



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, September 05, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Minutes- August 2024 Work Session Meeting
- [2.](#) Minutes- August 2024 Regular Meeting

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [3.](#) Town Manager's Report
- [4.](#) Finance/ Treasurer's Report
- [5.](#) Public Works Report
- [6.](#) Community Development Monthly Report
- [7.](#) Police Departments Monthly Report
- [8.](#) Utility Report-July Report

UNFINISHED BUSINESS:

- [9.](#) Fence Ordinance Adoption, J.C. LaRiviere, Director of Community Development & Partnerships
- [10.](#) Code Update- Leak Adjustment, Tina Staples, Finance Director & Jeff Gore, Town Attorney

NEW BUSINESS:

- [11.](#) VDH Planning and Design Grant Award, India Adams-Jacobs, Town Manager

INFORMATIONAL ITEMS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



**Town of Bowling Green
Town Council Work Session**

A G E N D A

**Thursday, August 1, 2024
6:00 PM**

ROLL CALL AND QUORUM ESTABLISHED:

All members of Town Council were present.

MEMBERS PRESENT:

Mayor Mark Gaines

Vice-Mayor Valarie Coyle

Council Member John Chinault

Council Member Jean Davis

Council Member Randy Hageman

Council Member David Storke

Council Member Jeff Voit

Council Member Dan Webb

STAFF PRESENT:

India Adams-Jacobs, MPA, Town Manager

Jeff Gore, Town Attorney

Tina Staples, MGT, Finance Director/Treasurer

Shawn Fortune, Public Works & Utilities Supervisor

J.C. LaRiviere, J.D., Director of Community Development & Partnerships

BUSINESS:

1. Water and Wastewater Treatment Plant Update

- Mark Inboden, CEO of Inboden Environmental Services (IES) provided a comprehensive update on the compliance process, emphasizing the importance of maintaining zero points and addressing the challenges related to solids management at the treatment plant. The presentation included details on the steps taken to rectify the situation, such as increasing hauling of residual solids and controlling rotor speeds. Additionally, he highlighted the enhanced communications with regulatory agencies and the absorption of Town of Bowling Green staff into the Inboden staff, as well as the collaborative efforts with the town and public works staff to manage their workload.
- Mark Inboden led a discussion on the plant's condition and the timeline of its deterioration, sharing that the issues may have been ongoing for months.
- India Adams-Jacobs, Town Manager, expressed gratitude for the swift action taken by Mark and his team to address the situation and acknowledged their expertise in dealing with regulatory agencies. Additionally, she highlighted the importance of the county's support during the emergency and the need to work closely with regulatory agencies in the future.



**Town of Bowling Green
Town Council Work Session**

A G E N D A

**Thursday, August 1, 2024
6:00 PM**

- Mark Inboden provided an overview of the plant improvements, including the addition of timers to the rotors and the proposal for a controller to monitor dissolved oxygen (DO) levels. The DO controller, specifically the SC4500, is expected to optimize operations by controlling the DO levels and improving DO saturation during different times of the day, ultimately enhancing plant performance and compliance with TKN limits. Additionally, the discussion highlighted the potential benefits of a sampler for indiscriminate sampling and the necessity of the DO controller for operational efficiency.
 - India Adams-Jacobs asked Mark Inboden to address the future needs for the town's sludge handling facilities, emphasizing the importance of betterment and alternatives to keep up with the town's growth. Mark discussed the potential acquisition of a used sludge press and the challenges related to sludge disposal, including increased costs and the impact of filamentous bacteria on the treatment plant process. Furthermore, he mentioned the potential collaboration with other localities for sludge handling solutions and the considerations for sending sludge to a different facility instead of hauling it to another county.
 - Councilmember Storke asked Mark Inboden if he could indicate how long he thought these issues had been occurring. Mayor Gaines raised similar questions about the timeline and condition of the plant.
 - Mark Inboden indicated that it would be hard to say specifically, based on when their company took over.
 - Mark Inboden and Jamie Silveus expresses a preference for minimal chemical usage due to the potential dependency and negative effects on the treatment plant. They discussed concerns about permit violations related to the removal of apparatus from a room and discusses unresolved issues with drying beds and sand quality, which may impact the separation of filaments.
 - India Adams-Jacobs expresses concern about potential future well problems due to the prevalence of gross alpha in the area and questions if this could lead to continuous need for new wells. She suggests that adding more wells and lowering the pump rate could help mitigate the issue, potentially reducing the levels of gross alpha. The discussion also touches on the need for a hydrogeologist or specialist to address these questions.
2. Closed Session
- Mayor Gaines leads the council in transitioning to a closed session to discuss a proposed consent order with the Virginia Department of Health. After a motion by Councilman Voit and second by Councilman Hageman, the council unanimously votes to move into closed



**Town of Bowling Green
Town Council Work Session**

A G E N D A

**Thursday, August 1, 2024
6:00 PM**

session, and non-members are requested to leave the room. The Town Manager requested the Council allow specific individuals to stay for the closed session.

- Councilman Voit moved to reopen the meeting, seconded by Vice Mayor Coyle.
- Upon reopening the meeting, Mayor Gaines requested that the Council perform certification motions in roll call fashion, certifying that only matters exempt from FOIA and included in the motion for closed-session discussion were discussed. All members certified.

ADJOURNMENT:

Motion to adjourn by Councilmember Voit, seconded by Councilmember Hagemen. The motion passed unanimously.

DRAFT

Water & Wastewater Update

Mark Inboden, Inboden Environmental Services, Inc.

Introduction to IES

- Located in Mt. Jackson, VA with five field offices throughout the State of Virginia
- Established in 1993 | Over 30 years of business
- A Multi-Disciplined Environmental and Utility Management Firm
- Clients We Serve
 - Municipalities, Government Agencies, Industrial Facilities, Private Businesses and Communities
- 85+ Team Members Throughout the State



Localities Served



- Town of Middleburg
- Town of Hamilton
- Town of Edinburg
- Town of Buchanan
- Town of Hillsboro
- Town of Berryville
- Clarke County Service Authority
- King George County Service
- Fauquier County Catlett–Calverton WWTP
- Town of Colonial Beach

Town of Bowling Green Challenges- January-June 2024 (Water)

- Gross Alpha exceedance- Q1
- 4th consecutive quarter of exceedance; triggers Notice of Violation
- Caroline County staff advised Town of green sand filter in February/March council meeting;
 - Proposed greensand filtration treatment will not remediate radionuclides
 - Treatment options primarily include ion exchange or reverse osmosis
- Notices to the public have been sent to utility customers in accordance with VDH's requirements

Town of Bowling Green Challenges- January-June 2024 (Wastewater)

- Unauthorized Discharges (spills)
 - Two unauthorized discharges occurred during County operations between February-April 2024
 - Town received a Warning Letter from DEQ for these two permit exceedances of TKN and e. Coli.
 - Cause of these exceedances are related to poor sludge management of the WWTP.
 - Letters of Explanations were sent to DEQ noting the need for Town Council to make a decision regarding an MOU and the justification for the unauthorized discharges during this time
 - Results of discharges- 1.5 points total for the WWTP as of June 1, 2024

Town of Bowling Green Challenges-January-June 2024 (Wastewater)

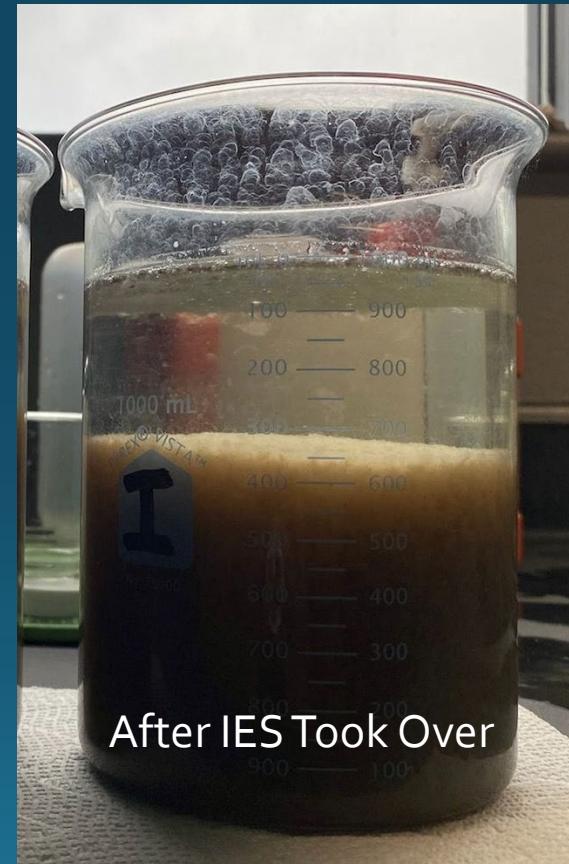
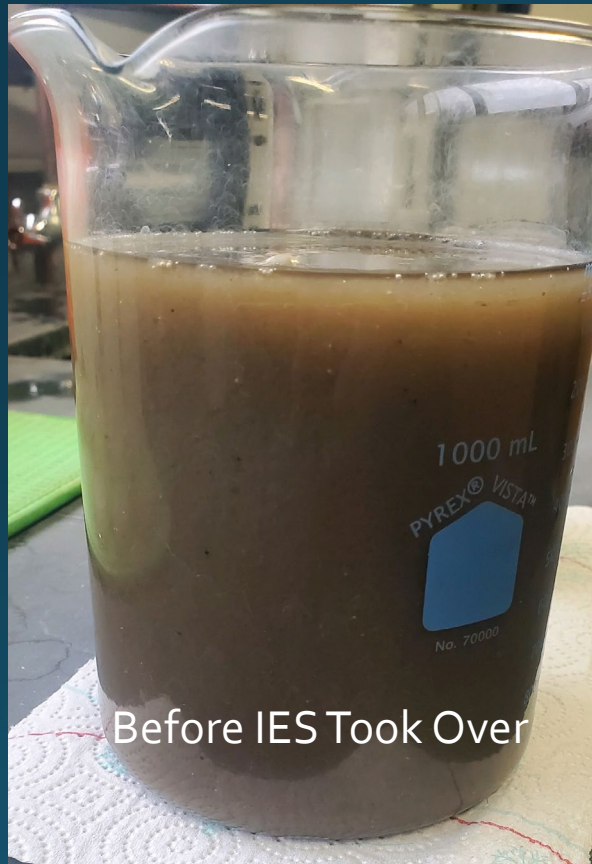
Inadequate Solids Management

- Sludge wasting regiments were not adequate enough
- Caused poor treatment conditions and proliferation of filamentous bacteria
- The mismanagement of solids caused poor settling in clarifiers due to poor settling sludge.
- Sludge handling facilities were not being managed appropriately with digestors at full levels and drying beds not draining properly.

What we've done...June 1st - August 1st

- IES took over as operator effective June 1, 2024
- Increased hauling of sludge; overall solids management has improved
- Controlling WWTP rotors via timers to provide better treatment.
- No unauthorized discharges or permit exceedances.
- Enhanced communication with regulatory/compliance agencies- Dept of Environmental Quality and Virginia Department of Health
- Absorbed Town of Bowling Green WWTP staff
- Increased process control testing
- Training of staff on lab procedures and sample collection points.
- Working in collaboration with Town Manager regarding grant and permit applications
- Works collaboratively with Town public works staff
- Working collaboratively with Town Manager and Town Attorney as needed as a subject matter expert

Improvements to Treatment – Solids Settability Test



Questions





**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

M I N U T E S

**Thursday, August 01, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Council motioned to add a closed session item to the agenda for a discussion with legal counsel regarding the Keystone information system contract; upon motion by Councilman Voit and second by Vice-Mayor Coyle, the motion passed unanimously, and the agenda was adopted as amended unanimously upon motion by Councilman Hageman and second by Councilman Voit.

CONSENT AGENDA:

1. Minutes- June 4th Work Session
 2. Minutes- June 4th Regular Meeting
 3. Christmas Parade/Festival Approval, India Adams-Jacobs, Town Manager
- Item 3 was discussed by the Council. Upon motion by Councilman Voit and second by Councilman Hageman, the consent agenda was unanimously approved 7-0.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL:

- Ms. Bonnie Cannon expressed frustration over not being informed about a rescheduled meeting in June. She questioned the Council's decision to hire an event coordinator for the Christmas Parade Festival, asking why this was necessary. She inquired if sponsors had been secured to cover the costs for the "Music on the Green" event, thereby preventing the financial burden from falling on taxpayers.

MEMBER COMMENTS:

1. Vice Mayor Coyle commented on recent events they attended, like the Change of Command Ceremony at Fort Walker and Port Royal's Fourth of July celebration. They appreciated these events and thanked those involved in organizing them.
2. Councilmember Hageman raised concerns about the timing of the "Music on the Green" events and suggested rescheduling future events to avoid the extreme heat of August for future consideration in 2025.

STAFF REPORTS & PRESENTATIONS:

4. Town Manager's Report
 - The Town Manager discussed compliance with the EPA's lead and copper rule revisions, updates on the FY22 audit, coordination with Caroline County on cross-promotional event opportunities, the Harvest Festival, and the Christmas Parade.
5. Public Works Department Monthly Report
 - Focused on persistent issues with wipes clogging the sewage pumps, particularly in the Maury Heights area, including challenges of preventing such occurrences and the need for system improvements.
6. Finance Director/Treasurer's Report
 - The Finance Director provided an update on the reconciliation of cash balances, progress on pending 941 filings, the recent audit by VRSA, and efforts to recover outstanding utility payments through the Virginia Department of Taxation's debt set-off program.
7. Police Departments Monthly Report
 - The Police Chief announced plans for National Night Out, an upcoming community event supported by donations.

PUBLIC HEARINGS:

8. Public Hearing- Breezeline Franchise Agreement
 - The Mayor opened the public hearing at 7:38 PM, where Bonnie Cannon voiced concerns about Breezeline's service costs and the transition to streaming technology. The public hearing was closed at 7:41 PM.

UNFINISHED BUSINESS:

9. Cable Franchise Agreement with Breezeline, India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
 - The Town Attorney explained that the new franchise agreement enhances customer service provisions and confirmed that it remains non-exclusive, allowing other providers to potentially enter the market. The Council finalized the agreement with Breezeline, incorporating new customer service standards and provisions for the use of town property, reflecting current legal and regulatory requirements. Upon motion by Councilman Storke and second by Councilman Hageman, the motion to execute the agreement was approved unanimously.
10. CIP Project-Town Hall Rehabilitation, India Adams-Jacobs, Town Manager
 - The Council discussed plans to use remaining ARPA funds totaling \$104,827 for Town Hall improvements to address complaints about the building's condition, which could impact future rentals and revenue. Upon motion by Councilman Voit and second by Vice-Mayor Coyle, the motion was approved unanimously.

NEW BUSINESS:

11. Leak Adjustment Policy, Tina Staples, Finance Director/Treasurer
 - The Council introduced a policy to provide financial relief to residents experiencing unusually high water bills due to leaks, contingent on proof of repairs. Upon motion by Councilman Storke and second by Councilman Hageman, the motion was approved unanimously.

12. WWTP Procurement Request- SC4500 Controller
 - A procurement request for \$11,300 was approved for the purchase of an SC4500 controller for the wastewater treatment plant. Upon motion by Councilman Voit and second by Councilwoman Davis, the motion was approved unanimously.

CLOSED SESSION:

- Upon motion by Councilman Voit, second by Vice-Mayor Coyle, and unanimous vote of Council, the Council entered close session for discussion with legal counsel regarding the Keystone information system contract.

RECONVENE IN OPEN SESSION:

- The meeting was reconvened, and Council members performed certification motions upon reopening.
- Upon motion by Councilman Voit and second by Vice-Mayor Coyle, the Council voted unanimously to authorize the Town Manager to execute an agreement with Southern Software, which was approved unanimously.

ADJOURNMENT:

- Upon motion by Councilwoman Davis and second by Councilman Voit, the motion to adjourn passed unanimously.



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
COPY: Jeff Gore, Town Attorney; Tina Staples, Finance Director
SUBJECT: Town Manager's Report- May
DATE: September 5, 2024

Finance

- FY22 pre-audit work underway
 - RFCA to conduct fieldwork in September
- TBG staff is still working with Keystone and will be back onsite in September
- Kickoff with Southern Software scheduled for September
- Internal reviews of primary town forms
- Send Contracts to Event Coordinators for 2024 Events
- Reviewed quotes for Town Hall rehabilitation with Public Works staff
- Submitted report for non-competitive litter grants
- Internal process reviews with Finance Director & Finance staff

Intergovernmental

- ***Town Awarded \$45,000 VDH Planning & Design Grant***
 - Significant staff time will be dedicated toward this effort between September-December
 - Coordination with state representatives
- IGSA coordination and follow-up with the Ft. Walker staff kickoff meeting with Ft. Walker Commander and based leaders for next steps regarding IGSA partnership
- Coordination with VDOT on close-out projects throughout town

Infrastructure & Utilities

- Copper & Lead Inventory
 - Private survey has been shared to social media and available at Town Hall. The town has completed the public side of the inventory.
- USDA project easement acquisition is underway in coordination with the Town Attorney
- Provided University of Maryland representation regarding infrastructure/utilities assistance

Economic Development & Tourism

- Harvest festival planning- meetings planned for the week of 7/15 with stakeholders and public safety staff
- Christmas Parade- pre-planning underway
- Music on The Green:
 - August 23, 6:00pm - 8:00 pm (Cactus Jack Bank)
 - August 30 6:00 pm - 8:00pm (Patsy and The Country Classics)
 - September 6, 6:00pm - 8:00 pm (Lowriders)

- September 13th - 6:00 pm - 8:00pm (Southern Rain)



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Tina Staples, Finance Director/Treasurer
COPY: India Adams- Jacobs, Town Manager; Jeff Gore, Town Attorney
SUBJECT: Treasurer's Report
DATE: September 5, 2024

During the month of August, the finance department worked on the following items:

- Audit FY22 Status
 - Uploaded files to auditor and scheduled on-site visit with the auditors for September 11/12, 2024.
- FY23/24 Expenditures and Revenues keystone entry
 - The finance staff has completed a great deal of data entry to get the Town's books up to date.
- Southern Software coordination and transition planning underway
- Worked on staff training and separation of duties for the finance team.

Agenda Items

- The proposed Town Code language update is included on this agenda for your review/approval. The Town Council approved the leak adjustment policy during its regular August meeting.

Operational Items Update

- 941s catch up- FY21,22,23 and FY24
- FY21 completed. FY22 & 23 still outstanding. FY24 is up to date
- Bank reconciliation completions. FY21, FY22 and FY23 completed. FY24 is still outstanding.

Thank you all for your ongoing cooperation and support.

For any questions, please contact me at towntreasurer@townofbowlinggreen.com or (540) 656-9120.



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	TYPE
100-011010-0001-0000-000	CURRENT YEAR TAXES	145,000.00	145,000.00	0.00	145,000.00	100.00	R
100-011010-0002-0000-000	DELINQUENT TAXES	450.00	450.00	0.00	450.00	100.00	R
Real Estate		145,450.00	145,450.00	0.00	145,450.00	100.00	
100-011011-0001-0000-000	CURRENT YEAR TAXES	29,000.00	29,000.00	0.00	29,000.00	100.00	R
Rt 301 Special Tax		29,000.00	29,000.00	0.00	29,000.00	100.00	
100-011020-0001-0000-000	CURRENT YEAR	3,000.00	3,000.00	0.00	3,000.00	100.00	R
Public Service		3,000.00	3,000.00	0.00	3,000.00	100.00	
100-011030-0001-0000-000	CURRENT YEAR TAXES	45,000.00	45,000.00	-560.17	45,560.17	101.24	R
100-011030-0002-0000-000	DELINQUENT TAXES	500.00	500.00	0.00	500.00	100.00	R
Personal Property		45,500.00	45,500.00	-560.17	46,060.17	101.23	
100-011060-0001-0000-000	PENALTY	2,000.00	2,000.00	0.00	2,000.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,600.00	1,600.00	0.00	1,600.00	100.00	R
Penalty & Interest		3,600.00	3,600.00	0.00	3,600.00	100.00	
100-016099-0003-0000-000	TRASH REVENUE	110,000.00	110,000.00	0.00	110,000.00	100.00	R
Refuse/Water/Sewer Revenues		110,000.00	110,000.00	0.00	110,000.00	100.00	
100-120101-0001-0000-000	SALES TAX	45,000.00	45,000.00	4,557.34	40,442.66	89.87	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
	Sales Tax	45,000.00	45,000.00	4,557.34	40,442.66	89.87	
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	11,076.31	18,923.69	63.08	R
	Consumer Utility Tax	30,000.00	30,000.00	11,076.31	18,923.69	63.08	
100-120301-0001-0000-000	BUSINESS LICENSE	95,000.00	95,000.00	10,484.71	84,515.29	88.96	R
	Business License	95,000.00	95,000.00	10,484.71	84,515.29	88.96	
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES (PP BILL	15,000.00	15,000.00	0.00	15,000.00	100.00	R
	Vehicle License & Registration Fees	15,000.00	15,000.00	0.00	15,000.00	100.00	
100-120601-0001-0000-000	BANK STOCK TAX	275,000.00	275,000.00	0.00	275,000.00	100.00	R
	Bank Stock Tax	275,000.00	275,000.00	0.00	275,000.00	100.00	
100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	778.75	2,221.25	74.04	R
	Transient Occupancy Tax	3,000.00	3,000.00	778.75	2,221.25	74.04	
100-121101-0001-0000-000	MEALS TAX	385,000.00	385,000.00	79,212.14	305,787.86	79.43	R
	Meals Tax	385,000.00	385,000.00	79,212.14	305,787.86	79.43	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-130306-0001-0000-000	ZONING PERMITS/FEEES	2,000.00	2,000.00	9,076.51	-7,076.51	-353.83	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	700.00	700.00	0.00	700.00	100.00	R
Permits, Fees And Licenses		2,700.00	2,700.00	9,076.51	-6,376.51	-236.17	
100-130307-0002-0000-000	Cigarette Tax	45,000.00	45,000.00	9,526.07	35,473.93	78.83	R
CIGARETTE TAX		45,000.00	45,000.00	9,526.07	35,473.93	78.83	
100-140101-0001-0000-000	POLICE/COURT FINES	20,000.00	20,000.00	1,686.02	18,313.98	91.57	R
100-140101-0002-0000-000	RETURNED CHECK FEE	100.00	100.00	0.00	100.00	100.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	0.00	1,300.00	100.00	R
Fines And Forfeiture		21,400.00	21,400.00	1,686.02	19,713.98	92.12	
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	7,000.00	7,000.00	0.00	7,000.00	100.00	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	1,325.00	10,675.00	88.96	R
100-150201-0005-0000-000	TOWN HALL ACTIVITY FEES	500.00	500.00	0.00	500.00	100.00	R
Rentals		19,500.00	19,500.00	1,325.00	18,175.00	93.21	
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	0.00	24,500.00	100.00	R
VA Police Funding		24,500.00	24,500.00	0.00	24,500.00	100.00	
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	21,907.50	-7.50	-0.03	R
PPTRA State Reimbursement		21,900.00	21,900.00	21,907.50	-7.50	-0.03	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	TYPE
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	4,182.53	27,317.47	86.72	R
Communications Tax		31,500.00	31,500.00	4,182.53	27,317.47	86.72	
100-240407-0001-0000-000	LITTER GRANT	1,596.00	1,596.00	0.00	1,596.00	100.00	R
ARPA Grant FUNDS		1,596.00	1,596.00	0.00	1,596.00	100.00	
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	15,000.00	0.00	0.00	R
VA Fire Program		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-240502-0001-0000-000	INTERGOVERNMENTAL SERVICE AGREEME	100,000.00	100,000.00	0.00	100,000.00	100.00	R
100-240502-0003-0000-000	TRANSFERS IN	20,000.00	20,000.00	0.00	20,000.00	100.00	R
VA FIRE PROGRAM		120,000.00	120,000.00	0.00	120,000.00	100.00	
General Fund		1,487,646.00	1,487,646.00	168,252.71	1,319,393.29	88.69	
300-015000-0020-0000-000	USDA GRANT	26,000.00	26,000.00	0.00	26,000.00	100.00	R
USDA GRANT		26,000.00	26,000.00	0.00	26,000.00	100.00	
300-021101-0005-0000-000	ARPA FUNDS (COVID-19)	259,827.00	259,827.00	0.00	259,827.00	100.00	R
300-021101-0007-0000-000	POLICE DEPT GRANTS	10,000.00	10,000.00	0.00	10,000.00	100.00	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
		269,827.00	269,827.00	0.00	269,827.00	100.00	
300-410501-0100-0000-000	TRANSFER FR GEN FUND TO CIP	70,000.00	70,000.00	0.00	70,000.00	100.00	R
		70,000.00	70,000.00	0.00	70,000.00	100.00	
Capital Improvement		365,827.00	365,827.00	0.00	365,827.00	100.00	
400-019050-0100-0000-000	HARVEST FESTIVAL	17,000.00	17,000.00	0.00	17,000.00	100.00	R
400-019050-0300-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	2,580.00	-1,580.00	-158.00	R
		18,000.00	18,000.00	2,580.00	15,420.00	85.67	
Events And Activities		18,000.00	18,000.00	2,580.00	15,420.00	85.67	
400-410501-0100-0000-000	TRANSFER FROM GF TO EVENTS	14,500.00	14,500.00	0.00	14,500.00	100.00	R
		14,500.00	14,500.00	0.00	14,500.00	100.00	
		32,500.00	32,500.00	2,580.00	29,920.00	92.06	
Events / Activities		32,500.00	32,500.00	2,580.00	29,920.00	92.06	
500-016099-0001-0000-000	WATER SALES	505,000.00	505,000.00	0.00	505,000.00	100.00	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	1,000.00	1,000.00	0.00	1,000.00	100.00	R
500-016099-0004-0000-000	WATER RECONNECT FEES	100.00	100.00	0.00	100.00	100.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	2,249.00	2,249.00	0.00	2,249.00	100.00	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	18,000.00	18,000.00	0.00	18,000.00	100.00	R
500-016099-0015-0000-000	IRRIGATION SYSTEM APPLICATION FEE	100.00	100.00	0.00	100.00	100.00	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Refuse/Water/Sewer Revenues		531,449.00	531,449.00	0.00	531,449.00	100.00	
500-021101-0005-0000-000	ARPA Funds (COVID-19) - System Up	20,000.00	20,000.00	0.00	20,000.00	100.00	R
		20,000.00	20,000.00	0.00	20,000.00	100.00	
Water		551,449.00	551,449.00	0.00	551,449.00	100.00	
520-016099-0002-0000-000	SEWER SALES	495,000.00	495,000.00	0.00	495,000.00	100.00	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	0.00	2,250.00	100.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	18,000.00	18,000.00	0.00	18,000.00	100.00	R
Refuse/Water/Sewer Revenues		515,250.00	515,250.00	0.00	515,250.00	100.00	
520-021101-0005-0000-000	ARPA Funds (COVID-19) - System Up	105,000.00	105,000.00	0.00	105,000.00	100.00	R
		105,000.00	105,000.00	0.00	105,000.00	100.00	
520-410501-0100-0000-000	TRANSFER IN	120,000.00	120,000.00	0.00	120,000.00	100.00	R
		120,000.00	120,000.00	0.00	120,000.00	100.00	
Sewer Operations		740,250.00	740,250.00	0.00	740,250.00	100.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Revenue		3,177,672.00	3,177,672.00	170,832.71	3,006,839.29	94.62	
100-010501-0002-0000-000	TRANSFER TO CIP	70,000.00	70,000.00	0.00	70,000.00	100.00	X
100-010501-0400-0000-000	TRNSFR TO EVENTS AND ACTIVITIES	14,500.00	14,500.00	0.00	14,500.00	100.00	X
100-010501-0520-0000-000	TRANSFER TO SEWER FUND	120,000.00	120,000.00	0.00	120,000.00	100.00	X
		204,500.00	204,500.00	0.00	204,500.00	100.00	
100-012110-1101-0000-000	SALARIES	118,300.00	118,300.00	18,868.54	99,431.46	84.05	X
100-012110-1150-0000-000	PT Salaries and Wages	10,000.00	10,000.00	350.01	9,649.99	96.50	X
100-012110-2100-0000-000	FICA	7,880.00	7,880.00	0.00	7,880.00	100.00	X
100-012110-2210-0000-000	VRS	14,914.00	14,914.00	0.00	14,914.00	100.00	X
100-012110-2300-0000-000	HEALTH PLAN	1,112.00	1,112.00	0.00	1,112.00	100.00	X
100-012110-2400-0000-000	GROUP LIFE	1,380.00	1,380.00	0.00	1,380.00	100.00	X
100-012110-2500-0000-000	DISABILITY INSURANCE - VML	762.00	762.00	0.00	762.00	100.00	X
100-012110-2600-0000-000	MAYOR EXPENSES	250.00	250.00	0.00	250.00	100.00	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	3,500.00	3,500.00	0.00	3,500.00	100.00	X
100-012110-3100-0000-000	CONTINGENCY	39,082.00	39,082.00	14,367.35	24,714.65	63.24	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	200.00	200.00	0.00	200.00	100.00	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	45,000.00	45,000.00	7,000.00	38,000.00	84.44	X
100-012110-3152-0000-000	WEB BASED SERVICES	13,000.00	13,000.00	0.00	13,000.00	100.00	X
100-012110-3600-0000-000	ADVERTISING	12,000.00	12,000.00	365.17	11,634.83	96.96	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	30,000.00	30,000.00	6,891.50	23,108.50	77.03	X
100-012110-5545-0000-000	CONFRENCE EXPENSES/TRAINING EXPEN	7,500.00	7,500.00	0.00	7,500.00	100.00	X
100-012110-5810-0000-000	MEMBERSHIP DUES	1,000.00	1,000.00	875.00	125.00	12.50	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	23,296.00	-23,296.00	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	3,000.00	3,000.00	5,305.80	-2,305.80	-76.86	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,000.00	2,000.00	0.00	2,000.00	100.00	X
100-012110-6021-0000-000	PUBLIC RELATIONS	2,000.00	2,000.00	0.00	2,000.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Council and Town Manager Office		314,080.00	314,080.00	77,319.37	236,760.63	75.38	
100-012410-1101-0000-000	SALARIES/WAGES	123,440.00	123,440.00	39,171.91	84,268.09	68.27	X
100-012410-2100-0000-000	FICA	9,436.00	9,436.00	0.00	9,436.00	100.00	X
100-012410-2210-0000-000	VRS	10,808.00	10,808.00	169.52	10,638.48	98.43	X
100-012410-2300-0000-000	HEALTH PLAN	23,870.00	23,870.00	7,473.82	16,396.18	68.69	X
100-012410-2400-0000-000	GROUP LIFE	1,266.00	1,266.00	0.00	1,266.00	100.00	X
100-012410-2500-0000-000	HYBRID DISABILITY INSURANCE	699.00	699.00	0.00	699.00	100.00	X
100-012410-3120-0000-000	AUDIT	90,000.00	90,000.00	51,610.00	38,390.00	42.66	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	200.00	200.00	0.90	199.10	99.55	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	50,000.00	50,000.00	0.00	50,000.00	100.00	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	4,000.00	4,000.00	476.48	3,523.52	88.09	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	55,000.00	55,000.00	0.00	55,000.00	100.00	X
100-012410-5210-0000-000	POSTAGE	5,000.00	5,000.00	0.00	5,000.00	100.00	X
100-012410-5230-0000-000	TELECOMMUNICATIONS	2,500.00	2,500.00	0.00	2,500.00	100.00	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	0.00	2,000.00	100.00	X
100-012410-5810-0000-000	MEMBERSHIP DUES	700.00	700.00	0.00	700.00	100.00	X
100-012410-5840-0000-000	MISCELLANEOUS	100.00	100.00	1,104.76	-1,004.76	-1,004.76	X
100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING	6,000.00	6,000.00	0.00	6,000.00	100.00	X
		-----	-----	-----	-----	-----	
		385,019.00	385,019.00	100,007.39	285,011.61	74.03	
100-021100-6022-0000-001	INFORMATION & TECHNOLOGY SECURITY	22,000.00	22,000.00	19,565.00	2,435.00	11.07	X
		-----	-----	-----	-----	-----	
Treasurer's Office		22,000.00	22,000.00	19,565.00	2,435.00	11.07	
100-031100-1101-0000-000	SALARIES/WAGES	70,000.00	70,000.00	29,013.61	40,986.39	58.55	X
100-031100-1150-0000-000	PART-TIME SALARY AND WAGES	69,000.00	69,000.00	675.00	68,325.00	99.02	X
100-031100-2100-0000-000	FICA	10,634.00	10,634.00	0.00	10,634.00	100.00	X
100-031100-2210-0000-000	VRS	6,650.00	6,650.00	0.00	6,650.00	100.00	X
100-031100-2300-0000-000	HEALTH PLAN	271.00	271.00	0.00	271.00	100.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-031100-2400-0000-000	GROUP LIFE	938.00	938.00	0.00	938.00	100.00	X
100-031100-2500-0000-000	HYBRID DISABILITY INSURANCE	518.00	518.00	0.00	518.00	100.00	X
100-031100-2720-0000-000	BUILDING REPAIRS/MAINTENANCE	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-031100-3310-0000-000	VEHICLE MAINTENANCE	3,000.00	3,000.00	907.20	2,092.80	69.76	X
100-031100-3312-0000-000	EQUIPMENT REPAIR	200.00	200.00	0.00	200.00	100.00	X
100-031100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	375.00	-375.00	0.00	X
100-031100-5110-0000-000	ELECTRICITY	1,800.00	1,800.00	1,101.14	698.86	38.83	X
100-031100-5230-0000-000	TELECOMMUNICATIONS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-031100-5540-0000-000	EDUCATION/TRAINING	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-031100-5810-0000-000	MEMBERSHIP DUES/SUBSCRIPTIONS	2,500.00	2,500.00	994.44	1,505.56	60.22	X
100-031100-6001-0000-000	OFFICE SUPPLIES & PRINTING	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-031100-6008-0000-000	VEHICLE FUEL/OIL	4,500.00	4,500.00	0.00	4,500.00	100.00	X
100-031100-6010-0000-000	EQUIPMENT/SUPPLIES	5,000.00	5,000.00	1,791.72	3,208.28	64.17	X
100-031100-6011-0000-000	UNIFORMS	2,000.00	2,000.00	0.00	2,000.00	100.00	X
Police Department		183,511.00	183,511.00	34,858.11	148,652.89	81.00	
100-031200-0003-0000-000	USE OF E-SUMMONS FEES	3,500.00	3,500.00	0.00	3,500.00	100.00	X
		3,500.00	3,500.00	0.00	3,500.00	100.00	
100-032000-5650-0000-000	FIRE PROGRAM FUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	X
		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-043100-0000-0000-000	***PUBLIC WORKS***	0.00	0.00	5,986.88	-5,986.88	0.00	X
100-043100-1101-0000-000	SALARIES	77,354.00	77,354.00	25,787.48	51,566.52	66.66	X
100-043100-1201-0000-000	SALARIES/WAGES- OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-043100-2100-0000-000	FICA	5,918.00	5,918.00	0.00	5,918.00	100.00	X
100-043100-2210-0000-000	VRS	9,162.00	9,162.00	11,933.56	-2,771.56	-30.25	X
100-043100-2300-0000-000	HEALTH PLAN	20,293.00	20,293.00	11,866.68	8,426.32	41.52	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-043100-2400-0000-000	GROUP LIFE	1,037.00	1,037.00	0.00	1,037.00	100.00	X
100-043100-2500-0000-000	HYBRID DISABILITY INSURANCE	572.00	572.00	0.00	572.00	100.00	X
100-043100-3311-0000-000	VEHICLE MAINT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS	24,000.00	24,000.00	8,214.33	15,785.67	65.77	X
100-043100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-5300-0000-000	INSURANCE	5,000.00	5,000.00	0.00	5,000.00	100.00	X
100-043100-5540-0000-000	EDUCATION/ TRAINING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6001-0000-000	OFFICE SUPPLIES & PRINTING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6006-0000-000	HAND TOOLS	500.00	500.00	0.00	500.00	100.00	X
100-043100-6007-0000-000	REPAIR/ MAINT TOWN BUILDINGS	14,000.00	14,000.00	0.00	14,000.00	100.00	X
100-043100-6008-0000-000	VEHICLE FUEL/ OIL	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-043100-6009-0000-000	EQUIPMENT/ SUPPLIES	11,000.00	11,000.00	97.92	10,902.08	99.11	X
100-043100-6011-0000-000	UNIFORMS/ SAFETY EQUIP	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-7110-0000-000	PARKING LOT/STREET/SIDEWALK MAINT	7,000.00	7,000.00	625.00	6,375.00	91.07	X
100-043100-7120-0000-000	PARK MAINTENANCE/GATEWAY BEAUTIFI	11,500.00	11,500.00	0.00	11,500.00	100.00	X
100-043100-7130-0000-000	REFUSE COLLECTION	98,500.00	98,500.00	24,129.39	74,370.61	75.50	X
100-043100-7140-0000-000	LITTER GRANT	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-043100-7200-0000-000	TOWN HALL EXPENSES	30,000.00	30,000.00	4,108.43	25,891.57	86.31	X
100-043100-7201-0000-000	Grant Matching Funds	25,000.00	25,000.00	0.00	25,000.00	100.00	X
Public Works		360,036.00	360,036.00	92,749.67	267,286.33	74.24	
General Fund		1,487,646.00	1,487,646.00	339,499.54	1,148,146.46	77.18	
300-000100-8233-0000-000	TOWN HALL RENOVATIONS	104,827.00	104,827.00	0.00	104,827.00	100.00	X
		104,827.00	104,827.00	0.00	104,827.00	100.00	
300-021101-0006-0000-000	Police Grants	0.00	0.00	0.00	0.00	0.00	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
		0.00	0.00	0.00	0.00	0.00	
300-031100-5715-0000-000	Police Department	0.00	0.00	0.00	0.00	0.00	X
	Police Department	0.00	0.00	0.00	0.00	0.00	
300-100201-0002-0000-000	POLICE CAGE, FIREARMS, SAFETY EQU	10,000.00	10,000.00	0.00	10,000.00	100.00	X
		10,000.00	10,000.00	0.00	10,000.00	100.00	
300-100301-0004-0000-000	KEYSTONE FMS CONVERSION	55,000.00	55,000.00	0.00	55,000.00	100.00	X
		55,000.00	55,000.00	0.00	55,000.00	100.00	
300-100401-0005-0000-000	CAPITAL PROJECTS RESERVE	50,000.00	50,000.00	0.00	50,000.00	100.00	X
		50,000.00	50,000.00	0.00	50,000.00	100.00	
300-100500-0003-0000-000	WATER SYSTEM REPLACEMENTS AND UPG	120,000.00	120,000.00	0.00	120,000.00	100.00	X
		120,000.00	120,000.00	0.00	120,000.00	100.00	
300-300100-8700-0000-000	REFINANCING AND USDA PROJECTS	26,000.00	26,000.00	0.00	26,000.00	100.00	X
		26,000.00	26,000.00	0.00	26,000.00	100.00	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Capital Improvement		365,827.00	365,827.00	0.00	365,827.00	100.00	
400-071200-1210-0000-000	HARVEST FESTIVAL	25,000.00	25,000.00	5,048.82	19,951.18	79.80	X
400-071200-1230-0000-000	MUSIC ON THE GREEN	4,500.00	4,500.00	3,700.00	800.00	17.78	X
400-071200-1250-0000-000	PARADE/HOLIDAY EVENTS	2,000.00	2,000.00	0.00	2,000.00	100.00	X
400-071200-1310-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	0.00	1,000.00	100.00	X
Events & Activities		32,500.00	32,500.00	8,748.82	23,751.18	73.08	
Events / Activities		32,500.00	32,500.00	8,748.82	23,751.18	73.08	
500-500100-1101-0000-000	SALARIES	143,115.00	143,115.00	40,385.18	102,729.82	71.78	X
500-500100-1201-0000-000	SALARIES/WAGES-OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-2100-0000-000	FICA	10,948.00	10,948.00	0.00	10,948.00	100.00	X
500-500100-2210-0000-000	VRS	15,884.00	15,884.00	1,330.76	14,553.24	91.62	X
500-500100-2300-0000-000	HEALTH PLAN	27,114.00	27,114.00	0.00	27,114.00	100.00	X
500-500100-2400-0000-000	GROUP LIFE	1,918.00	1,918.00	0.00	1,918.00	100.00	X
500-500100-2500-0000-000	HYBRID DISABILITY	1,059.00	1,059.00	0.00	1,059.00	100.00	X
500-500100-3139-0000-000	CONTINGENCY (3100)	12,575.00	12,575.00	0.00	12,575.00	100.00	X
500-500100-3140-0000-000	ENGINEERING/PROF. SERVICES	10,000.00	10,000.00	11,665.70	-1,665.70	-16.66	X
500-500100-3311-0000-000	VEHICLE MAINT	1,350.00	1,350.00	0.00	1,350.00	100.00	X
500-500100-3320-0000-000	COMPUTER LICENSES/SUPPORT	8,500.00	8,500.00	0.00	8,500.00	100.00	X
500-500100-5110-0000-000	ELECTRICITY	20,000.00	20,000.00	4,292.05	15,707.95	78.54	X
500-500100-5210-0000-000	MAILING COSTS	5,000.00	5,000.00	685.30	4,314.70	86.29	X
500-500100-5230-0000-000	TELECOMMUNICATIONS	4,200.00	4,200.00	708.55	3,491.45	83.13	X
500-500100-5300-0000-000	TOWN INSURANCE-WATER	4,700.00	4,700.00	1,074.00	3,626.00	77.15	X
500-500100-5540-0000-000	Education/Training/License/Permit	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-5810-0000-000	FEES AND DUES	3,100.00	3,100.00	3,127.00	-27.00	-0.87	X
500-500100-5820-0000-000	LICENSES AND PERMITS	18,500.00	18,500.00	0.00	18,500.00	100.00	X
500-500100-5840-0000-000	MISCELLANEOUS	500.00	500.00	2,559.25	-2,059.25	-411.85	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500100-5899-0000-000	Miss Utility Costs	500.00	500.00	0.00	500.00	100.00	X
500-500100-6001-0000-000	OFFICE SUPPLIES/EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6005-0000-000	Janitorial Supplies	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-6006-0000-000	HAND TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	165,000.00	165,000.00	43,845.38	121,154.62	73.43	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,000.00	2,000.00	5,305.61	-3,305.61	-165.28	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	5,000.00	5,000.00	694.00	4,306.00	86.12	X
500-500100-6022-0000-000	WATER TESTING	11,500.00	11,500.00	120.00	11,380.00	98.96	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	0.00	53,986.00	100.00	X
Water Operations		551,449.00	551,449.00	115,792.78	435,656.22	79.00	
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	13,827.02	-13,827.02	0.00	X
Water CIP		0.00	0.00	13,827.02	-13,827.02	0.00	
Water		551,449.00	551,449.00	129,619.80	421,829.20	76.49	
520-500100-1101-0000-000	SALARIES	176,752.00	176,752.00	47,871.14	128,880.86	72.92	X
520-500100-1201-0000-000	OVERTIME	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-2100-0000-000	FICA	13,522.00	13,522.00	0.00	13,522.00	100.00	X
520-500100-2210-0000-000	VRS	21,892.00	21,892.00	1,744.42	20,147.58	92.03	X
520-500100-2300-0000-000	HEALTH INSURANCE	27,311.00	27,311.00	0.00	27,311.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	2,368.00	2,368.00	0.00	2,368.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	1,308.00	1,308.00	0.00	1,308.00	100.00	X
520-500100-3160-0000-000	TESTING	41,000.00	41,000.00	5,582.00	35,418.00	86.39	X



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
520-500100-3180-0000-000	SLUDGE REMOVAL	65,000.00	65,000.00	11,676.27	53,323.73	82.04	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	8,635.33	21,364.67	71.22	X
520-500100-5120-0000-000	PROPANE	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	750.00	750.00	0.00	750.00	100.00	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
520-500100-5300-0000-000	INSURANCE	4,250.00	4,250.00	984.50	3,265.50	76.84	X
520-500100-5540-0000-000	Education/Training/License	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5613-0000-000	VPDES FEES/DEQ	4,000.00	4,000.00	0.00	4,000.00	100.00	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	200.00	200.00	22,753.28	-22,553.28	-11,276.64	X
520-500100-5899-0000-000	MISS UTILITY COST	500.00	500.00	0.00	500.00	100.00	X
520-500100-6001-0000-000	OFFICE SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	17,500.00	17,500.00	3,574.37	13,925.63	79.58	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6006-0000-000	SMALL TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	150,000.00	150,000.00	56,522.28	93,477.72	62.32	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	300.00	300.00	0.00	300.00	100.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	0.00	161,270.00	100.00	X
Water Operations		738,323.00	738,323.00	159,343.59	578,979.41	78.42	
520-500999-0001-0000-000	CONTINGENCY (3100)	1,927.00	1,927.00	0.00	1,927.00	100.00	X
		1,927.00	1,927.00	0.00	1,927.00	100.00	
Sewer Operations		740,250.00	740,250.00	159,343.59	580,906.41	78.47	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2024 - thru - 06/30/2025

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
		-----	-----	-----	-----	-----	-
Expense		-3,177,672.00	-3,177,672.00	-637,211.75	-2,540,460.25	79.95	
		=====	=====	=====	=====	=====	
Report Total		0.00	0.00	-466,379.04	466,379.04	0.00	



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

AGENDA ITEM: Public Works Department Monthly Report for August 2024

DATE: August 26, 2024

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

- Drying Bed shoveling
 1. On August 8, 2024 public works staff shoveled one drying beds.
 2. On August 23, 2024 public works staff shoveled one drying beds.
- Monthly grass cutting has continued.
- The 301 Pump Station was flushed to clean the force main line.
- On August 7, 2024 we had a water main leak at 14330 Fredericksburg Turnpike the connection saddle had rusted apart.
- Bac T samples were collected for August 2024 they passed requirements.
- All the HVAC filters have been changed at all of the Town's buildings.
- All of the Pump Stations have been pumped out and cleaned for grease build up and to clean out wipes.
- The grinder pumps at Maury Heights Pump station had to be pulled on August 10, 2024 and August 15, 2024 because of wipes.
- All of the generators are started weekly manually.
- Hanging Baskets are watered weekly on Main St.
- Replacement Grinder Pump for Oakridge Pump Station is still on order.
- We have completed identifying the public side of our water service lines for the Lead and Copper Rules Revisions.

ATTACHMENTS:

HEADS UP ITEMS:



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Community Development Monthly Report- August 2024
DATE: September 5th, 2024

Community Development

- Finalized form contracts for event coordinators and entertainers
- Responded to inquiries from applicants on zoning regulations (4)
- Prepared Planning Commission agenda, minutes, staff report, and led presentation on Short-term Rentals ordinance
- Conducted research into state code, ordinances from comparable localities, and relevant aspects of the Town Zoning Ordinance to inform staff work on Short-Term rentals
- Worked with Town Attorney to obtain legal descriptions for easements needed to support the USDA waterline replacement project
- Initiated easement acquisition process
- Managing procurement for Town Hall Rehabilitation

Partnerships, Compliance, & Grants

- Proposed changes to IGSA process, incorporated changes from Town Manager and Finance to send to Fort Walker
- Coordinated meeting with Fort Walker staff to finalize IGSA processes
- Initiated collaboration with the Department of Environmental Quality on the Town's Compliance Review of the local Chesapeake Bay Act Compliance Program
- Ensured the 2021 edit to the comprehensive plan is now easily accessible on Town Website
- Ensured that the Town executed its obligations as pass-through grantor of Aid to Locality Program funds from the Virginia Department of Fire Programs to the Bowling Green Volunteer Fire Department
- Identified tourism grant opportunities for 2025
- Provided University of Maryland technical assistance team with information needed for grant opportunity with the EPA
- Submitted competitive litter grant reports to DEQ



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

AGENDA ITEM: Police Departments Monthly Report August 2024

DATE: 08/26/2024

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for Aug, 2024

25-Total calls for service

9-Assist other agencies

1-Motor Vehicle Accident

1- Larcenies

11-traffic Summons / 10 Warnings given

61-Park walk and talks

47-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:

- National Night Out 2024 was a big success! Thanks to all who participated or attended.
- Music On The Green has kicked off
- Preparing for Harvest Fest 2024
- Thanks to Caroline County for the donation of The Police Departments spear car.

UTILITY REPORT



JULY 2024

Town Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.



WATER

Water Quality

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

Bacteriological Analysis:

Location	Date	Result
010 – 4A Jefferson Drive	7/10/24	Absent
040 – Town Hall	7/10/24	Absent

Water Treatment

The water treatment plant met the Town’s water demand with an average daily production rate of 0.161 MGD for a total monthly finished water volume of 4.993 MG.

Operational Notes:

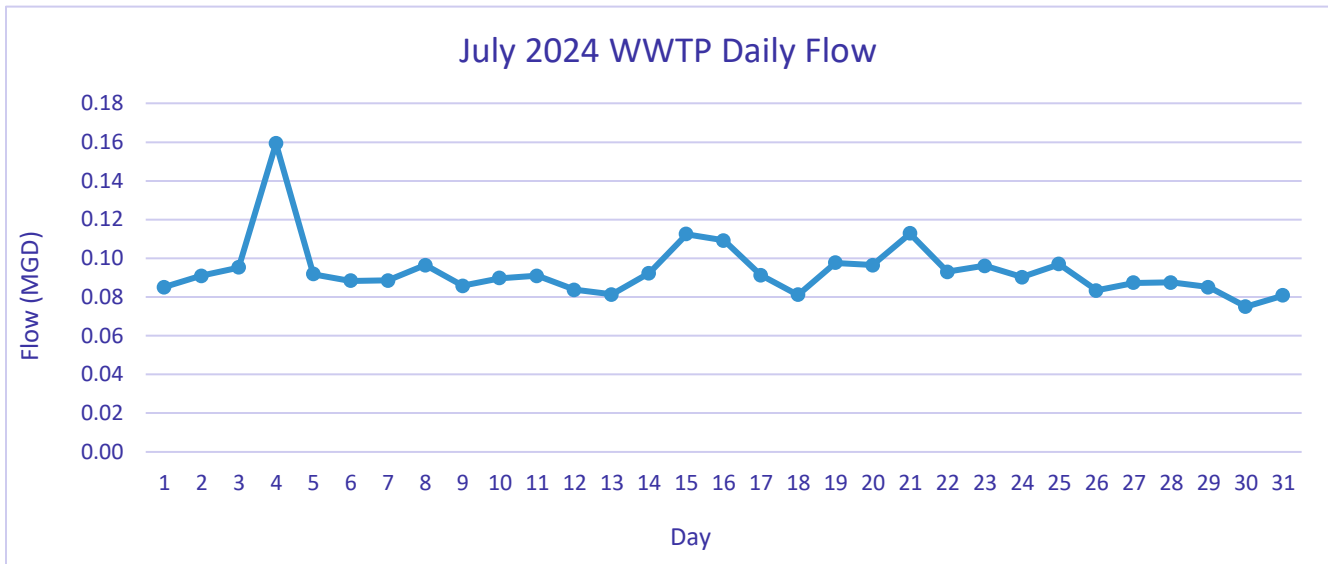
Treatment plants were visited, and an analysis of water quality was performed every day. Testing Instruments were calibrated at least twice a week.

- Monthly report was sent to VDH.
- All P/A samples were collected and passed.
- All annual MPNs have been collected and submitted.
- Effectively dosing sodium hypochlorite for proper disinfection of drinking water.
- Bowling Green should consider storing sodium hypochlorite in a temperature-controlled area so the chemical does not lose its potency. [Note: Every degree above 60°F increases the rate at which sodium hypochlorite off-gases.]
- Looking into ordering automatic de-gassing heads for the sodium hypochlorite dosing pumps.

WASTEWATER

Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.094 MGD for a total monthly effluent discharge of 2.814 MG.

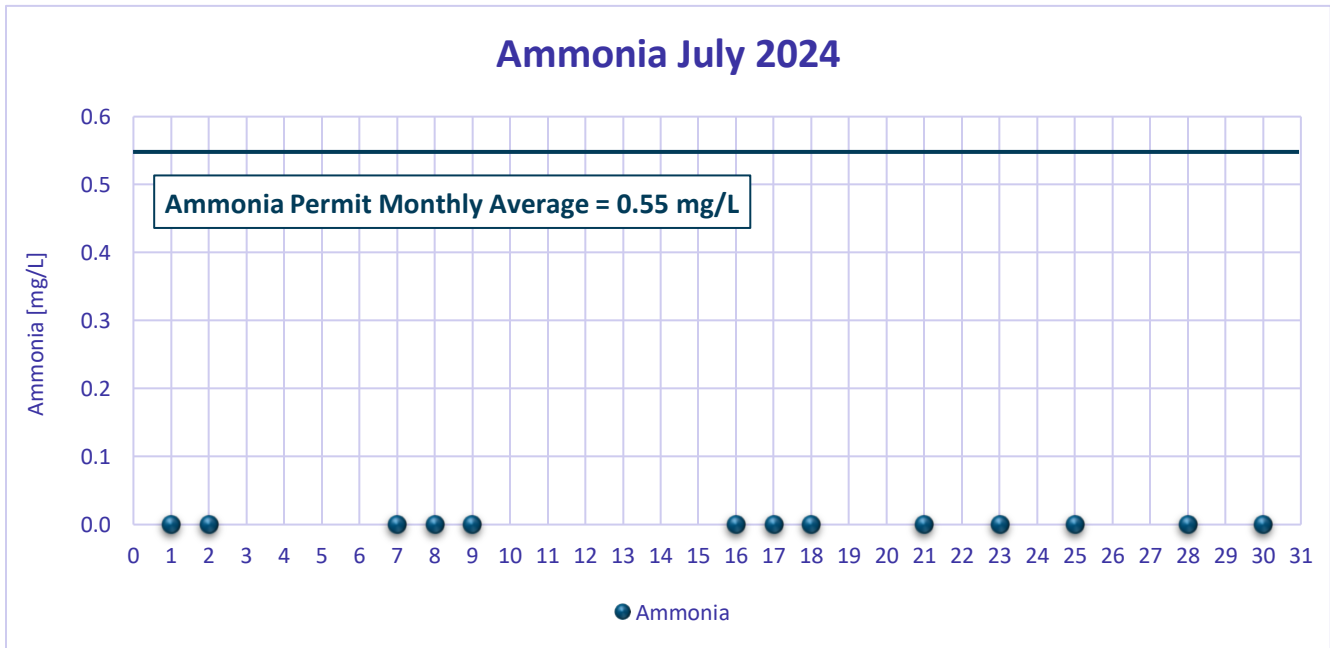
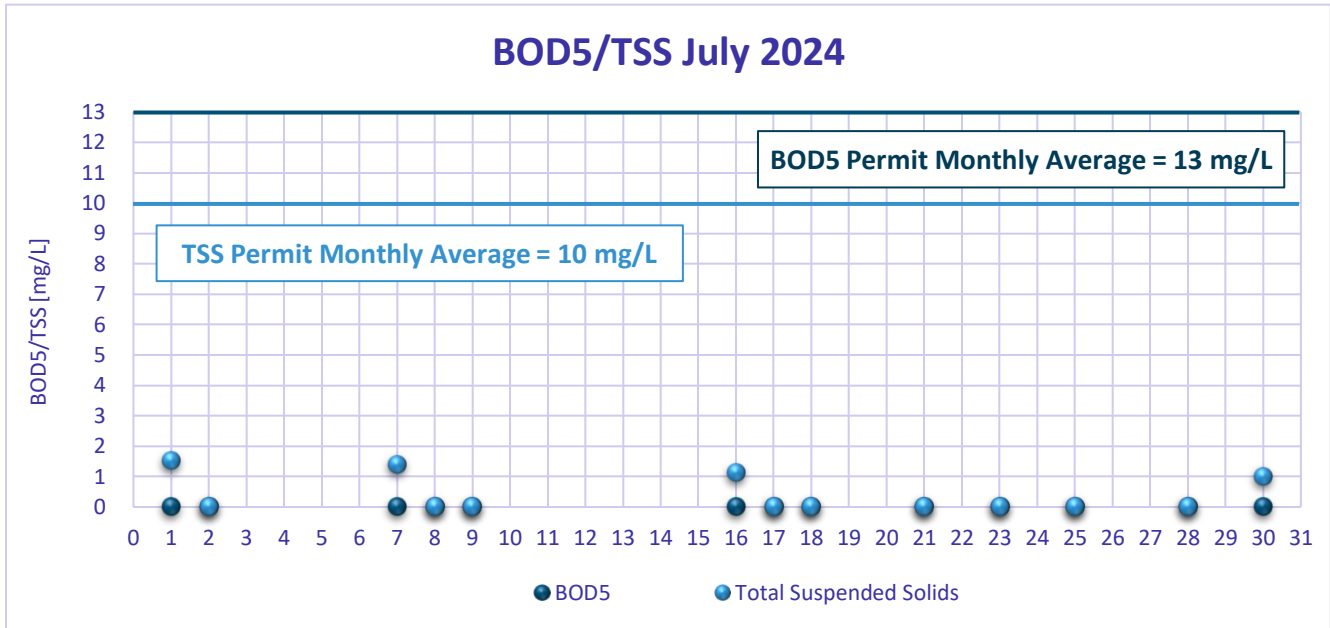


Operational Notes:

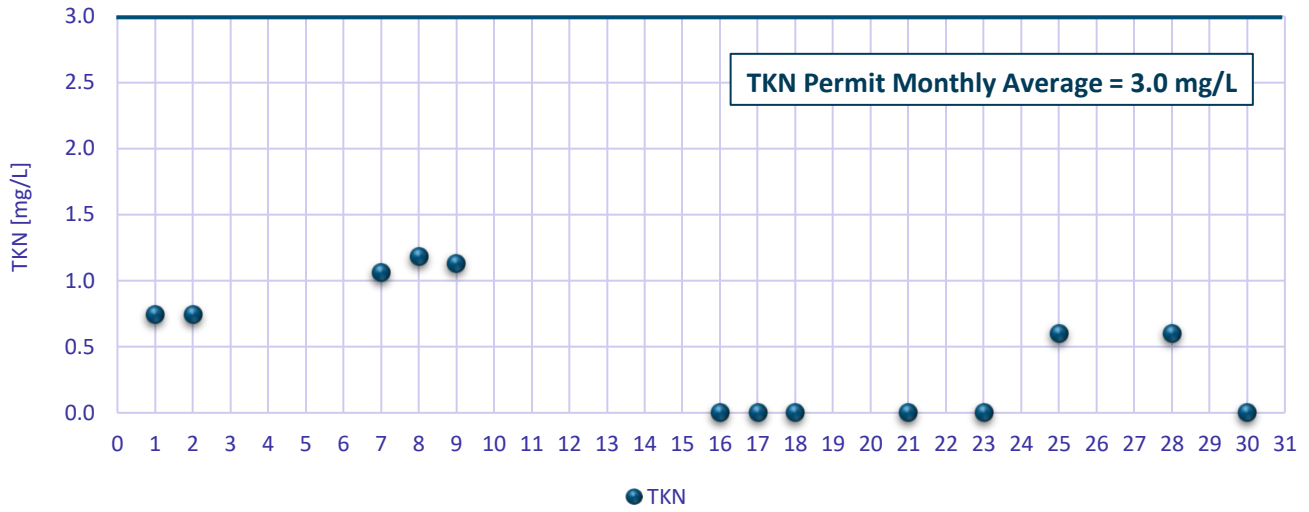
Testing instruments were calibrated every day. BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

- Managing the solids have resulted in even further improvement in the settling characteristics of the floc yielding a great-looking supernatant.
- All parameters being sampled in the final effluent are now at or below the QLs indicating a much healthier biomass community.
- IES and Bowling Green staff inspected the lift stations for grease and identified which pump stations will require the most attention.
- IES is quoting a small blower and diffuser set up for Heritage Pines and Meadows lift stations.
- Digester blowers have been put on a timer to facilitate lower nutrient numbers in supernatant.
- The comminutor had broken down and Bowling Green maintenance ordered a new one. It is scheduled to be installed on August 28th by the Bowling Green electrical contractor.
- To assure successful operations during high flows, solids must be retained in the plant. To help facilitate this, Missions offers a tank and well system that controls the rotors based on flow (some additional hardware may be necessary). This system could also integrate DO monitoring equipment to allow real-time data to be remotely accessible (assuming power and internet are available) at a fraction of the cost compared to a full-blown SCADA system.

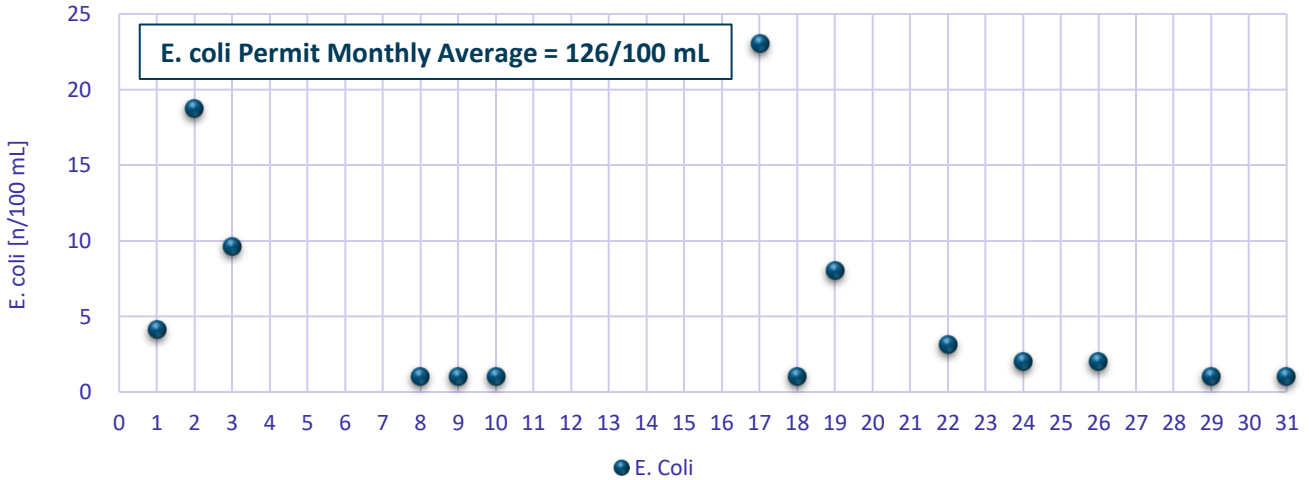
Sample Results:



TKN July 2024



E. coli July 2024





Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
SUBJECT: Fence Ordinance Adoption
DATE: September 5th, 2024

BACKGROUND:

An amendment to the Zoning Ordinance to regulate the construction and maintenance of fences has been drafted. After a duly noticed public hearing, the ordinance was unanimously recommended for adoption by the Planning Commission to the Town Council at the March 21st, 2024, meeting of the Commission. The proposed ordinance was considered by Council at their May 2nd, 2024, meeting after a duly noticed public hearing. Council deferred action and requested that a Planning Commissioner appear before Council to provide additional background regarding how this process was initiated. To that end, Tina Gambill, Chair of the Planning Commission, is in attendance and prepared to answer questions from Council.

ALTERNATIVES:

The alternative is to not adopt the ordinance.

RECOMMENDATION:

Staff recommends that the Town Council approve the attached resolution to adopt the ordinance as Chapter 3: Land Use and Buildings, Article 1 Zoning Ordinance, Division 15 Special Provisions, Section 3-184 Fences.

Draft Motion:

I move that the Town Council adopt the attached resolution and codify the proposed regulation as part of the Town's Zoning Ordinance.

**TOWN of BOWLING GREEN
FENCE REGULATION ORDINANCE**

Resolution to initiate an amendment to the Town zoning ordinance establishing standards related to the height, location, materials and maintenance of fences

WHEREAS, Section 15.2-2286 of the Code of Virginia, as amended, provides that the local zoning ordinance may include, among other things, reasonable regulations and provisions for the amendment of regulations or district maps from time to time; and

WHEREAS, in accordance with Section 15.2-2286 of the Code of Virginia, whenever the public necessity, convenience, general welfare, or good zoning practice requires, the governing body may by ordinance amend, supplement, or change the regulations, district boundaries, or classifications of property. Any such amendment may be initiated by the governing body; and

WHEREAS, after a duly noticed public hearing, the Planning Commission unanimously recommended the proposed ordinance for adoption by the Town Council at the March 21st, 2024, meeting of the Commission; and

WHEREAS, at its regular meeting on May 2, 2024, Council conducted a duly noticed public hearing on the proposed ordinance as required by state law and Town Code.

**NOW THEREFORE, BE IT ORDAINED BY THE BOWLING GREEN TOWN
COUNCIL:**

That the Town Council hereby declares it to be of public necessity, convenience, general welfare and good zoning practices of the Town to adopt this amendment of Chapter 3, Article I, of the Zoning Ordinance of the Town Code, establishing standards related to the height, location, materials and maintenance of fences as follows:

**ORDINANCE OF THE TOWN OF BOWLING GREEN, VIRGINIA, REGULATING
THE HEIGHT, LOCATION, MATERIALS AND MAINTENANCE OF FENCES**
Town of Bowling Green, Virginia
Fence Regulation Ordinance
Page 1 of 5

Chapter 3: Land Use and Buildings, Article 1 Zoning Ordinance, Division 15 Special Provisions, Section 3-184 Fences

Section 3- 184 Fences

a. Purpose

The purpose of this ordinance is to regulate the height, location, construction and maintenance of fences in the town. This ordinance is intended to protect the safety of the public, promote the aesthetic quality of the town, and preserve property values.

b. Definitions

For the purposes of this ordinance, the following terms shall have the following meanings:

- (i) "Fence" means an enclosed barrier consisting of vegetation, wood, stone, or metal intended to prevent ingress or egress. For purposes of this section, the term "fence" shall include plantings, such as hedges and shrubbery. No fence shall be constructed of unsightly or dangerous materials which would constitute a nuisance.
- (ii) "Sight triangle" means a triangular area of land established at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.
- (iii) "Intersection" means the area where two or more roads meet or cross, including driveways.
- (iv) "Hedge" means a row of bushes or small trees planted close together which may form a barrier, enclosure or boundary.

c. Permits

No person shall construct a fence without first obtaining a permit from the Zoning Administrator. The applicant shall submit design specifications and a plot plan showing the lot with setbacks indicating placement of the fence with dimensions clearly shown on the plan.

d. Height Restrictions and Setbacks

The height of a fence shall not exceed the following:

- (i) In a front yard, four feet high with a setback of four feet from the edge of the road or sidewalk if present.

- (ii) In a side yard, four feet high with a setback of four feet from the edge of the road or sidewalk if present. No side yard setback is required if the fence is adjacent to another parcel or attached to a fence on an adjacent parcel.
- (iii) In a rear yard, eight feet with a setback of four feet from the edge of the road or sidewalk if present. No rear yard setback is required if the fence is adjacent to another parcel or attached to a fence on an adjacent parcel.

Height restrictions do not apply to vegetative growth in side and rear yards.

Upon determination of the Zoning Administrator, B-2 and M-1 parcels may have an extension to height requirements as defined in section 5.

All parts of the fence must be within the owner's property.

e. Materials

Fences shall be constructed of materials that are durable and that will not create a hazard to the public. Front yard fences shall be open face and not solid. The following materials are prohibited:

- (i) Broken glass, tires, hubcaps, or other automotive parts.
- (ii) Electric fences.
- (iii) Barbed, concertina, or razor wire.
- (iv) Chain link and other wire fencing.
- (v) Any other material that could cause injury.

Vegetative growth may be used in the construction of a fence provided all other provisions of this ordinance are followed.

Upon determination of the Zoning Administrator, parcels zoned B-2 or M-1 may have the following apply:

- (vi) Chain link fencing of a height not more than 8 feet.
- (vii) Barbed, concertina, razor, or electric wire fencing erected above an 8 foot fence to a total height not more than 12 feet.

f. Temporary Fencing

Fences erected for the protection of plantings or to warn of a construction hazard or for similar purposes shall clearly be visible or marked with colored streamers or other such warning devices at four-foot intervals.

Such fences shall comply with the setback requirements set forth in section 4.

Temporary fences shall not remain in place after completion of the construction. Permits are not required for temporary fences.

g. Sight Triangles

No person shall erect, place, plant, or allow to grow any material in a sight triangle that would limit or obstruct the sight distance of motorists entering or leaving an intersection.

The sight triangle shall be measured from the edge of pavement at the intersection to a point 10 feet along each curb or edge of pavement.

The sight triangle shall be clear of all obstructions, including fences, tree branches, shrubs, and other vegetation higher than 3 feet or less than 8 feet.

h. Maintenance

Fences shall be maintained in a good state of repair and free of debris. Upon the determination of the Zoning Administrator, any fence that is in disrepair or that is a hazard to the public shall be removed by the property owner. If after notice of a violation the property owner has not taken corrective action, the Town may have the fence removed at the owner's expense.

i. Enforcement

The Town Zoning Administrator shall be responsible for enforcing this ordinance. Any property owner that violates this ordinance shall be subject to penalties as provided by this Chapter and state law.

j. Applicability

The maintenance provisions of this section shall apply to all fences as defined herein. However, all other provisions of this section shall only apply prospectively to fences constructed or installed after the effective date of the Ordinance adopting this section.

k. Effect on other Ordinances and Town Code Sections. To the extent that any previously adopted Town Ordinances or Code Sections conflict with the provisions of this section, this section shall control.

This Ordinance was approved this ____ day of _____, 2024, by the Town Council of the Town of Bowling Green, Virginia.

By: _____

Hon. Mark Gaines, Mayor

Attest:

Clerk to the Council



TOWN OF BOWLING GREEN, VIRGINIA TOWN COUNCIL MEETING

SUBJECT: Town Code Revision Requests

STAFF CONTACT: Tina Staples, Finance Director/Treasurer
India Adams-Jacobs, Town Manager

DATE OF MEETING: September 5, 2024

SUGGESTED ORDINANCE AND REVISED TOWN CODE APPROVAL

The Town Council unanimously supported the adoption of a leak adjustment policy to ensure that the residents and business owners have options for relief when facing a leak on their property.

The Town Attorney has reviewed and supplied the proposed Ordinance and code changes for your review and approval.

DRAFT MOTION:

I move that the Council approve the Ordinance to revise the Town Code to reflect the new leak adjustment policy approved by the Council and it's last regular Council meeting.

Town of Bowling Green, Virginia

Ordinance to Provide Customer Credits for Certain Costs Related to Leaks in Waterline on Customer's Property and to Remove Public Water Service Rates from the Codified Town Code of Ordinances

Whereas, Town Council in its authority to set rates and fees related to public water services, desires to provide credits to water customers to offset increased water charges when through not fault of their own, there is a leak on the customer's property; and

Whereas, since Council may update water service rates from time to time by ordinance, which is a public process, it is unnecessary and burdensome for them to be also set forth and continually updated in the Codified Town Code, therefore, Council desires to remove such rates from the Codified Town Code of Ordinances.

Now Therefore, BE IT ORDAINED BY THE BOWLING GREEN TOWN COUNCIL that Chapter 5 Public Utilities, Article 1 Public Utilities, Division 2 Water Regulations, of the Town Code be amended by amending and reenacting Section 5-164 therein as follows:

Section 5-164. Leaks in waterline on customer's property.

(a) When it is ascertained that there is a leak in a waterline on the property of a customer of water, it shall be the responsibility of the owner or occupant of such property to locate and repair such leak immediately. ~~During the time such leak existed, the amount of water wasted shall be paid by the owner or occupant.~~

(b) **Adjustment of bill in case of leaks.**

When a water leak develops either in a customer's underground service line or within the structure of the water customer and the property owner or tenant could not have, by the use of ordinary diligence, discovered such leak, the Finance Director/Town Treasurer and/or Town Manager, may adjust the bill by giving credit for the amount above the historic usage, to be determined by averaging the four (4) previous utility bills. The Town shall issue such credit once the leak has been repaired and if the water consumption exceeds 100 percent (100%) of the customer's average water bill. The customer shall present confirmation to the Finance Director/Town Treasurer and/or Town Manager prior to the due date of said bill that the leak has been repaired. The average water usage shall be based upon the average of the four (4) previous billing periods. Only one leak adjustment to the water bill shall be made per property within a one-year period.

(c) **Adjustment of bill in case of toilet or fixture leaks.**

No credit on the sewer portion of the bill shall be given for faulty toilets, leaking faucets or other interior fixtures; any other leak that results in discharge into the sanitary sewer system.

BE IT FURTHER ORDAINED BY THE BOWLING GREEN TOWN COUNCIL that

Section 5-177. Rates for service within Town and Section 5-178 Rates for service outside Town Limits. are both hereby repealed in their entirety and replaced by Section 5-177.1 which is hereby adopted as follows:

Section 5-177.1. Water rates. Water service rates shall be set annually by the Town Council during the budget adoption process and shall be established in accordance with state law.

This Ordinance was approved this ___ day of _____, 2024, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Mark Gaines, Mayor

Attest:

Clerk to the Council



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
COPY: Jeff Gore, Town Attorney
SUBJECT: VDH Planning and Design Grant Award
DATE: September 5, 2024

SUMMARY:

Over the last few months, the Town Manager, staff, and consultants, with the invaluable support and guidance of the Town Council, have been diligently working on a grant application to address the gross alpha exceedances. On August 16th, the Virginia Department of Health (VDH) awarded the Town \$45,000 for the planning and design grant, a testament to our collective efforts.

The Town of Bowling Green Waterworks has two wells (Well #4 and Well #5) with a history of gross alpha PMCL exceedances. In early 2024, the Town commissioned an Action Plan from Stantec to outline steps to address this problem. As Well #4 has screen intervals at different depths, the first step is to assess whether gross alpha and polonium-210 concentrations vary at different aquifer depths. If an interval that meets the gross alpha PMCL is discovered, this will inform the construction of the replacement well(s). The activities funded through this Planning and Design grant will involve preparing contractor specifications, packer testing to assess gross alpha and polonium-210 concentrations, and preparation of a technical memorandum per Waterwork Regulations. The waterworks will provide a technical memorandum describing the packer testing results. The ultimate outcome of this effort is to inform the construction of replacement well(s) to comply with the gross alpha PMCL, or to inform treatment needs if no such interval is discovered.

ALTERNATIVES:

The alternative is not to authorize the Town Manager to execute the grant agreement.

FISCAL IMPACT:

The fiscal impact totals \$45,000 in grant funding.

RECOMMENDATION:

Staff recommends that the Town Council vote to authorize the Town Manager to execute the grant agreement.

DRAFT MOTION:

I move that the Council vote to authorize the Town Manager to execute the grant agreement with VDH.