or as per approved plans, and/or regulatory instructions, including but not limited to the LUP-SPG and/or agreement(s) attached hereto.

COMMONWEALTH TRANSPORTATION BOARD

By:
 Area Land Use Engineer
 Sep 11, 2019

- C** Call before you dig
- A** Allow the required time for marking
- R** Respect and protect the marks/flags
- E** Excavate carefully



Call Miss Utility
811

FINAL INSPECTION & SURETY REQUIREMENTS: Upon completion of the work or activity(s) authorized under this Land Use Permit, the permittee shall contact the following office in writing or by electronic communication to request final inspection and release of the surety obligation for this permit.

Fredericksburg Residency
 86 Deacon Road
 Fredericksburg, VA VA 22405

Permit No. 640-46079

VDOT's Web Site: www.vdot.virginia.gov

Permittee Copy

LAND USE PERMIT
LUP-SEI
Special Event Information

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Permittee Agreement for Land Use Permit Issuance

I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit authorizing any group or organization to hold parades, marches or other special events on state maintained highways:

Type or Print Clearly

Name of Applicant/ Organization: Town of Bowling Green
Applicant's Federal Tax ID No. / Driver's License No.: 546004151
Applicant's Mailing Address: P.O. Box 468
City: Bowling Green State: VA Zip Code: 22427
Contact Name: Reese Peck E-Mail Address: _____
Business Telephone No.: (804) _____ - 5212 24-Hour Telephone No.: (804) 994 - 4130
Fax No.: (804) 633 - 5523 E-mail Address: townmanager@townofbowlinggreen.com
Location(s): A) Main Street (Rt. 2); B) Milford Street/Chase Street (Rt. 619); C) Courthouse Lane (Rt. 1204)

TYPE OF EVENT (Parade, March, Walk Bike-A-Thon, Block Party, Other X):
Street festival

DATE OF EVENT: 10/19/2019 Incident Weather Date: N/A
Beginning Time: 5:30 AM AM / PM Ending Time: 7:00 PM AM / PM

- ROUTE OF EVENT (Attach detailed map including Event Starting & Ending Point & State Route No.):
1. Between Main Street (Rt. 2) from Richmond Tpke (Rt. 301/207) bypass to Broadus Ave (Rt. 207)
 2. Between Milford Street/Chase Street (Rt. 619) from Ennis Street (Rt. 1205) to Milford Street (Rt. 619) at the Bowling Green Post Office.
 3. Between Courthouse Lane (Rt. 1204) from N. Main Street (Rt. 2) to Ennis Street (Rt. 1205)

SPECIAL EQUIPMENT REQUEST DEPENDING ON AVAILABILITY:

- Cones Number Requested: _____
- Advance Warning / Event Ahead Signage Number Requested: 2
- Variable Message Board Message: Main Street CLOSED between Broadus Ave. & Bypass

Applicant's Signature: A. Reese Peck

Applicant's Name and Title: A. Reese Peck, Town Manager



Vend# 228

GL# 400 71200-1210 Date: 8/16/19

LAND USE PERMIT
LUP-A

Land Use Permit Application
September 24, 2014

Auth. By: [Signature]

Appr. By: [Signature] 8/21/19

APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Where applicable agreements may be attached and made a part of the permit assembly including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth and all Commonwealth employees, agents, and offices, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistance Act of 1972 as amended in event the Department or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personality of whatever kind or description that may hereafter be located, should this application be approved.

Type or print clearly

Applicant Driver's license or Tax ID No. _____ Contact Name Reese Peck
Owner Name Town of Bowling Green E-mail Address townmanager@townofbowlinggreen.com
Address 117 Butler St/ P.O. Box 468 Telephone Number (804) 633 - 6212
City Bowling Green State VA Zip Code 22427 Emergency Telephone Number (804) 994 - 4130
Fax Number (804) 633 - 5523

Agent Driver's license or Tax ID No. _____ Contact Name Reese Peck
Agent Name Reese Peck E-mail Address townmanager@townofbowlinggreen.com
Address _____ Telephone Number (804) 633 - 6212
City Center Cross State VA Zip Code _____ Emergency Telephone Number (804) 994 - 4130
Fax Number (804) 633 - 5523

Permit Term Requested _____ Fees Enclosed \$ \$100 Check Number _____ Coupon Number(s) _____
Money Order _____ Other _____ Estimated cost of work to be performed on VDOT Right of Way \$ _____

Surety Information: Surety Posted by: Owner [] Agent [] Surety Refund to: Owner [] Agent [] Surety Waived []
Amount of Surety \$ _____ Obligation Amount \$ _____ Check # _____
Surety Company Name _____ Bond # _____
 LUP-CS CASH SURETY AFFIDAVIT PROVIDED FOR CASH SURETY

Applicant has provided proof of the following requirements in accordance as defined in §2.2-1151.1 of the Code of Virginia

- (1) The utility company has registered as an operator with the appropriate notification center.
- (2) Attached is a notarized affidavit, stating that the utility owner has notified the commercial and residential developer, owner of commercial or multi-family real estate, or local government entities with a property interest in any parcel of land located adjacent to the property over which the land use is being requested, that application for the permit has been made

Request permission to perform the following activity(s): Harvest Festival with street closure for the purpose of accommodating vendors and attendees. 10/19/19 :5:30a.m-7:00 p.m. as per attached plans.

Location: [] County [X] Town [] City of Bowling Green Route No. C. Rt. 1204 Street Name C. Courthouse Ln.
Latitude 38.05 N Longitude 77.35 W Tax Map Number 43A-2 Applicant Job No. _____
A. Rt. 2/301/207 By-Pass B. Rt. 1205 A. Richmond Tpke B. Ennis St A. Rt. 207 B. Rt. 619 (BG P.O.) A. Broadus Ave B. Millford St
Between Route No. C. Rt. 2 Street Name C. N. Main St and Route No. C. 1205 Street Name C. Ennis St

IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH ACTIVITIES AUTHORIZED UNDER THE AUSPICES OF A VDOT LAND USE PERMIT

Signature of Applicant: A. Reese Peck Title Town Manager Date 8/16/19
Signature of Agent: _____ Title _____ Date _____

All applicable items on this form must be completed to avoid delay in processing the issuance of a VDOT Land Use Permit
Prepayment required with remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged for: CHECK No. _____ COUPON No. _____ MONEY ORDER No. _____
In the Amount of \$ _____ for PERMIT FEE \$ _____ CASH SURETY \$ _____
Authorized VDOT Signature: _____ Date: _____

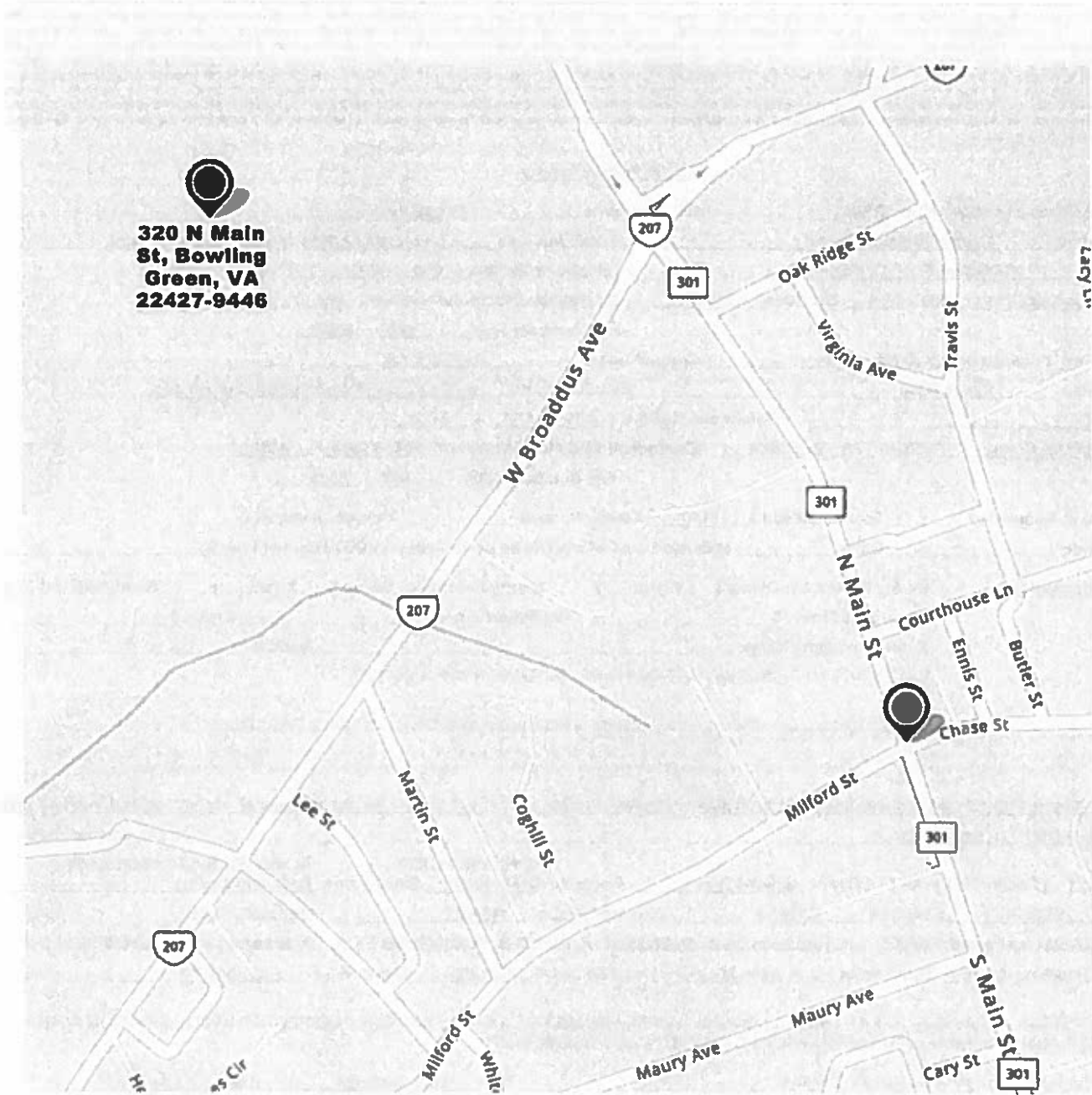
#640 46079

mapquest

320 N Main St, Bowling Green, VA 22427-9446

320 N Main St, Bowling Green, VA 22427-9446

38.055796, -77.339737




**320 N Main
St, Bowling
Green, VA
22427-9446**



**LAND USE PERMIT
LUP-SE
Special Events**

6 4 0 4 6 0 7 9

Section **24VAC30-151-470** of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that a VDOT Land Use Permit shall be obtained for any group or organization to hold parades, marches or other special events on state maintained highways.

VDOT Land Use Permit Required by Law

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activities through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred by VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in **§33.2-210** of the Code of Virginia.

Application Requirements

Application for a land use permit authorizing a parade, march or other special event on state maintained highways shall be made through the local district permit office where the event is to originate.

The district administrator's designee receiving the request shall coordinate review and approval of the request with the appropriate VDOT personnel if the event extends beyond the jurisdiction of a single district.

Application forms and general information regarding VDOT land use permitting for parades, marches or other special events on state maintained highways are attached.

Permit Fees & Charges

The land use permit application shall include a check or cash in the amount of \$100 for processing of the request.

The sponsoring group or event coordinator shall be required to pay for any services, traffic control devices and equipment provided by VDOT for the event. The amount of any additional fees will be determined by the district administrator's designee prior to permit issuance. These services shall be charged to an accounts receivable established by VDOT and the sponsoring group or event coordinator will be invoiced for said services within thirty (30) days of completion of the permit.

The sponsoring group or event coordinator may be required to pay for any services provided by local law enforcement, state police and/or any other governmental agencies required to facilitate the event.

Surety Requirement

A surety in an amount to be determined by the district administrator's designee may be required to ensure reimbursement of any expenses accrued by VDOT that are related to the proposed event. The surety may be in the form of cash or check, a surety bond or irrevocable letter of credit bank agreement. If cash/check surety is posted, please complete Commonwealth of Virginia Substitute W-9 form.

LAND USE PERMIT
General Requirements

Permittee acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed. All applicants (excluding County, Town or City) to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law including any sums ordered to be paid or expended by VDOT by any governmental entity as a fine, penalty or damages for any violation of any applicable environmental law, or to remediate any hazardous or other material, including illicit discharge into VDOT maintained storm sewer systems.

- 1) The approval of a permit for marches, parades or other special events may be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience other highway users.
- 2) Authorization will not be granted for proposed parades, marches or other special events within limited access rights-of-way.
- 3) The placement of advertising signs within VDOT maintained rights-of-way will not be permitted.
- 4) The placement of banners across state maintained highways must be approved by VDOT prior to issuance of the land use permit. Said banners must allow for a minimum of 21 feet of clearance from the roadway centerline, including swag. Placement of banners shall not obstruct adjacent traffic control devices and minimum utility clearances shall be obtained. All banners shall be removed immediately after conclusion of the event.
- 5) Requests for a land use permit authorizing a parade, march or other special event on state maintained highways shall be made a minimum of sixty (60) calendar days prior to the scheduled event date(s).
- 6) The sponsoring group or event organizer shall provide a detailed schedule of events for the scheduled event date(s) and an estimate of the number of participants.
- 7) The sponsoring group or event organizer shall provide VDOT with a detailed map showing the proposed course and direction of the parade or march with the land use permit application. The course should be designed to minimize left turn movements. This information may be submitted on "official" county maps provided by VDOT, or equivalent. The location of parking areas, water stations, toilet facilities and other appropriate information shall be shown on this map.
- 8) The sponsoring group or event organizer shall indicate the type of existing traffic control for each highway intersection impacted along the entire parade or march route and a plan shall be provided for temporary traffic control at each impacted highway intersection during the event.
- 9) The sponsoring group or event organizer shall provide VDOT with correspondence, documented in written or electronic communication, indicating support from the locality and local law enforcement for the proposed event.
- 10) If deemed necessary, a preliminary planning meeting shall be held between VDOT representatives, the sponsoring group or event organizer, the local jurisdiction(s), local and state police, etc. to discuss the proposed route and event. At this meeting any known highway construction or maintenance activities and possible event modifications resulting from said activities will be discussed.
- 11) After permit issuance VDOT will attempt to delay or postpone any scheduled highway construction or maintenance activity that will interfere with the event, if practicable.
- 12) The district administrator's designee shall provide notification of approval or denial of the request within thirty (30) days of the date of the submittal of the application if all required supporting data is included with the land use permit application.
- 13) The district administrator's designee may revise the route requirements and schedule depending on the type of event planned and the number of participants.

1. Participants in an authorized march, parade or other special event may be granted exemption from compliance with any traffic laws otherwise applicable thereto, provided that adequate traffic control is provided to assure the safety of all highway users.
2. A law enforcement officer will be required to control traffic at all highway intersections and at other locations identified by VDOT where existing traffic control devices are to be temporarily overridden.
3. If deemed necessary, trained flag persons are to be provided by the sponsoring group or event organizer to assist local law enforcement with traffic control at locations identified by local law enforcement and/or VDOT.
4. When directed by VDOT, advance warning signs on the approaches to all highway intersections and at other locations identified by VDOT where existing traffic control devices are to be temporarily overridden.
5. The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and contractors. Any permit may be revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
6. In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have at least one (1) person on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession while on-site.
7. A person accredited by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout of any standard Typical Traffic Control (TTC) layouts outlined in the Virginia Work Area Protection Manual.
8. All traffic control plans shall be prepared by a person verified by VDOT in Advanced Work Zone Traffic Control.
9. All activities that require the disruption (stoppage) of traffic shall utilize VDOT certified flaggers. Flag persons shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic in accordance with the Virginia Work Area Protection Manual. All flaggers must have their certification card in their possession when performing flagging operations within state maintained right-of-way. Any flag person found not in possession of his/her certification card shall be removed from the flagging site and the district administrator's designee will suspend all permitted activities.
10. Any VDOT certified flag person found to be performing their duties improperly shall have their certification revoked.
11. Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
12. The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
13. During authorized activities, the permittee shall furnish all necessary signs, flag persons and other devices to provide for the protection of traffic and workers in accordance with the Virginia Work Area Protection Manual or as directed by the district administrator's designee.
14. All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
15. All lane or shoulder closures on highways in the Northern Virginia construction district classified as arterial or collector routes must be authorized, documented in writing or by electronic communication by the VDOT Transportation Operations Center (NRO/TOC).
16. The permittee shall notify the following appropriate VDOT Transportation Operations Center (TOC) 30 minutes prior to the installation of a lane closure or shoulder closure on non-limited access primary routes and within 30 minutes of removing the lane or shoulder closure:

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CLASSIC CAR &
TRUCK SHOW

MOTORCYCLE
SHOW

ANTIQUE
TRACTOR SHOW

FARMER'S
MARKET

TOWN OF BOWLING GREEN HARVEST FESTIVAL

30TH ANNIVERSARY

SATURDAY
OCT. 19, 2019

9:00 A.M. - 4:00 P.M.
ON MAIN STREET

LIVE ENTERTAINMENT ALL DAY

FREE
ADMISSION

FEATURING PERFORMANCES BY:
REUNION, THE ATKINSONS,
STUART CHAPMAN & THE NEW HORIZON BAND -
A TRIBUTE TO ELVIS PRESLEY,
AND CACTUS JACK

FEATURED IN THE BEER GARDEN

MIGHTY JOSHUA

& THE ZION #5

2:00 p.m. - 5:30 p.m.

ARTISAN
CRAFTS

FOOD
VENDORS

CHILDREN'S
ACTIVITIES

PETTING
ZOO

NO
DOGS
PLEASE



♦ 30th Annual Harvest Festival ♦

2019 Corporate Sponsorship Opportunities

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 30th Annual Bowling Green Harvest Festival, scheduled for Saturday, October 19, 2019.

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 21st, 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,

A handwritten signature in black ink, appearing to read 'Jo-Elsa Jordan'.

Jo-Elsa Jordan
Events Coordinator
Town of Bowling Green

ENCLOSURE

THE TOWN OF BOWLING GREEN, VIRGINIA



◆ 30th Annual Harvest Festival ◆

2019 Corporate Sponsorship Packages

- **THE “JACK-O-LANTERN JAM” SPONSORSHIP: \$2,000.00**

(1) Sponsorships available; Deadline: September 21, 2019

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 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 21, 2019

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
- 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 21, 2019
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
 - 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 21, 2019
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 2019 Bowling Green Harvest Festival!



30th Annual Bowling Green Harvest Festival Community Outreach Proposal

McKESSON

Empowering Healthcare

SATURDAY, OCTOBER 19, 2019

•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
- 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 featuring live reggae musical performance by Mighty Joshua & The Zion #5
- **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.**



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

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council November 2019

DATE: November 30, 2019

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Audit Prep – Audit Scheduled for January.
- County User Fee Rate Adjustment calculated and sent to County Administrator.

Meetings/Training attended:

- November Town Council Meeting
- Smart Scale Meeting with VDOT
- November Planning Commission Meeting
- Caroline Census 2020 Committee Meeting
- Meeting with VRSA Insurance Representative.
- 4 weekly staff meetings
- USDA Sewer Project meeting

Attachments:

- November Town Hall Rental Report
- Revenue and Expense Summary

TOWN HALL RENTALS

November 2019

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
11	Activities Program	Yoga/Pitaiyo	640.00
1	Election	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Community Heart & Soul	Meeting	N/C
1	EDA	Meeting	N/C
1	Town Council	Meeting	N/C
1	Private Event	Wedding	1150.00
1	Private Event	Wedding	675.00
1	Private Event	Wedding	575.00
1	Private Party	Party	575.00
1	Private Party	Party	675.00
21	Totals		\$4290.00

REVENUE SUMMARY

TIME 13:31

7/01/2019 - 12/02/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
FUND #-100 ***GENERAL FUND REVENUE***							
11010	***REAL ESTATE**	141,500.00	141,500.00	75,309.18	98,313.44	43,186.56	30.52
11020	***PUBLIC SERVICE***	4,500.00	4,500.00	.37	.37	4,499.63	99.99
11030	***PERSONAL PROPERTY***	55,500.00	55,500.00	18,980.07	29,506.64	25,993.36	46.83
11060	***PENALTY & INTEREST***	14,000.00	14,000.00	209.34	2,379.57	11,620.43	83.00
15010	INTEREST EARNED	1,000.00	1,000.00	.00	919.86	80.14	8.01
16099	***REFUSE COLLECTION FEES***	86,700.00	86,700.00	81.49-	29,497.02	57,202.98	65.97
120101	SALES TAX	32,000.00	32,000.00	.00	14,420.26	17,579.74	54.93
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	.00	10,778.33	19,221.67	64.07
120301	BUSINESS LICENSE	85,000.00	85,000.00	146.05	2,137.36	82,862.64	97.48
120501	VEHICLE LICENSE FEES	27,650.00	27,650.00	5,381.42	10,089.49	17,560.51	63.50
120601	BANK STOCK TAX	150,000.00	150,000.00	.00	.00	150,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	4,500.00	4,500.00	552.18	2,099.30	2,400.70	53.34
121101	MEALS TAX	230,000.00	230,000.00	21,979.83	107,027.72	122,972.28	53.46
130306	***PERMITS, FEES AND LICENSES***	3,000.00	3,000.00	1,075.00	1,620.00	1,380.00	46.00
140101	***FINES AND FORFEITURES***	43,100.00	43,100.00	3,184.70	16,725.98	26,374.02	61.19
140120	***DONATIONS***	.00	500.00	.00	500.00	.00	.00
150201	***RENTALS***	26,000.00	26,000.00	3,275.00	14,273.48	11,726.52	45.10
189000	** OTHER LOCAL REVENUE **	2,100.00	2,100.00	.00	50.00	2,050.00	97.61
220108	ROLLING STOCK TAX	.00	.00	.00	43.30	43.30-	100.00-
220109	VA 599 POLICE FUNDING	23,000.00	23,000.00	.00	6,369.00	16,631.00	72.30
220110	PPTRA REIMBURSEMENT-STATE	22,000.00	22,000.00	.00	21,907.50	92.50	.42
220111	COMMUNICATIONS TAX	40,000.00	40,000.00	2,800.27	14,092.53	25,907.47	64.76
240407	***GRANTS***	1,034.00	1,034.00	814.00	814.00	220.00	21.27
240412	VIRGINIA FIRE PROGRAMS	10,000.00	10,000.00	.00	.00	10,000.00	100.00
410501	**SAVINGS TRANSFER**	78,544.00	78,544.00	.00	3,892.53	74,651.47	95.04
999999	MISCELLANEOUS	.00	.00	.00	4,428.43	4,428.43-	100.00-
--FUND TOTAL--		1,111,128.00	1,111,628.00	133,625.92	391,886.11	719,741.89	64.74
FUND #-300 ** CIP FUND REVENUE **							
15000	** REVENUE FR USE OF MONEY/PROP **	.00	.00	142,922.86	1,480,372.01	1,480,372.01-	100.00-
--FUND TOTAL--		.00	.00	142,922.86	1,480,372.01	1,480,372.01-	100.00-
FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***							
18990	DONATIONS	.00	21,045.36	.00	.00	21,045.36	100.00
--FUND TOTAL--		.00	21,045.36	.00	.00	21,045.36	100.00
FUND #-400 ***EVENTS AND ACTIVITIES***							
19050	HARVEST FESTIVAL	39,000.00	39,000.00	6,631.66	28,358.97	10,641.03	27.28
410501	GF TRANSFER IN	5,500.00	5,500.00	.00	.00	5,500.00	100.00
--FUND TOTAL--		44,500.00	44,500.00	6,631.66	28,358.97	16,141.03	36.27

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2019 - 12/02/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
-----	-----	-----	-----	-----	-----	-----	-----
FUND #-420 ***DEBT SERVICE***							
410501	USE OF FUND BALANCE	216,000.00	216,000.00	7,781.84	7,781.84	208,218.16	96.39
	--FUND TOTAL--	<u>216,000.00</u>	<u>216,000.00</u>	<u>7,781.84</u>	<u>7,781.84</u>	<u>208,218.16</u>	<u>96.39</u>
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	413,662.00	413,662.00	1,791.96-	121,237.92	292,424.08	70.69
	--FUND TOTAL--	<u>413,662.00</u>	<u>413,662.00</u>	<u>1,791.96-</u>	<u>121,237.92</u>	<u>292,424.08</u>	<u>70.69</u>
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	422,250.00	422,250.00	514.41-	172,822.65	249,427.35	59.07
	--FUND TOTAL--	<u>422,250.00</u>	<u>422,250.00</u>	<u>514.41-</u>	<u>172,822.65</u>	<u>249,427.35</u>	<u>59.07</u>
	--FINAL TOTAL--	<u>2,207,540.00</u>	<u>2,229,085.36</u>	<u>288,655.91</u>	<u>2,202,459.50</u>	<u>26,625.86</u>	<u>1.19</u>

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 12/02/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
FUND #-100 ***GENERAL FUND EXPENDITURES***								
12110	**COUNCIL AND ADMINSTRATOR EXPENSES	275,169.00	275,169.00	24,508.95	110,471.46	.00	164,697.54	59.85
12410	***TREASURER'S EXPENSES***	211,874.00	211,874.00	24,693.47	113,463.73	.00	98,410.27	46.44
31100	***POLICE DEPT. EXPENSES***	131,581.00	132,081.00	8,782.96	55,452.25	.00	76,628.75	58.01
31200	***POLICE DEPT RESTRICTED FUNDS***	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
32000	***DONATIONS***	13,000.00	13,000.00	.00	.00	.00	13,000.00	100.00
43100	***PUBLIC WORKS***	289,055.00	289,055.00	21,148.74	119,430.42	.00	169,624.58	58.68
410501	***TRANSFERS OUT***	187,500.00	187,500.00	.00	.00	.00	187,500.00	100.00
	--FUND TOTAL--	1,111,179.00	1,111,679.00	79,134.12	398,817.86	.00	712,861.14	64.12
FUND #-300 ***CIP EXPENDITURES***								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	139,724.68	1,223,435.07	.00	1,223,435.07	100.00
	--FUND TOTAL--	.00	.00	139,724.68	1,223,435.07	.00	1,223,435.07	100.00
FUND #-320 ***ECONOMIC DEV AUTH EXPENSES***								
32100	EDA LOANS AND GRANTS	.00	21,045.36	1,620.00	1,620.00	.00	19,425.36	92.30
	--FUND TOTAL--	.00	21,045.36	1,620.00	1,620.00	.00	19,425.36	92.30
FUND #-400 ***EVENTS AND ACTIVITIES***								
71200	EVENTS COORDINATOR	44,450.00	44,450.00	4,816.31	30,077.86	.00	14,372.14	32.33
	--FUND TOTAL--	44,450.00	44,450.00	4,816.31	30,077.86	.00	14,372.14	32.33
FUND #-420 ***DEBT SERVICE***								
500400	***DEBT SERVICE***	216,000.00	216,000.00	.00	71,752.00	.00	144,248.00	66.78
	--FUND TOTAL--	216,000.00	216,000.00	.00	71,752.00	.00	144,248.00	66.78
FUND #-500 ***WATER EXPENDITURES***								
12110	ERROR - PAYROLL	.00	.00	.00	4.84	.00	4.84	100.00
500100	***WATER OPERATIONS***	397,388.00	397,388.00	11,855.44	110,195.10	.00	287,192.90	72.27
	--FUND TOTAL--	397,388.00	397,388.00	11,855.44	110,199.94	.00	287,188.06	72.26
FUND #-520 ***SEWER OPERATIONS***								
12110	ERROR - PAYROLL	.00	.00	.00	19.34	.00	19.34	100.00
500100	***SEWER OPERATIONS***	422,250.00	422,250.00	46,122.00	186,217.19	.00	236,032.81	55.89
	--FUND TOTAL--	422,250.00	422,250.00	46,122.00	186,236.53	.00	236,013.47	55.89
	--FINAL TOTAL--	2,191,267.00	2,212,812.36	283,272.55	2,022,139.26	.00	190,673.10	8.61

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2019 - 12/02/2019

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
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	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00



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

AGENDA ITEM: Training course on Small Water Systems

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Andy Crocker, the Virginia State Manager for Southeast Rural Community Assistance Project, Inc. (SERCAP), will hold a training course on Small Water Systems for Council to meet a recommendation in the Letter of Conditions from USDA for a water system loan/grant.

The course runs approximately 8 hours and can be done in one day or broken up into multiple days.

ATTACHMENTS:

None

REQUESTED ACTION:

Decide on date(s) and location of training.



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

AGENDA ITEM: November 2019 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in November 2019

ATTACHMENTS:

Check Reports:

- 11/08/19
- 11/15/19
- 11/22/19

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24857	944	ATLANTIC BROADBAND /	000	11/08/2019	199.65	.00
24858	851	CAROLINE COUNTY PUBLIC	000	11/08/2019	250.00	.00
24859	429	CAROLINE COUNTY SHERIFF'S	000	11/08/2019	960.00	.00
24860	813	FOLEY HEATHER	000	11/08/2019	2,875.00	.00
24861	932	IBM CORPORATION	000	11/08/2019	4,966.00	.00
24862	1040	KELVIC CONSTRUCTION CO	000	11/08/2019	114,508.32	.00
24863	880	REID ENGINEERING CO INC	000	11/08/2019	18,266.36	.00
24864	1043	STATE OF ESCAPE, LLC	000	11/08/2019	160.00	.00
24865	653	STEMMLE PLUMBING REPAIR	000	11/08/2019	5,850.00	.00
24866	291	USA BLUE BOOK	000	11/08/2019	789.39	.00
24867	256	VERIZON WIRELESS	000	11/08/2019	448.99	.00
24868	44	VUPS	000	11/08/2019	60.90	.00
24869	12	WASTE MANAGEMENT	000	11/08/2019	7,368.11	.00
24870	902	WBQB/WFVA RADIO	000	11/08/2019	1,650.00	.00
24871	863	WILLIAMS MULLEN	000	11/08/2019	1,620.00	.00
24872	451	XEROX CORPORATION	000	11/08/2019	1,347.31	.00
		CLASS TOTAL			160,320.03	.00
		ACH TOTAL			.00	
		CHECK TOTAL			160,320.03	
		EPY TOTAL			.00	
		FINAL TOTAL			160,320.03	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 160,320.03- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT DEBC.	BATCH INV. DESCRIPTION
0000000	000944 ATLANTIC BROADBAND /	2019-11	11/08/2019		4100-012410-5230-	120.20	24857			TELECOMMUNICATIONS	00777 TW
0000000	000944	2019-11	11/08/2019		4520-500100-5230-	79.45	24857			TELECOMMUNICATIONS	00777 WMTF
	DISC. TOTAL				.00 CPA PMT TOTAL	199.65				.00	199.65
0000000	000851 CAROLINE COUNTY PUBLIC	100-2019	11/08/2019		4400-071200-1210-	250.00	24858			HARVEST FESTIVAL	00777 TRANS FOR H FEST
	DISC. TOTAL				.00 CPA PMT TOTAL	250.00				.00	250.00
0000000	000429 CAROLINE COUNTY SHERIFF'S	19-044	11/08/2019		4400-071200-1210-	960.00	24859			HARVEST FESTIVAL	00777 HARVEST FESTIVAL
	DISC. TOTAL				.00 CPA PMT TOTAL	960.00				.00	960.00
0000000	000813 FOLEY HEATHER	2019-10	11/08/2019		4100-012410-3150-	2,875.00	24860			PROFESSIONAL SERVICES - CPA	00777
	DISC. TOTAL				.00 CPA PMT TOTAL	2,875.00				.00	2,875.00
0000000	000932 IBM CORPORATION	Q7893KC	11/08/2019		4100-012410-3310-	4,966.00	24861			OFFICE EQUIPMENT	00777 AS400
	DISC. TOTAL				.00 CPA PMT TOTAL	4,966.00				.00	4,966.00
0000000	001040 KELVIC CONSTRUCTION CO	13	11/08/2019		4300-300100-8700-	114,508.32	24862			REFINANCING AND USDA PROJECTS	00777 USDA
	DISC. TOTAL				.00 CPA PMT TOTAL	114,508.32				.00	114,508.32
0000000	000880 REID ENGINEERING CO INC	11193663	11/08/2019		4300-300100-8700-	18,266.36	24863			REFINANCING AND USDA PROJECTS	00777 ENGINEERING SERVICE
	DISC. TOTAL				.00 CPA PMT TOTAL	18,266.36				.00	18,266.36
0000000	001043 STATE OF ESCAPE, LLC	117005	11/08/2019		4100-012110-3160-	160.00	24864			COMPENSATION - COUNCIL/COMMISS	00777 SEPT/OCT ENG & VID
	DISC. TOTAL				.00 CPA PMT TOTAL	160.00				.00	160.00
0000000	000653 STEMMLER PLUMBING REPAIR	166802	11/08/2019		4520-500100-6007-	4,550.00	24865			REPAIR/ MAINTENANCE	00777 MAIN & COURTHOUSE
0000000	000653	169028	11/08/2019		4520-500100-6007-	1,300.00	24865			REPAIR/ MAINTENANCE	00777 WMTF
	DISC. TOTAL				.00 CPA PMT TOTAL	5,850.00				.00	5,850.00
0000000	000291 USA BLUE BOOK	054531	11/08/2019		4520-500100-6004-	436.45	24866			LAB SUPPLIES/CHEMICALS	00777 DIGESTASE
0000000	000291	055120	11/08/2019		4520-500100-6004-	352.94	24866			LAB SUPPLIES/CHEMICALS	00777 CHARTS & SETTL AGE
	DISC. TOTAL				.00 CPA PMT TOTAL	789.39				.00	789.39
0000000	000256 VERIZON WIRELESS	9840480475	11/08/2019		4100-031100-5230-	62.64	24867			TELECOMMUNICATIONS	00777 PC
0000000	000256	9840480475	11/08/2019		4100-043100-5230-	106.21	24867			TELECOMMUNICATIONS	00777 PW
0000000	000256	9840480475	11/08/2019		4100-012110-5250-	47.64	24867			TELECOMMUNICATIONS	00777 TM
0000000	000256	9840480475	11/08/2019		4100-012410-5230-	20.08	24867			TELECOMMUNICATIONS	00777 TC
0000000	000256	9840480475	11/08/2019		4500-500100-5230-	106.21	24867			TELECOMMUNICATIONS	00777 WATER
0000000	000256	9840480475	11/08/2019		4520-500100-5230-	106.21	24867			TELECOMMUNICATIONS	00777 SEWER
	DISC. TOTAL				.00 CPA PMT TOTAL	448.99				.00	448.99
0000000	000044 VUPS	10190448	11/08/2019		4500-500100-5899-	60.90	24868			MISS UTILITY COSTS	00777 TRANSMISSIONS
	DISC. TOTAL				.00 CPA PMT TOTAL	60.90				.00	60.90
0000000	000012 WASTE MANAGEMENT	269895602813	11/08/2019		4520-500100-3320-	87.10	24869			PROFESSIONAL SERVICES	00777 WMTF
0000000	000012	270012302815	11/08/2019		4100-043100-7130-	1,317.91	24869			REFUSE COLLECTION	00777 DUMPSTER
0000000	000012	339435824240	11/08/2019		4100-043100-7130-	5,963.10	24869			REFUSE COLLECTION	00777 RESIDENTS
	DISC. TOTAL				.00 CPA PMT TOTAL	7,368.11				.00	7,368.11
0000000	000902 WBOE/WFVA RADIO	2019-10	11/08/2019		4400-071200-1210-	1,650.00	24870			HARVEST FESTIVAL	00777 HF ADVERTISING
	DISC. TOTAL				.00 CPA PMT TOTAL	1,650.00				.00	1,650.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	CHECK TOTAL	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000863	WILLIAMS MULLEN	2019-09	11/08/2019		4320-032100-0100-	1,620.00	4320-032100-0100-	1,620.00	24871		EDA LOANS AND GRANTS	00777 2019-09
									.00				1,620.00
0000000	000451	XEROX CORPORATION	098475729	11/08/2019		4100-012410-3310-	347.31	4100-012410-3310-	347.31	24872		OFFICE EQUIPMENT	00777 2019-10
									.00				347.31
									.00				160,320.03
									.00				160,320.03

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 160,320.03- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24873	1063 ALACRITI PAYMENTS, LLC	000	11/15/2019	98.38	.00
24874	1058 DIAMOND SPRINGS	000	11/15/2019	29.15	.00
24875	10 DOMINION VIRGINIA POWER	000	11/15/2019	5,133.03	.00
24876	1021 MUNICIPAL CODE CORP	000	11/15/2019	1,500.00	.00
24877	257 ON SITE PC	000	11/15/2019	212.50	.00
24878	659 SOSMETAL PRODUCTS INC	000	11/15/2019	698.61	.00
24879	148 THE FREE LANCE STAR	000	11/15/2019	1,243.13	.00
24880	228 VIRGINIA DEPARTMENT OF	000	11/15/2019	6,950.00	.00
24881	12 WASTE MANAGEMENT	000	11/15/2019	6,790.16	.00
	CLASS TOTAL			16,654.96	.00
	ACH TOTAL			.00	
	CHECK TOTAL			16,654.96	
	EPY TOTAL			.00	
	FINAL TOTAL			16,654.96	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 16,654.96- 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 PMT	BATCH INV. DESCRIPTION
0000000	001063	ALACRITI PAYMENTS, LLC	NMXGMC13R4ZHHWJ	11/15/2019	98.38	4100-012410-3130-	98.38	24873		CREDIT CARD AND BANK FEES
										TOTAL
										00778 2019-10
										98.38
0000000	001058	DIAMOND SPRINGS	2019-10	11/15/2019		4100-043100-7200-	3.95	24874		TOWN HALL EXPENSES
										00778 WATER
										00778 WATER
										00778 WATER
										00778 WATER
										29.15
										TOTAL
0000000	000010	DOMINION VIRGINIA POWER	2019-10	11/15/2019		4100-043100-7200-	387.89	24875		TOWN HALL EXPENSES
										00778 TH
										00778 PC
										00778 MAIN ST LIGHTS
										00778 BUT/CHASE ST LITES
										00778 WELL #5
										00778 BUT/CHASE WATER TO
										00778 WWTTP
										00778 ROGERS CLRK PMP ST
										00778 LACY LN PMP STAT
										00778 CHASE ST PMP STAT
										5,133.03
										TOTAL
0000000	001021	MUNICIPAL CODE CORP	00336088	11/15/2019	1,500.00	4100-012110-3152-	1,500.00	24876		WEB BASED SERVICES
										00778 ANNUAL WEBSITE HOS
										1,500.00
										TOTAL
0000000	000257	ON SITE FC	4482	11/15/2019	212.50	4100-012410-3320-	212.50	24877		COMPUTER LICENSES/SUPPORT
										00778 SET UP REESE'S COM
										212.50
										TOTAL
0000000	000659	SOSMETAL PRODUCTS INC	13291190	11/15/2019	698.61	4520-500100-6030-	698.61	24878		PLANT & LAB SUPPLIES/CHEMICAL
										00778 HYZMES
										698.61
										TOTAL
0000000	000148	THE FREE LANCE STAR	2019-10	11/15/2019	1,243.13	4400-071200-1210-	1,243.13	24879		HARVEST FESTIVAL
										00778 AD FOR HPEST
										1,243.13
										TOTAL
0000000	000228	VIRGINIA DEPARTMENT OF	XM619FME113066	11/15/2019	6,950.00	4300-300100-8700-	6,950.00	24880		REFINANCING AND USDA PROJECTS
										00778 FAVING DELAYED
										6,950.00
										TOTAL
0000000	000012	WASTE MANAGEMENT	270090602813	11/15/2019	790.16	4520-500100-3180-	790.16	24881		SLUDGE REMOVAL
										00778 SLUDGE
										790.16
										TOTAL
0000000	000012	WASTE MANAGEMENT	270090602813	11/15/2019	16,654.96	4520-500100-3180-	16,654.96	24881		SLUDGE REMOVAL
										00778 SLUDGE
										16,654.96
										TOTAL
0000000	000012	WASTE MANAGEMENT	270090602813	11/15/2019	16,654.96	4520-500100-3180-	16,654.96	24881		SLUDGE REMOVAL
										00778 SLUDGE
										16,654.96
										TOTAL
0000000	000012	WASTE MANAGEMENT	270090602813	11/15/2019	16,654.96	4520-500100-3180-	16,654.96	24881		SLUDGE REMOVAL
										00778 SLUDGE
										16,654.96
										TOTAL

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 16,654.96 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24884	18 A & M HOME CENTER	000	11/22/2019	81.98	.00
24885	600 BENNETT DEBORAH T	000	11/22/2019	35.00	.00
24886	1039 BIG DOG AUTOMOTIVE, LLC	000	11/22/2019	941.00	.00
24887	9999999 BRANDSEMA CARLY	000	11/22/2019	150.00	.00
24888	14 CINTAS OF RICHMOND	000	11/22/2019	1,714.29	.00
24889	907 COYLE VALARIE	000	11/22/2019	1,000.00	.00
24890	679 DAVID L BROOKS HAULING &	000	11/22/2019	84.40	.00
24891	664 DAVIS JEAN	000	11/22/2019	900.00	.00
24892	9999999 DEITZ AMY	000	11/22/2019	150.00	.00
24893	125 E M GRAY & SON	000	11/22/2019	780.61	.00
24894	1052 ENCO UTILITY SERVICES FLO	000	11/22/2019	565.28	.00
24895	234 ENVIROCOMPLIANCE LAB INC	000	11/22/2019	1,175.00	.00
24896	648 ERARD ANDREA G	000	11/22/2019	1,667.00	.00
24897	9999999 FLIPPEN KENT	000	11/22/2019	1,150.00	.00
24898	139 FLORES ARMANDO L	000	11/22/2019	100.00	.00
24899	28 G & G MILFORD FARM SERV.	000	11/22/2019	83.95	.00
24900	946 GAINES MARK	000	11/22/2019	900.00	.00
24901	1051 GAINES TAMMIE	000	11/22/2019	900.00	.00
24902	780 HOWARD DEBORAH	000	11/22/2019	900.00	.00
24903	898 JAMES MARY	000	11/22/2019	105.00	.00
24904	546 JOHNSON'S EXTERMINATING	000	11/22/2019	1,664.00	.00
24905	378 MCDEARMON GLENN	000	11/22/2019	900.00	.00
24906	48 MID-ATLANTIC LAB	000	11/22/2019	60.00	.00
24907	722 PACELLO KRISTIN M	000	11/22/2019	70.00	.00
24908	919 PRO SHRED SECURITY	000	11/22/2019	45.00	.00
24909	9999999 RAKESTRAW HANNAH	000	11/22/2019	150.00	.00
24910	11 RAPPANNOCK ELEC COOP	000	11/22/2019	329.91	.00
24911	598 SATERWHITE JASON	000	11/22/2019	900.00	.00
24912	912 STATE CORPORATION	000	11/22/2019	81.00	.00
24913	985 VOIT JEFF	000	11/22/2019	125.00	.00
24914	930 WEBB EMILY	000	11/22/2019	175.00	.00
24915	1049 WEX BANK	000	11/22/2019	1,253.97	.00
24916	878 WHITE OAK ELECTRIC	000	11/22/2019	15,559.20	.00
24917	1074 WHOLEY ARTHUR	000	11/22/2019	100.00	.00
24918	438 WRIGHT OTIS	000	11/22/2019	900.00	.00
	CLASS TOTAL			34,696.59	.00
	ACH TOTAL			.00	
	CHECK TOTAL			34,696.59	
	EPY TOTAL			.00	
	FINAL TOTAL			34,696.59	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 34,696.59- 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.	ACH PMT	ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	B35960	11/22/2019		4100-031100-2720-	46.94	24884			BUILDING REPAIRS/MAINTENANCE	00780 REEL CART & BLEACH EQUIPMENT/ SUPPLIES
0000000	000018	B36009	B36009	11/22/2019		4100-043100-6009-	14.97	24884			VEHICLE MAINTENANCE	00780 MOTOR OIL
0000000	000018	B36727	B36727	11/22/2019		4100-031100-3310-	5.00	24884			VEHICLE MAINT	00780 WINDSHIELD WASHER
0000000	000018	C32868	C32868	11/22/2019		4100-043100-3311-	7.98	24884			REPAIR/MAINTENANCE	00780 KEY
0000000	000018	C33586	C33586	11/22/2019		4500-500100-6007-	1.50	24884			TOWN HALL EXPENSES	00780 DOOR CLOSER
0000000	000018	C33938	C33938	11/22/2019		4100-043100-7200-	5.59	24884			TOWN HALL EXPENSES	00780 DOOR CLOSER
		DISC. TOTAL		81.98			.00				EPY PMT TOTAL	81.98
0000000	000600	BRANDSEMA CARLY	THDR 2019-11-09	11/22/2019		100-000200-3500-	150.00	24887			REFUNDS PAYABLE	00780 THDR 2019-11-09
		DISC. TOTAL		150.00			.00				EPY PMT TOTAL	150.00
0000000	0001039	BIG DOG AUTOMOTIVE, LLC	1720	11/22/2019		4100-043100-3311-	44.93	24886			VEHICLE MAINT	00780 ST INS TRK#4/ HORN
0000000	0001039	1720	1720	11/22/2019		4500-500100-3311-	44.93	24886			VEHICLE MAINTENANCE	00780 ST INS TRK#4/ HORN
0000000	0001039	1728	1728	11/22/2019		4500-500100-3311-	268.74	24886			VEHICLE MAINTENANCE	00780 DMP TRK HEATER ST
0000000	0001039	1728	1728	11/22/2019		4500-500100-3311-	268.73	24886			VEHICLE MAINTENANCE	00780 DMP TRK HEATER ST
		DISC. TOTAL		941.00			.00				EPY PMT TOTAL	941.00
0000000	999999	BRANDSEMA CARLY	THDR 2019-11-09	11/22/2019		100-000200-3500-	150.00	24887			REFUNDS PAYABLE	00780 THDR 2019-11-09
		DISC. TOTAL		150.00			.00				EPY PMT TOTAL	150.00
0000000	000014	CINTAS OF RICHMOND	1900874267	11/22/2019		4100-043100-6011-	359.92	24888			UNIFORMS/ SAFETY EQUIP	00780 GLOVES
0000000	000014	1900874267	1900874267	11/22/2019		4500-500100-6021-	359.92	24888			TESTING SUPPLIES/CHEMICALS	00780 GLOVES
0000000	000014	4033885160	4033885160	11/22/2019		4520-500100-6030-	359.92	24888			PLANT & LAB SUPPLIES/CHEMICALS	00780 GLOVES
0000000	000014	4033885160	4033885160	11/22/2019		4100-043100-6011-	44.97	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4034443238	4034443238	11/22/2019		4500-500100-6011-	30.74	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4034443238	4034443238	11/22/2019		4520-500100-6011-	83.38	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4035002378	4035002378	11/22/2019		4100-043100-6011-	44.47	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4035002378	4035002378	11/22/2019		4500-500100-6011-	30.68	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4035507117	4035507117	11/22/2019		4520-500100-6011-	83.33	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4035507117	4035507117	11/22/2019		4100-043100-6011-	44.47	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4035507117	4035507117	11/22/2019		4500-500100-6011-	30.68	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
0000000	000014	4035507117	4035507117	11/22/2019		4520-500100-6011-	83.33	24888			UNIFORMS/ SAFETY EQUIP	00780 UNIFORMS
		DISC. TOTAL		1,714.29			.00				EPY PMT TOTAL	1,714.29
0000000	000907	COYLE VALARIE	20191122	11/22/2019		4100-012110-3160-	900.00	24889			COMPENSATION - COUNCIL/COMMISS00780	00780 1ST 1/2 FY20
0000000	000907	20191122	20191122	11/22/2019		4100-012110-3160-	100.00	24889			COMPENSATION - COUNCIL/COMMISS00780	00780 1ST 1/2 PLAN COMM
		DISC. TOTAL		1,000.00			.00				EPY PMT TOTAL	1,000.00
0000000	000679	DAVID L BROOKS HAULING & 22496	20191122	11/22/2020		4520-500100-6007-	84.40	24890			REPAIR/ MAINTENANCE	00780 SAND FOR WWTP
		DISC. TOTAL		84.40			.00				EPY PMT TOTAL	84.40
0000000	000664	DAVIS JEAN	20191122	11/22/2019		4100-012110-3160-	900.00	24891			COMPENSATION - COUNCIL/COMMISS00780	00780 1ST 1/2 FY20
		DISC. TOTAL		900.00			.00				EPY PMT TOTAL	900.00
0000000	999999	DEITZ AMY	THDR 2019-11-10	11/22/2019		100-000200-3500-	150.00	24892			REFUNDS PAYABLE	00780 THDR 2019-11-10
		DISC. TOTAL		150.00			.00				EPY PMT TOTAL	150.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	BATCH INV. DESCRIPTION
0000000	000125	E M GRAY & SON	70411	11/22/2019		4520-500100-6007-	488.19	24893			00780 WWP GENERATOR
0000000	000125		70412	11/22/2019		4520-500100-6007-	126.93	24893			00780 MAURY HELFPTS GENE
0000000	000125		70414	11/22/2019		4520-500100-6007-	72.35	24893			00780 RT 301 GENERATOR
0000000	000125		70415	11/22/2019		4520-500100-6007-	93.14	24893			00780 CEDAR LN GENERATOR
		DISC. TOTAL					780.61				780.61
0000000	001052	ENCO UTILITY SERVICES FLO	5695	11/22/2019		4100-012110-3152-	36.39	24894			00780 POSTAGE
0000000	001052		5872	11/22/2019		4100-012110-3152-	528.89	24894			00780 OCT. BILLS
		DISC. TOTAL					565.28				565.28
0000000	000234	ENVIROCOMPLIANCE LAB INC	R9A42514	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
0000000	000234		R9A42536	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
0000000	000234		R9A42577	11/22/2019		4520-500100-3160-	135.00	24895			00780 TESTING
0000000	000234		R9B42668	11/22/2019		4520-500100-3160-	135.00	24895			00780 TESTING
0000000	000234		R9B42684	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
0000000	000234		R9B42721	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
0000000	000234		R9B42839	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
0000000	000234		R9B42873	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
0000000	000234		R9B42905	11/22/2019		4520-500100-3160-	115.00	24895			00780 TESTING
		DISC. TOTAL					1,175.00				1,175.00
0000000	000648	ERARD ANDREA G	2019-12	11/22/2019		4100-012110-3150-	1,667.00	24896			PROFESSIONAL SERVICES - LEGAL/00780 TOWN ATTORNEY
		DISC. TOTAL					1,667.00				1,667.00
0000000	999999	FLIPPEN KENT	THDR 2019-11-02	11/22/2019		100-000200-3500-	150.00	24897			REFUNDS PAYABLE
		DISC. TOTAL					150.00				150.00
0000000	000139	FLORES ARMANDO L	20191122	11/22/2019		4100-012110-3160-	100.00	24898			COMPENSATION - COUNCIL/COMMISS00780 2019 PLAN COMM
		DISC. TOTAL					100.00				100.00
0000000	000028	G & G MILFORD FARM SERV.	182295	11/22/2019		4100-043100-6007-	11.59	24899			REPAIR/ MAINT TOWN BUILDINGS 00780 SHOP PARTS, NIPPLE
0000000	000028		182299	11/22/2019		4100-043100-6007-	17.37	24899			REPAIR/ MAINT TOWN BUILDINGS 00780 POWER WASH PARTS
0000000	000028		182347	11/22/2019		4520-500100-6030-	54.99	24899			PLANT & LAB SUPPLIES/CHEMICAL00780 PLASTIC DRYING BED
		DISC. TOTAL					83.95				83.95
0000000	000946	GAINES MARK	20191122	11/22/2019		4100-012110-3160-	900.00	24900			COMPENSATION - COUNCIL/COMMISS00780 1ST 1/2 FY20
		DISC. TOTAL					900.00				900.00
0000000	001051	GAINES TAMMIE	20191122	11/22/2019		4100-012110-3160-	900.00	24901			COMPENSATION - COUNCIL/COMMISS00780 1ST 1/2 FY20
		DISC. TOTAL					900.00				900.00
0000000	000780	HOWARD DEBORAH	20191122	11/22/2019		4100-012110-3160-	900.00	24902			COMPENSATION - COUNCIL/COMMISS00780 1ST 1/2 FY20
		DISC. TOTAL					900.00				900.00
0000000	000698	JAMES MARY	2019-11	11/22/2019		4400-071200-1310-	105.00	24903			TOWN HALL ACTIVITIES
		DISC. TOTAL					105.00				105.00
0000000	000546	JOHNSON'S EXTERMINATING	2019-11	11/22/2019		4100-043100-7200-	289.00	24904			TOWN HALL EXPENSES
0000000	000546		20191122	11/22/2019		4100-043100-7200-	1,375.00	24904			00780 SETUP BREAKDOWN EV
		DISC. TOTAL					1,664.00				1,664.00

F.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000378	MCDERMON GLENN	20191122	11/22/2019		4100-012110-3160	900.00	24905		COMPENSATION - COUNCIL/COMMISS00780 1ST 1/2 FY20	900.00
		DISC. TOTAL					.00			TOTAL	
0000000	000048	MID-ATLANTIC LAB	15266	11/22/2019		4500-500100-6022	60.00	24906		WATER TESTING	00780 24 HR PECCAL TEST
		DISC. TOTAL					.00			TOTAL	60.00
0000000	000722	PACELLO KRISTIN M	2019-11	11/22/2019		4400-071200-1310	70.00	24907		TOWN HALL ACTIVITIES	00780 YOGA CLASSES
		DISC. TOTAL					.00			TOTAL	70.00
0000000	000919	PRO SHRED SECURITY	28901	11/22/2019		4100-012110-3140	45.00	24908		CONTRACTED SERVICES/SHREDDING00780 2019-11	45.00
		DISC. TOTAL					.00			TOTAL	
0000000	999999	BAKESTRAW HANNAH	THDR 2019-10-13	11/22/2019		100-000200-3500	150.00	24909		REFUNDS PAYABLE	00780 THDR 2019-10-13
		DISC. TOTAL					.00			TOTAL	150.00
0000000	000011	RAPPANNOCK ELEC COOP	2019-10	11/22/2019		4100-043100-5110	84.88	24910		ELECTRICITY-STREETLIGHTS	00780 CEDAR LN WAREHSE
		DISC. TOTAL					.00			TOTAL	
0000000	000011	2019-10	2019-10	11/22/2019		4500-500100-5110	110.49	24910		ELECTRICITY	00780 WELL #4
		DISC. TOTAL					.00			TOTAL	
0000000	000011	2019-10	2019-10	11/22/2019		4520-500100-5110	24.90	24910		ELECTRICITY	00780 OAK RIDGE PMP STAT
		DISC. TOTAL					.00			TOTAL	
0000000	000011	2019-10	2019-10	11/22/2019		4520-500100-5110	88.64	24910		ELECTRICITY	00780 LAKEWOOD PMP STAT
		DISC. TOTAL					.00			TOTAL	
0000000	000011	2019-10	2019-10	11/22/2019		4520-500100-5110	21.00	24910		ELECTRICITY	00780 RT 2 WATER TWR LIT
		DISC. TOTAL					.00			TOTAL	329.91
0000000	000598	SATTERWHITE JASON	20191122	11/22/2019		4100-012110-3160	900.00	24911		COMPENSATION - COUNCIL/COMMISS00780 1ST 1/2 FY20	900.00
		DISC. TOTAL					.00			TOTAL	
0000000	000912	STATE CORPORATION	20191122	11/22/2019		4100-012110-7100	81.00	24912		BGMS PROJECT **GRANT EXPENSE 00780 TAX EXEMPT FOUNDAT	81.00
		DISC. TOTAL					.00			TOTAL	
0000000	000985	VOIT JEFF	20191122	11/22/2019		4100-012110-3160	125.00	24913		COMPENSATION - COUNCIL/COMMISS00780 2019 PLANNING COMM	125.00
		DISC. TOTAL					.00			TOTAL	
0000000	000930	WEBB EMILY	2019-11	11/22/2019		4400-071200-1310	175.00	24914		TOWN HALL ACTIVITIES	00780 CARDIO RES CLASS
		DISC. TOTAL					.00			TOTAL	175.00
0000000	001049	WEX BANK	62221617	11/22/2019		4100-031100-6008	295.85	24915		VEHICLE FUEL/OIL	00780 PC
		DISC. TOTAL					.00			TOTAL	
0000000	001049	2019-11	2019-11	11/22/2019		4100-043100-6008	319.38	24915		VEHICLE FUEL/OIL	00780 PW
		DISC. TOTAL					.00			TOTAL	
0000000	001049	2019-11	2019-11	11/22/2019		4500-500100-6008	319.37	24915		VEHICLE FUEL & OIL	00780 WATER
		DISC. TOTAL					.00			TOTAL	
0000000	000878	WHITE OAK ELECTRIC	3047	11/22/2019		4500-500100-6007	577.60	24916		REPAIR/MAINTENANCE	00780 WELL #5 FLOW METER
		DISC. TOTAL					.00			TOTAL	
0000000	000878	2019-11	2019-11	11/22/2019		4500-500100-6007	377.60	24916		REPAIR/ MAINTENANCE	00780 WTPF SCUM PUMP
		DISC. TOTAL					.00			TOTAL	
0000000	000878	2019-11	2019-11	11/22/2019		4520-500100-6007	453.60	24916		REPAIR/ MAINTENANCE	00780 BG MEADOWS LIFT ST
		DISC. TOTAL					.00			TOTAL	
0000000	000878	2019-11	2019-11	11/22/2019		4520-500100-6007	707.60	24916		REPAIR/ MAINTENANCE	00780 WMTF- RAS PUMP
		DISC. TOTAL					.00			TOTAL	
0000000	000878	2019-11	2019-11	11/22/2019		4520-500100-6007	397.60	24916		REPAIR/ MAINTENANCE	00780 WMTF- EFFLUENT FLO
		DISC. TOTAL					.00			TOTAL	
0000000	000878	2019-11	2019-11	11/22/2019		4520-500100-6007	13,045.20	24916		REPAIR/ MAINTENANCE	00780 WMTF NEW RAS-PUMP
		DISC. TOTAL					.00			TOTAL	15,559.20
0000000	001074	WHOLEY ARTHUR	20191122	11/22/2019		4100-012110-3160	100.00	24917		COMPENSATION - COUNCIL/COMMISS00780 2019 PLAN COMM	100.00
		DISC. TOTAL					.00			TOTAL	



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

AGENDA ITEM: Minutes – November 7, 2019 Town Council Meeting
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Transcribed Minutes from the November 7, 2019 Town Council Meeting.

ATTACHMENTS:

Minutes and bills approved at the 11/07/2019 meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

**Thursday November 07, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PRESENT

Mayor Jason Satterwhite
Vice-Mayor Glenn McDearmon
Council Member Valarie Coyle
Council Member Jean Davis
Council Member Mark Gaines
Council Member Tammie Gaines
Council Member Deborah Howard
Council Member Otis Wright

PUBLIC HEARINGS:

O-2019-005 – Amendment to enhanced speeding fines - The Mayor opened the Public Hearing and read the ad run in the Free-Lance Star. He explained that purpose of the Public Hearing was to correct the wording in the previously adopted Ordinance O-2019-004 which established the enhanced speeding fine.

The Mayor called for public comments. He called a second and third time, hearing none he closed the Public Hearing.

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to adopt O-2019-005, an Ordinance to amend Sec. 4-470 - Enhanced Speeding penalty on certain residential streets: signs.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Wright

Voting Nay: Council Member M. Gaines

DELEGATIONS:

Andy Crocker - SERCAP, Inc. - Mr. Crocker discussed Small Water Systems and a training course that he offered to hold for Council on the financial and technical aspects of small water systems.

PUBLIC COMMENTS:

David Storke, 115 Maury Ave - Mr. Storke commended the Police Chief for the exemplary handling of a situation in Town.

Anne Marie Jiles, 260 Roper Dr. - Ms. Jiles expressed her concerns over the state of the sidewalks following the recent road resurfacing and residents not clearing the sidewalks in front of their homes.

Bonnie Cannon, 123 S. Main St. - Ms. Cannon ask for the Town's help in raking leaves from her yard.

Richard Orlett - Mr. Orlett expressed his concern over farmer's selling goods in Town without the proper business license.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were noted:

Bowling Green Police Department Town Council Report for October 2019
Public Works and Utilities Department Council Monthly Report for October 2019
Events Coordinator Council Monthly Report for October 2019
Town Clerk/Treasurer's Monthly Report to Council October 2019

CONSENT AGENDA:

The following Consent Agenda was presented:

October 2019 Bills (attached to these minutes)
Minutes - September 5, 2019 Town Council Meeting
Minutes - October 3, 2019 Town Council Meeting

The October 2019 Bills were pulled for further discussion

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to approved the September 5, 2019 and October 3, 2019 minutes.
Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright

Motion made by Council Member Howard, Seconded by Council Member Gaines to approve the October 2019 bills.
Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright

NEW BUSINESS:

Request for Water Bill adjustment due to leak

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to approve the adjustment of \$663.07 to the water bill at 15370 Hilldale Ave.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member Howard, Council Member Wright
Voting Nay: Council T. Member Gaines

Source Water Protection Plan

Motion made by Council Member Gaines, Seconded by Council Member Howard to adopt the Source Water Protection Plan as presented.
Voting Yea: Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard
Voting Nay: Vice-Mayor McDearmon, Council Member Wright

Text Amendment to R-1 Special Use – O-2019-2019-006 to allow mixed use development by special use in the R-1 zoning district.

Motion made by Council Member Gaines, Seconded by Council Member Howard to refer the proposed text amendment to the Planning Commission.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member M. Gaines, Council T. Member Gaines, Council Member Howard, Council Member Wright

Voting Nay: Council Member Davis

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council member T. Gaines – reporting for the Utilities, Streets Sidewalks, Building and Grounds Committee stated that the sewer project was nearly done and some sidewalks had been repaired on Maury Ave as part of the project.

Council member Howard – stated that it was her understanding that VDOT would not be repairing sidewalks in town. The Mayor stated that he was in talks with VDOT and expected that repairs would be made in the future.

Council member Davis – reported that the EDA had met.

Vice Mayor McDearmon - had no comments.

Council member M. Gaines - had no comments.

Council member Coyle – had no comments.

Council member Wright – had no comments.

Mayor Satterwhite - stated that Caroline County Public Schools was hosting "Bring your legislature to school" and that he, Ms. Davis, and Ms. Coyle planned to attend.

INFORMATIONAL ITEMS:

Veteran's Day Program Invitation

CLOSED SESSION:

Planning Commission Appointment and Town Manager's performance/contract

Motion made by Vice-Mayor McDearmon, Seconded by Council Member Wright to go into Closed Meeting in accordance with Section 2.2-3711(A)(1) of the Code of Virginia, to consider appointment of an applicant to the Planning Commission as well as to discuss the performance of the Town Manger and review the Town Manager's contract.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright

RECONVENE IN OPEN SESSION

Motion made by Council Member Gaines, Seconded by Vice-Mayor McDearmon to reconvene in Open Meeting.

Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright.

CERTIFICATION:

Only public business matters lawfully exempted from open meeting requirements in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.

Certifying Yea: Vice-Mayor McDearmon, Council Member Wright, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard.

Motion made by Council Member Howard, Seconded by Council Member Davis to appoint Lisa Gattie to the Planning Commission to a term beginning immediately and expiring on December 31, 2022.
Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright

ADJOURNMENT

Motion made by Council Member Gaines, Seconded by Council Member Howard to adjourn
Voting Yea: Vice-Mayor McDearmon, Council Member Coyle, Council Member Davis, Council Member M. Gaines, Council Member T. Gaines, Council Member Howard, Council Member Wright

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24769	1020	CONSOLIDATED PIPE & SUP	000	10/02/2019	186.80	.00
24770	546	JOHNSON'S EXTERMINATING	000	10/02/2019	1,259.00	.00
24771	9999999	LENTS MELLISSA	000	10/02/2019	116.00	.00
24772	9999999	LINDSEY SHIRLEY	000	10/02/2019	150.00	.00
24773	880	REID ENGINEERING CO INC	000	10/02/2019	10,147.98	.00
24774	918	STAPLES ADVANTAGE	000	10/02/2019	383.82	.00
24775	19	VERIZON	000	10/02/2019	174.22	.00
24776	256	VERIZON WIRELESS	000	10/02/2019	448.99	.00
24777	9999999	WHITTAKER DENNIS	000	10/02/2019	150.00	.00
		CLASS TOTAL			13,016.81	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,016.81	
		EPY TOTAL			.00	
		FINAL TOTAL			13,016.81	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 13,016.81- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24778	1040	KELVIC CONSTRUCTION CO	000	10/02/2019	467,849.72	.00
		CLASS TOTAL			467,849.72	.00
		ACH TOTAL			.00	
		CHECK TOTAL			467,849.72	
		EPY TOTAL			.00	
		FINAL TOTAL			467,849.72	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 467,849.72- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24782	944	ATLANTIC BROADBAND /	000	10/11/2019	194.40	.00
24783	536	CAS SEVERN	000	10/11/2019	113.00	.00
24784	897	CINTAS CORPORATION	000	10/11/2019	84.23	.00
24785	10	DOMINION VIRGINIA POWER	000	10/11/2019	5,807.75	.00
24786	813	FOLEY HEATHER	000	10/11/2019	2,250.00	.00
24787	999999	GAINES TAMMIE	000	10/11/2019	279.74	.00
24788	947	HARDWOOD MULCH CORP	000	10/11/2019	1,608.00	.00
24789	881	SIGMA CONSULTING AND	000	10/11/2019	450.00	.00
24790	659	SOSMETAL PRODUCTS INC	000	10/11/2019	310.82	.00
24791	949	ULINE	000	10/11/2019	226.47	.00
24792	291	USA BLUE BOOK	000	10/11/2019	419.16	.00
24793	44	VUPS	000	10/11/2019	38.85	.00
24794	12	WASTE MANAGEMENT	000	10/11/2019	8,209.44	.00
24795	451	XEROX CORPORATION	000	10/11/2019	263.31	.00
		CLASS TOTAL			20,255.17	.00
		ACH TOTAL			.00	
		CHECK TOTAL			20,255.17	
		EPY TOTAL			.00	
		FINAL TOTAL			20,255.17	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 20,255.17- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24796	477	BEAZLEY A W	000	10/17/2019	600.00	.00
24797	621	CAROLINE COUNTY	000	10/17/2019	600.00	.00
24798	1070	CAROLINE HIGH SCHOOL FFA	000	10/17/2019	500.00	.00
24799	865	CASH	000	10/17/2019	850.00	.00
24800	1072	CHAPMAN STEWART	000	10/17/2019	1,500.00	.00
24801	1035	CHENAULT FRANKIE	000	10/17/2019	600.00	.00
24802	550	COLEMAN WICK	000	10/17/2019	100.00	.00
24803	805	FRENCH BILL	000	10/17/2019	500.00	.00
24804	846	LAWHORNE RIK	000	10/17/2019	550.00	.00
24805	416	MAIN STAGE PRODUCTIONS	000	10/17/2019	2,400.00	.00
24806	515	MEMORABLE MOMENTS	000	10/17/2019	500.00	.00
24807	1069	MIGHTY MUSIC, LLC	000	10/17/2019	1,700.00	.00
24808	651	MVP AWARDS	000	10/17/2019	1,113.00	.00
24809	593	NEAL CHAD	000	10/17/2019	550.00	.00
24810	1038	VA EAGLE DISTRIBUTING	000	10/17/2019	2,047.39	.00
24811	1071	WOOD RICHARD A	000	10/17/2019	500.00	.00
		CLASS TOTAL			14,610.39	.00
		ACH TOTAL			.00	
		CHECK TOTAL			14,610.39	
		EPY TOTAL			.00	
		FINAL TOTAL			14,610.39	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 14,610.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24812	297	HALEY SCOTT	000	10/18/2019	100.00	.00
24813	546	JOHNSON'S EXTERMINATING	000	10/18/2019	750.00	.00
24814	1049	WEX BANK	000	10/18/2019	1,153.50	.00
24815	451	XEROX CORPORATION	000	10/18/2019	16.00	.00
		CLASS TOTAL			2,019.50	.00
		ACH TOTAL			.00	
		CHECK TOTAL			2,019.50	
		EPY TOTAL			.00	
		FINAL TOTAL			2,019.50	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 2,019.50- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE TOWN MANAGER

API100B 10/21/2019 TOWN OF BOWLING GREEN
TIME-14:43:56

A/P CHECK REGISTER
Check Date - 10/21/2019

ActPd - 2019/10

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24816	257	ON SITE PC	000	10/21/2019	1,254.71	.00
			CLASS TOTAL		1,254.71	.00
			ACH TOTAL		.00	
			CHECK TOTAL		1,254.71	
			EPY TOTAL		.00	
			FINAL TOTAL		1,254.71	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 1,254.71 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24819	47	CAROLINE GARAGE	000	10/25/2019	93.22	.00
24820	1020	CONSOLIDATED PIPE & SUP	000	10/25/2019	186.80	.00
24821	1058	DIAMOND SPRINGS	000	10/25/2019	58.15	.00
24822	341	DOMINION CHEMICAL CO	000	10/25/2019	384.75	.00
24823	1052	ENCO UTILILITY SERVICES FLO	000	10/25/2019	756.44	.00
24824	743	LOCAL SERVICES	000	10/25/2019	1,200.00	.00
24825	48	MTD-ATLANTIC LAB	000	10/25/2019	60.00	.00
24826	1042	OMNIGO SOFTWARE	000	10/25/2019	2,483.52	.00
24827	919	PRO SHRED SECURITY	000	10/25/2019	135.00	.00
24828	11	RAPPAHANNOCK ELEC COOP	000	10/25/2019	456.96	.00
24829	1030	RED WING SHOES	000	10/25/2019	707.98	.00
24830	861	THE UPS STORE #6358	000	10/25/2019	295.00	.00
		CLASS TOTAL			6,817.82	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,817.82	
		EPY TOTAL			.00	
		FINAL TOTAL			6,817.82	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 6,817.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24831	18	A & M HOME CENTER	000	10/31/2019	112.47	.00
24832	600	BENNETT DEBORAH T	000	10/31/2019	175.00	.00
24833	897	CINTAS CORPORATION	000	10/31/2019	96.39	.00
24834	14	CINTAS OF RICHMOND	000	10/31/2019	853.10	.00
24835	1052	ENCO UTILILITY SERVICES FLO	000	10/31/2019	6.00	.00
24836	234	ENVIROCOMPLIANCE LAB INC	000	10/31/2019	1,290.00	.00
24837	234	ENVIROCOMPLIANCE LAB INC	000	10/31/2019	655.00	.00
24838	648	ERARD ANDREA G	000	10/31/2019	1,667.00	.00
24839	28	G & G MILFORD FARM SERV.	000	10/31/2019	405.18	.00
24840	55	GALL'S LLC	000	10/31/2019	425.93	.00
24841	9999999	GRESHAM PIERRE	000	10/31/2019	175.00	.00
24842	898	JAMES MARY	000	10/31/2019	140.00	.00
24843	546	JOHNSON'S EXTERMINATING	000	10/31/2019	904.00	.00
24844	986	LAWRENCE MANDY	000	10/31/2019	200.00	.00
24845	725	MCGINLEY MICHELLE B	000	10/31/2019	35.00	.00
24846	9999999	MT SALEM BAPTIST CHURCH	000	10/31/2019	150.00	.00
24847	722	PACHELLO KRISTIN M	000	10/31/2019	175.00	.00
24848	1073	RIVER CITY GOLF CARTS	000	10/31/2019	200.00	.00
24849	918	STAPLES ADVANTAGE	000	10/31/2019	171.84	.00
24850	1002	VACORP	000	10/31/2019	136.87	.00
24851	19	VERIZON	000	10/31/2019	250.12	.00
24852	228	VIRGINIA DEPARTMENT OF	000	10/31/2019	100.00	.00
24853	930	WEBB EMILY	000	10/31/2019	210.00	.00
		CLASS TOTAL			8,533.90	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,533.90	
		EPY TOTAL			.00	
		FINAL TOTAL			8,533.90	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 8,533.90- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____



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

AGENDA ITEM: Text Amendment to R-1 Special Use

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

This matter was referred to the Planning Commission. They will hold a Public Hearing on December 16th. and return a recommendation to Council.

ATTACHMENTS:

Proposed text amendment.

REQUESTED ACTION:

Schedule Public Hearing for January 2nd Town Council meeting and Authorize staff to advertise.

Proposed Text Amendment to R-1

Section 3-116. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Guest rooms.
- (2) Family care homes.
- (3) Two-family dwellings created by conversion of an existing single-family dwelling into a two-family dwelling.
- (4) Day-care center.
- (5) Bed and Breakfast Establishment.
- (6) Mixed Use Development - a residential use and a business use that is compatible with the neighborhood.



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

AGENDA ITEM: ZP-2019-027 Special Use Permit Application

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Andrea Erard, Town Attorney

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

This application has been reviewed by the Planning Commission. They will hold a Public Hearing on December 16th. and return a recommendation to Council.

ATTACHMENTS:

ZP-2019-027 – Weldon, 333 N. Main St. – Special Use Permit

REQUESTED ACTION:

Schedule Public Hearing for January 2nd Town Council meeting and authorize staff to advertise.

Type of Permit

Please check appropriate box(s)

Residential Commercial

- | | |
|---|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Multi-Family No. of units _____ | <input type="checkbox"/> Reroof |
| <input type="checkbox"/> Addition Specify _____ | <input type="checkbox"/> Remodeling |
| <input type="checkbox"/> Accessory Building Less Than 100 Feet Specify _____ | <input type="checkbox"/> Accessory Building More Than 100 Feet Specify _____ |
| <input type="checkbox"/> Commercial/Industrial Structure | <input type="checkbox"/> Verification of Non-Conforming Use |
| <input type="checkbox"/> Sign Permit
30 FT or Less Specify _____ | <input type="checkbox"/> Sign Permit
More Than 30 FT Specify _____ |
| <input type="checkbox"/> Zoning Certification Letter | <input type="checkbox"/> Modification/Variance
Specify _____ |
| <input type="checkbox"/> Special Use Permit (<i>Property Owner Notification Required</i>)
Specify _____ | <input type="checkbox"/> Administrative Appeal
Specify _____ |
| <input checked="" type="checkbox"/> Other Specify <u>Concurrently apply for text amendment to allow mixed-use by Special Use Permit in R-1 and apply for a Special Use Permit for mixed-use to operate an antique store in existing house.</u> | |

Water and Sewer

What is your water supply source?

What is your sewage disposal source?

Municipal Private Well Municipal Septic Tank

Certification by Owner/Applicant

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

11/06/2019
Date


Owner/Applicant Signature

**** FOR TOWN USE ONLY ****

<u>Refer to Planning Commission</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/>	Recommend Disapproval	Date _____		
<u>Refer to Town Council</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Approved	<input type="checkbox"/>	Disapproved	Date _____		
<u>Refer to Director of Public Works</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/>	Recommend Disapproval	Date _____		
<u>Zoning Administrator</u>	<input type="checkbox"/>	Approved		<input type="checkbox"/>	Disapproved
<input type="checkbox"/> Approved with Conditions (See Attached)			Fee Paid \$ <u>750.00</u>		
_____ Zoning Administrator Signature			_____ Date		

CERTIFICATE OF ZONING COMPLIANCE

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

Zoning Administrator Signature

Date

REMINDER!!

Issuance of this permit does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.

ADJACENT PROPERTY OWNERS

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

NAME

STREET ADDRESS

1) _____
Mailing Address: _____

2) _____
Mailing Address: _____

3) _____
Mailing Address: _____

See Attached

4) _____
Mailing Address: _____

5) _____
Mailing Address: _____

6) _____
Mailing Address: _____

7) _____
Mailing Address: _____

8) _____
Mailing Address: _____

9) _____
Mailing Address: _____

10) _____
Mailing Address: _____

11) _____
Mailing Address: _____

12) _____
Mailing Address: _____

13) _____
Mailing Address: _____

14) _____
Mailing Address: _____

15) _____
Mailing Address: _____

CAROLINE COUNTY

INSERT 43A1

Last Updated 2/7/2018

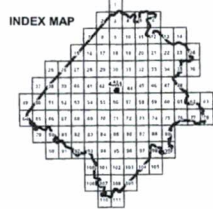


Map information is believed to be accurate, but accuracy is not guaranteed. Any errors or omissions should be reported to Caroline County. In no event will the County be liable for any damages or other pecuniary loss that may arise from the use of this data.



LEGEND

- County Boundary
- Roads
- 42 Lots
- Sections / Blocks
- Inserts
- Streams
- Water Bodies
- Fire Stations
- Schools
- Adjacent Maps Lots



* = Applicants Property
 • = Neighboring Property to receive Notice of Application



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

AGENDA ITEM: R-2019-012 Resolution to accept donation of 109 Courthouse Lane from Atlantic Union Bank

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - Resolution

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Atlantic Union Bank has generously offered to give the Town the former visitor center on Courthouse Lane. A title search is being conducted and title insurance is in underwriting, once complete the Town will record the deed at the Courthouse.

The building will become the Events and Economic Development Coordinator's office.

ATTACHMENTS:

R-2019-012

Deed of Gift

REQUESTED ACTION:

Adopt Resolution R-2019-012

RESOLUTION

WHEREAS Atlantic Union Bank has generously offered to give the Town of Bowling Green the property (including all structures) located at 109 Courthouse Lane, Tax Map No. 43A2 A 16; and

WHEREAS Virginia Code § 15.2-1803 requires that the Bowling Green Town Council approve a Resolution accepting an interest in land.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its regularly scheduled meeting on December 5, 2019, that, in accordance with Virginia Code § 15.2-1803, the Bowling Green Town Council accepts the gift of land from Atlantic Union Bank which is located at 109 Courthouse Lane, Tax Map No. 43A2 A 16; and

BE IT FURTHER RESOLVED that the Town Manager is authorized to execute any and all documents necessary for, or related to, the conveyance, subject to review and approval of the Town Attorney; and

BE IT FINALLY RESOLVED by the Bowling Green Town Council that this Resolution shall be recorded in the land records of the Caroline County Circuit Court.

A Copy Teste:

Clerk of Council

This document prepared by:
Caroline E. Browder, Esq. (VSB No. 43874)
Roth Jackson Gibbons Conklin, PLC
1519 Summit Avenue, Suite 102
Richmond, Virginia 23230

Tax Parcel I.D. No. 43A2 A 16

Consideration: \$0.00

**THIS DEED IS EXEMPT FROM RECORDATION TAX
PURSUANT TO VIRGINIA CODE § 58.1-811(D).**

DEED OF GIFT

THIS DEED OF GIFT, made this ____ day of November, 2019, by and between
ATLANTIC UNION BANK (successor in interest to **UNION BANK & TRUST**) (the
“Grantor”) and **THE TOWN OF BOWLING GREEN** (the "Grantee"), provides as follows:

W I T N E S S E T H :

THAT in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Grantor hereby grants, conveys, releases and forever quitclaims to Grantee all rights of title and interest of the Grantor in the property located in the Town of Bowling Green, Caroline County, Virginia and more particularly described on Exhibit “A.”

This conveyance is made subject to all easements, restrictions, reservations and conditions contained in duly recorded deeds, plats, and other instruments constituting constructive notice in the chain of title to the above described property which have not expired by a time limitation contain therein or have not otherwise become ineffective.

{00951910;v1}

IN WITNESS WHEREOF, the parties hereto have executed this Deed of Gift, or caused this Deed of Gift to be duly executed by their proper corporate officers pursuant to due authorization, as of the date first above written.

GRANTOR:

ATLANTIC UNION BANK

By: _____

Name: Daniel J. Simons

Title: Vice-President

COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO, to-wit:

The foregoing instrument was acknowledged before me this ____ day of November, 2019, by Daniel J. Simons as Vice-President of Atlantic Union Bank on behalf of the corporation.

Notary Public

My Commission Expires: _____

Notary Registration No.: _____

EXHIBIT A

Legal Description

All those two certain lots, pieces, or parcels of land, together with the appurtenances thereto belonging or in anywise thereunto appertaining, lying, being, and situate on Court House Lane in the Town of Bowling Green, Caroline County, Virginia, and more specifically described as Lot B and the Edwards Lot as shown on a plat of survey thereof made by William W. Webb, Jr., dated November 26, 1980 and attached to the deed recorded at Deed Book 258, page 473, to which reference is hereby made for a more particular description as to metes and bounds. Said lots are bounded on the South by the concrete walk and Court House Lane; on the West by land of Albert J. Lilly, Jr., Katherine A. Bortz, and land of Union Bank and Trust Company (formerly Dunn); on the North by land of Union Bank and Trust Company; and on the East by land of Julian J. Mason and Charles S. Webb, Jr.

TOGETHER with a right to use a 15 foot easement from Lot B to Court House Lane as is shown on a deed of easement from Julian J. Mason and Carolyn W. Mason, his wife, dated September 16, 1955, recorded in the office of the Clerk of the Circuit Court of Caroline County, Virginia, in Deed Book 141 at Page 140.

BEING the same two lots conveyed to Union Bank and Trust Company from Tidewater Weeklies, Incorporated by Deed dated December 15, 1980 and recorded in the Clerk of the Circuit Court of Caroline County, Virginia on December 23, 1980 in Deed Book 258, page 473.



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

AGENDA ITEM: Consideration of EDA Appointment

ITEM TYPE: Action Item

PURPOSE OF ITEM: Discussion Only

PRESENTER: Hon. Jason Satterwhite, Mayor jasonsatterwhite@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:


John Sieg's EDA term has ended and he is no longer interested in serving on the EDA.

ATTACHMENTS:

None.

REQUESTED ACTION:

Consider candidates for appointment



***On behalf of the Board of Supervisors,
the annual Employee Holiday Luncheon
is scheduled for Wednesday, December 11th
12:00 noon - 2 p.m.***

at Bowling Green Town Hall.

***Lunch will be served at 12 noon and a
second shift will be served at 1:00 p.m.
so employees can cover offices.***

***Please provide us with a headcount by
Monday, December 2nd at 10 a.m.***

***Years of Service recognitions will be done
at approximately 1:15 p.m.***

***Please respond to Joan Carter at 633-5380 (x1380)
or jcarter@co.caroline.va.us***