

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

**August 3, 2017  
7:30 P.M.**

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

**II. PUBLIC HEARINGS:**

- A. RZS-2017-001 – Rezoning of 17518 AP Hill Blvd from R-1 to B-1.
- B. O-2017-003 - An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts.
- C. O-2017-004 - Ordinance allowing Town to charge fees for collections on delinquent account via a collection agency
- D. O-2017-005 – Establishment of Enterprise Zones

**III. DELEGATIONS:**

**IV. PUBLIC COMMENTS:**

**V. CONSENT AGENDA:**

- A. Bills – July 2017
- B. Agreement with Troy Banks for utility and telecommunication consulting
- C. Legal Services Agreement with TAC for collections on delinquent accounts
- D. Waiving of Site Plan requirements for relocation of the Metro Cast HUB building
- E. Adoption of Code Enforcement Policy as presented at Work Session

**VI. STAFF REPORTS:**

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

**VII. NEW BUSINESS:**

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

**IX. UNFINISHED BUSINESS:**

**X. INFORMATIONAL ITEMS:**

**XI. CLOSED SESSION:**

In accordance with Section 2.2-3711 (A1) of the Code of Virginia for the purpose of discussion and consideration of personnel matters.

**XII. ADJOURNMENT**

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



Date: August 3, 2017  
Agenda Item: Public Hearing on R-2017-001 Rezoning Request

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Public Hearing (A)

**BACKGROUND / SUMMARY:** Dawn Harris has applied for her property located at 17518 A.P. Hill Blvd to be rezoned from R-1 residential to B-1 business. The Planning Commission held a Public Hearing on the matter at its June meeting and recommended approval.

**ATTACHMENTS:**

Public Notice and Application.

**REQUESTED ACTION:**

Approve rezoning request.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

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

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Rowe  
Satterwhite

**Town of Bowling Green  
Public Hearing**

The Bowling Green Town Council will hold a public hearing on August 3, 2017 at 7:30 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to consider the following:

RZS – 2017 – 001 – The rezoning of property located at 17518 AP Hill Boulevard (Tax map parcel 43A 48 from R-1, Residential to B-1, Business. The proposed use for the existing structure is to house a catering business. The Comprehensive Plan future use map identifies this area as Commercial. Interested parties are invited to attend the public hearing and express their views. A copy of the application and other information on this matter is on file and available for public review at the Town Hall, 117 Butler Street.

A. Reese Peck  
Zoning Administrator

# RZS

2017-001

**\*\*This permit shall be posted in a conspicuous place\*\***

PREVIOUS EDITIONS OF THE  
FORM ARE OBSOLETE

FORM REVISED:  
28 April 2008



## Town of Bowling Green Single Use Rezoning Application

Application and petition are hereby made to the Town Council, Town of Bowling Green, to amend the Zoning Map of the Town of Bowling Green and issue a Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this application.

<b>Owner</b>	<u>Dawn Harris</u>	<u>407-257-2307</u>
	Name	Daytime Telephone Number
	<u>P.O. Box 1485 Bowling Green 22427</u>	
	Mailing Address	

<b>Property Information</b>	<u>43 A 48</u>	<u>R-1</u>
	Tax Map/Parcel Number	Existing Use/Zoning
	<u>17518 AP Hill Blvd.</u>	
	Address/Location (use street names)	
	<u>Building &amp; Shed</u>	
	Existing Structures (number and type)	

<b>Rezoning of Property Requested</b>	
From Zoning Designation <u>R-1</u>	To Zoning Designation <u>B1 Commercial</u>

<b>Water and Sewer</b>			
What is your water supply source?		What is your sewage disposal source?	
<input checked="" type="checkbox"/> Municipal	<input type="checkbox"/> Private Well	<input checked="" type="checkbox"/> Municipal	<input type="checkbox"/> Septic Tank

**As part of the submission, the following questions must be answered with a detailed response in narrative form. Answers of “Yes” or “No” are NOT ACCEPTABLE and the application is not complete until this narrative is submitted.**

1. Describe in detail, why the current zoning designation of the property is inappropriate.
2. Describe in detail, the proposed use(s) of the property.
3. Describe in detail, why the proposed rezoning is necessary.
4. Describe in detail, why the proposed rezoning will not be detrimental to surrounding properties. Please relate your response to the existing zoning of the area, existing land uses in the Town Code, adjacent neighborhoods, and the Town of Bowling Green Comprehensive Plan.
5. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
6. Describe the environmental impact of the proposed use or development and the efforts to be undertaken to abate air, water, noise, storm water, and other environmental impacts during and after construction or after establishing the use.
7. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways and provide a professionally prepared traffic impact analysis for any development expected to generate 250 vehicle trips per day or more.
8. Describe the impact of the proposed use on Caroline County’s Schools.
9. Describe the impact of the proposed use on Town of Bowling Green public services (i.e., water service, wastewater disposal, solid waste disposal, and police protection).
10. Describe the impact the proposed use(s) will have on any historic sites or structures on the property or in the vicinity.
11. Describe the impact the proposed use(s) will have on any rare, endangered, or irreplaceable species or natural areas.
12. Describe the impact the proposed use(s) will have on the scenic or natural beauty of the Town of Bowling Green.

**NOTE: The applicant is encouraged to consult with the Caroline County Building Official if the requested rezoning includes property containing an existing structure.**

**Complete and accurate information is required by the Town Staff, Planning Commission, and/or the Town Council in order for the application to be fully and appropriately reviewed. The Town Manager/Zoning Administrator may, at any time during the application acceptance process, find essential information is lacking, deem the application as incomplete, and defer further review or action until such time the required and/or requested information is provided.**

A copy of a Vicinity Map is attached.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### 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**

## 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.

5-17-17

Date

*Nancy Harris*

Owner/Applicant Signature

### \*\* FOR TOWN USE ONLY \*\*

**Recommendation of Planning Commission**

Date Received \_\_\_\_\_

Recommend Approval

Recommend Disapproval Date \_\_\_\_\_

**Action by Town Council**

Date Received \_\_\_\_\_

Approved

Disapproved Date \_\_\_\_\_

**Recommendation of Director of Public Works**

Date Received \_\_\_\_\_

Recommend Approval

Recommend Disapproval Date \_\_\_\_\_

**Zoning Administrator**

Recommend Approval

Recommend Disapproval

Recommend Approval with Conditions (See Attached)

Fee Paid \$ \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

### REMINDER!!

Approval of this application 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 Single Use Rezoning 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: \_\_\_\_\_

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: \_\_\_\_\_

Dawn Harris  
17518 AP Hill Blvd.  
Bowling Green, VA. 22427

407-257-2307

Bowling Green Zoning Board,

All surrounding properties are currently zoned commercial. This property is undesirable as a residential location due do the location & proximity of 301.

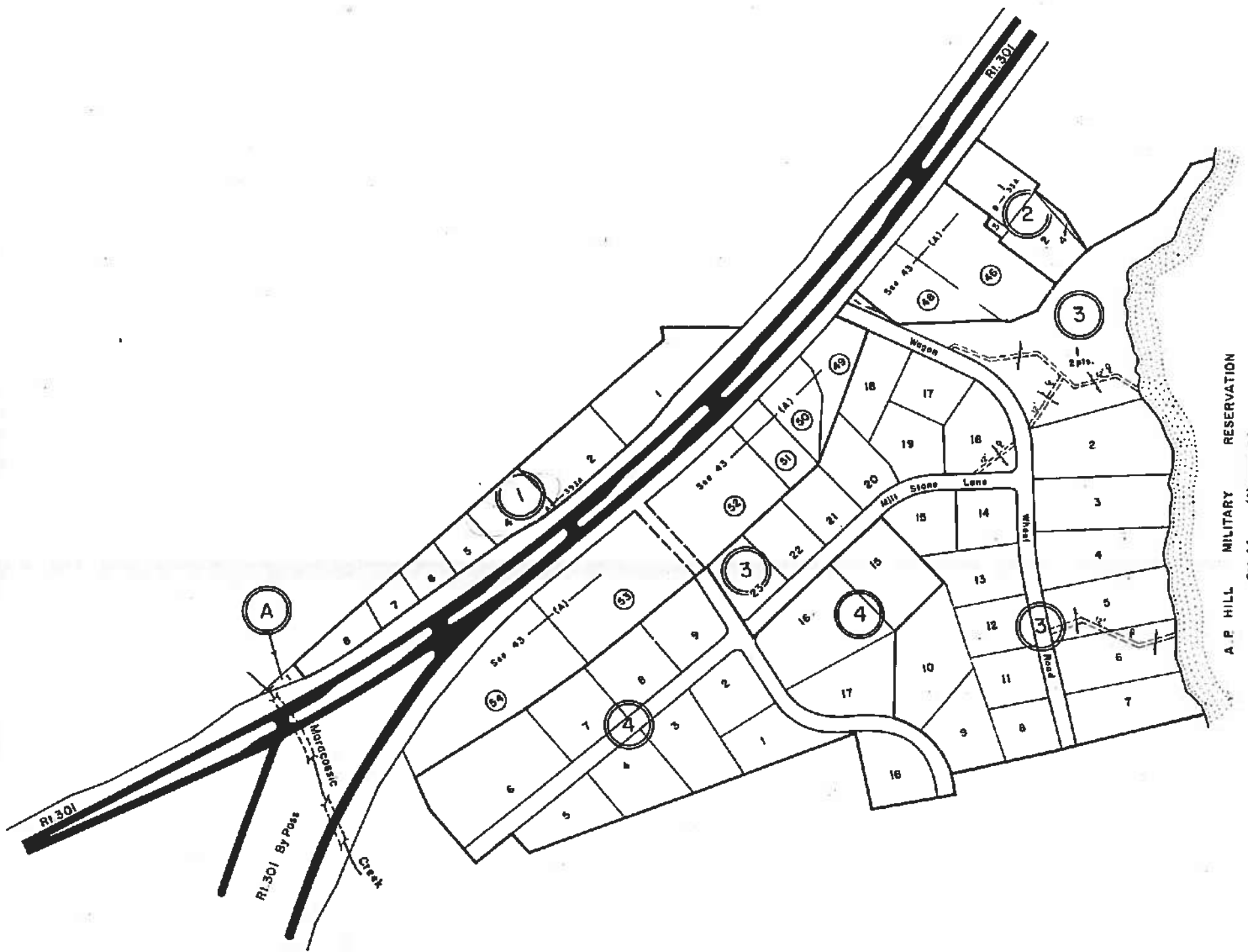
There should not be any impact on the environment.

Thank you,

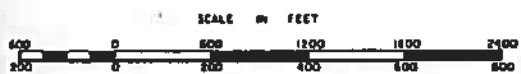
Dawn Harris



CAROLINE COUNTY



- (A) ACREAGE PARCELS
- (1) EUGENE AYERS PLAT — D.B. 127, Pg. 443
- (2) H.P. DUNNINGTON PLAT — D.B. 169, Pg. 460
- (3) BROADHURST ACRES — SECTION 4 — D.B. 215, Pg. 13, 14
- (4) BROADHURST ACRES — SECTION 3 — D.B. 162, Pg. 308

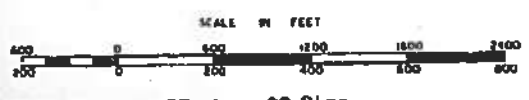
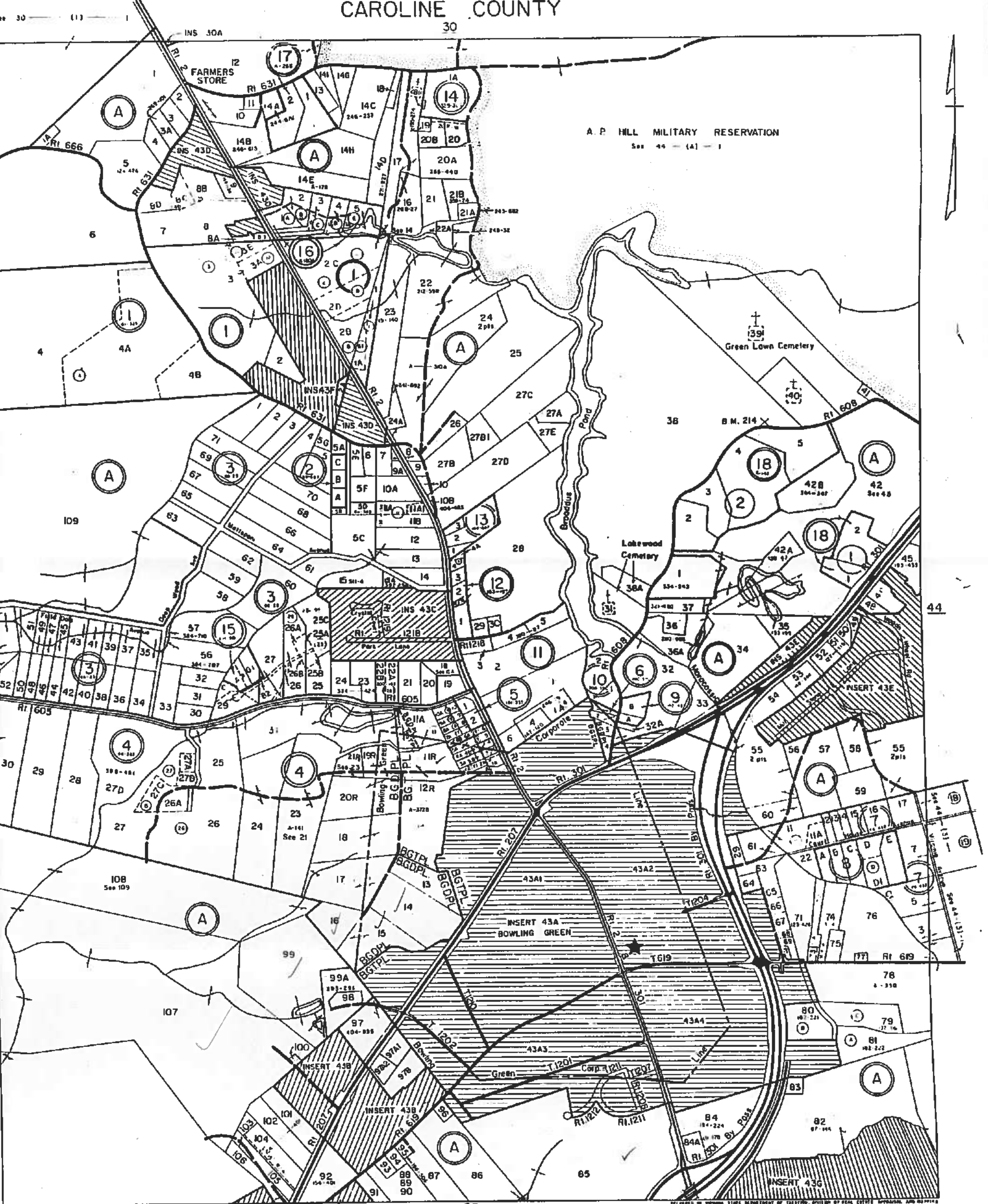


BOWLING GREEN DISTRICT

SECTION \_\_\_\_\_  
 INSERT 43E

CAROLINE COUNTY

A. P. HILL MILITARY RESERVATION  
See 44 - (A) - 1



BOWLING GREEN DISTRICT

SECTION 43  
INSERT

82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94

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



Date: August 3, 2017  
Agenda Item: Public Hearing on  
Amending the Height Requirements for  
Corner Lot Fences

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Public Hearing (B)

**BACKGROUND / SUMMARY:** Currently the Town's Zoning Ordinance states that the maximum height for fences on corner lots is 36 inches. VDOT allows a maximum height of 42 inches on corner lots. An Ordinance is required to amend the Town's Zoning Ordinance to allow a height of 42 inches to match VDOT's standards. The Planning Commission held a public hearing July 17, 2017 on the proposed amendment and recommends its approval.

**ATTACHMENTS:**

Public Notice and Proposed Ordinance.

**REQUESTED ACTION:**

Approved ordinance amendment.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

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

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Rowe  
Satterwhite

## **Town of Bowling Green Public Hearing**

The Bowling Green Town Council will hold a public hearing on Thursday August 3, 2017 at 7:30 PM in Town Hall, 117 Butler Street. The purpose of the hearing is to receive comment on Ordinance No. 2017-003 "An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts." The amendment would increase the height of fences allowed on corner lots from three feet to three and one-half feet.

A complete copy of Ordinance No. 2017-003 may be obtained or viewed by contacting the Town Clerk at Town Hall at 633-6212. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Clerk in advance so that appropriate arrangements may be made.

A. Reese Peck  
Town Manager

*BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 3, "Land Use & Buildings," Division 5, "Residential District R-1," Section 3-117, "Specifications & Requirements", Division 6, "Residential District R-2," Section 3-117, "Specifications & Requirements, and Division 7, "Residential District R-3," Section 3-117, "Specifications & Requirements" shall be amended to read in its entirety as follows:*

**Chapter 3, "Land Use & Buildings," Division 5, "Residential District R-1,"  
"Section 3-117. Specifications and Requirements.**

(a) Area.

- (1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.
- (2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.
- (3) For residential lots containing or intended to contain a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.
- (4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 20,000 square feet or more if considered necessary by the Health Officer.
- (5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be 18,000 square feet.
- (6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.
- (7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.
- (8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.
- (9) For permitted uses utilizing individual sewage disposal systems, the required area for such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.

(b) Setback.

- (1) Structures shall be located 35 feet or more from any street right-of-way which is 50 feet or greater in width or 60 feet or more from the center of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."

(2) Permitted exceptions to Front Yard Requirements. When a residential structure is non-conforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:

[a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and

[b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.

(c) Frontage. The minimum lot width at the setback line shall be 100 feet or more.

(d) Yards.

(1) Side. The minimum side yard for each main structure shall be 15 feet.

(2) Rear.

[a] Each main structure shall have a rear yard of 35 feet or more.

[b] Certain architectural features, those being sills, belt courses, bay windows, cornices, eaves, roof overhangs, chimneys, entrance stairs and stoops, and similar architectural features of a building may project into required yards by not more than five (5) feet. These provisions shall be applied to all lots, conforming and non-conforming.

[c] Unenclosed additions on the rear of houses, those being un-walled, unenclosed additions designed specifically and particularly for outdoor activities and attached to the rear of a dwelling, may extend into a required rear yard area. Extension of such unenclosed addition into a required rear yard may encroach up to a maximum of fifteen (15) feet. In no case shall more than 25% of the required total area of a rear yard be covered by such encroachment. Such extensions may include, but are not limited to decks, porches, patio or deck covers. Screening is considered an enclosure and is therefore not permitted by this Section. In no case may any such addition extend into a required front or side yard, except as otherwise provided herein. These provisions shall be applied to all lots, conforming and non-conforming.

(e) Height. Buildings may be erected up to 35 feet in height, except that:

(1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that each side yard is 30 feet plus one foot or more of side yard for each additional foot of building height over 35 feet.

(2) A public or semipublic building, such as a school, church or library, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.

(3) Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

(4) No accessory building which is within 20 feet of any party side or rear lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.

(f) Corner lots.

(1) Of the sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.

(2) The side yard on the side facing the side street shall be 35 feet or more for both main and accessory buildings.

(3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 125 feet or more.

(4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three and a half feet in height within the space between the setback line and the property line on the street corner side of the lot.”

**Chapter 3, “Land Use & Buildings,” Division 6, “Residential District R-2,”**

**Section 3-122. Specifications and Requirements.**

(a) Area.

(1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.

(2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.

(3) For residential lots containing or intended to contain only a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.

(4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 20,000 square feet or more if considered necessary by the Health Officer.

(5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage systems, the minimum lot area shall be 18,000 square feet.

(6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.

(7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.

(8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.

- (9) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.
- (b) Setback.
- (1) Buildings shall be located 30 feet or more from any street right-of-way which is 50 feet or greater in width or 55 feet or more from the center line of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."
- (2) Permitted exceptions to Front Yard Requirements. When a residential structure is non-conforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:
- [a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and
- [b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.
- (c) Frontage. For single-family dwellings, the minimum lot width at the setback line shall be 70 feet or more, and for each additional dwelling unit, there shall be at least 10 feet of additional lot width at the setback line.
- (d) Yards.
- (1) Side. The minimum side yard shall be 10 feet or more, and the total width of the two required side yards shall be 20 feet or more.
- (2) Rear. Each main building shall have a rear yard of 25 feet or more.
- (e) Height. Buildings may be erected up to 35 feet in height, except that:
- (1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that there are two side yards, each of which is 10 feet or more, plus one foot or more of side yard for each additional foot of building height over 35 feet.
- (2) A public or semipublic building, such as a school, church, library or general hospital, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.
- (3) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which walls rest.
- (4) No accessory building which is within 10 feet of any part lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.
- (f) Corner lots.
- (1) Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.
- (2) The side yard on the side facing the side street shall be 20 feet or more for both the main and accessory building.
- (3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 100 feet or more.
- (4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three feet and a half in height within the space between the setback line and the property line on the street corner



side of the lot.

**Chapter 3, “Land Use & Buildings,” Division 7, “Residential District R-3,”  
Section 3-122. Specifications and Requirements.**

(a) Area.

(1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.

(2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The administrator may require a greater area if considered necessary by the Health Officer.

(3) For residential lots containing or intended to contain only a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.

(4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 19,000 square feet or more if considered necessary by the Health Officer.

(5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be 18,000 square feet.

(6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.

(7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.

(8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.

(9) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.

(b) Setback.

(1) Buildings shall be located 30 feet or more from any street right-of-way which is 50 feet or greater in width or 55 feet or more from the center line of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."

(2) Permitted exceptions to Front Yard Requirements. When a residential structure is non-conforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:

[a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and

[b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.

- (c) Frontage.
  - (1) For single-family dwellings, the minimum lot width at the setback line shall be 70 feet or more.
  - (2) For two-family dwellings, the minimum lot width at the setback line shall be 80 feet or more.
- (d) Yards.
  - (1) Side. The minimum side yard shall be 10 feet or more, and the total width of the two required side yards shall be 20 feet or more.
  - (2) Rear. Each main building shall have a rear yard of 25 feet or more.
- (e) Height. Buildings may be erected up to 35 feet in height except that:
  - (1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that there are two side yards, each of which is 10 feet or more, plus one foot or more of side yard for each additional foot of building height over 35 feet.
  - (2) A public or semipublic building, such as a school, church, library or general hospital, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.
  - (3) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which walls rest.
  - (4) No accessory building which is within 10 feet of any part lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.
- (f) Corner lots.
  - (1) Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.
  - (2) The side yard on the side facing the side street shall be 20 feet or more for both the main and accessory building.
  - (3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 100 feet or more.
  - (4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three feet and a half in height within the space between the setback line and the property line on the street corner side of the lot.
- (g) Townhouses and apartment buildings.
  - (1) The minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per dwelling unit, Townhouse or apartment shall be not less than 6,000 square feet. Such usable open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development.
  - (2) Any freestanding, continuously walled or continuously roofed structure shall contain not more than six Townhouses or six apartments.
  - (3) Freestanding structures shall not be closer than 30 feet to each other or 15 feet to any property line.
  - (4) Front and rear yard requirements shall conform to those of the R-3 District.

(5) The developer shall provide fencing and landscaping of a permanent nature which will adequately screen any Townhouse or apartment development from abutting R-1 and R-2 District properties. The Town Planning Commission shall ensure that this provision is effectively met before the Zoning Administrator shall issue a certificate of zoning compliance.

(6) Off-street parking shall be provided by the developer in the amount of two parking spaces per dwelling unit.

(7) Townhouse and apartment developments shall be served by public water and sewage disposal systems.

# O-2017-003

*BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 3, "Land Use & Buildings," Division 5, "Residential District R-1," Section 3-117, "Specifications & Requirements", Division 6, "Residential District R-2," Section 3-117, "Specifications & Requirements, and Division 7, "Residential District R-3," Section 3-117, "Specifications & Requirements" shall be amended to read in its entirety as follows:*

**Chapter 3, "Land Use & Buildings," Division 5, "Residential District R-1,"  
"Section 3-117. Specifications and Requirements.**

(a) Area.

- (1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.
- (2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.
- (3) For residential lots containing or intended to contain a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.
- (4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 20,000 square feet or more if considered necessary by the Health Officer.
- (5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be 18,000 square feet.
- (6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.
- (7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.
- (8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.
- (9) For permitted uses utilizing individual sewage disposal systems, the required area for such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.

(b) Setback.

- (1) Structures shall be located 35 feet or more from any street right-of-way which is 50 feet or greater in width or 60 feet or more from the center of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."

(2) Permitted exceptions to Front Yard Requirements. When a residential structure is non-conforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:

[a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and

[b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.

(c) Frontage. The minimum lot width at the setback line shall be 100 feet or more.

(d) Yards.

(1) Side. The minimum side yard for each main structure shall be 15 feet.

(2) Rear.

[a] Each main structure shall have a rear yard of 35 feet or more.

[b] Certain architectural features, those being sills, belt courses, bay windows, cornices, eaves, roof overhangs, chimneys, entrance stairs and stoops, and similar architectural features of a building may project into required yards by not more than five (5) feet. These provisions shall be applied to all lots, conforming and non-conforming.

[c] Unenclosed additions on the rear of houses, those being un-walled, unenclosed additions designed specifically and particularly for outdoor activities and attached to the rear of a dwelling, may extend into a required rear yard area. Extension of such unenclosed addition into a required rear yard may encroach up to a maximum of fifteen (15) feet. In no case shall more than 25% of the required total area of a rear yard be covered by such encroachment. Such extensions may include, but are not limited to decks, porches, patio or deck covers. Screening is considered an enclosure and is therefore not permitted by this Section. In no case may any such addition extend into a required front or side yard, except as otherwise provided herein. These provisions shall be applied to all lots, conforming and non-conforming.

(e) Height. Buildings may be erected up to 35 feet in height, except that:

(1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that each side yard is 30 feet plus one foot or more of side yard for each additional foot of building height over 35 feet.

(2) A public or semipublic building, such as a school, church or library, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.

(3) Church spires, belfries, cupolas, municipal water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

(4) No accessory building which is within 20 feet of any party side or rear lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.

(f) Corner lots.

(1) Of the sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.

(2) The side yard on the side facing the side street shall be 35 feet or more for both main and accessory buildings.

(3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 125 feet or more.

(4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three and a half feet in height within the space between the setback line and the property line on the street corner side of the lot.”

**Chapter 3, “Land Use & Buildings,” Division 6, “Residential District R-2,”**

**Section 3-122. Specifications and Requirements.**

(a) Area.

(1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.

(2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.

(3) For residential lots containing or intended to contain only a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.

(4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 20,000 square feet or more if considered necessary by the Health Officer.

(5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage systems, the minimum lot area shall be 18,000 square feet.

(6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.

(7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.

(8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.

- (9) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.
- (b) Setback.
- (1) Buildings shall be located 30 feet or more from any street right-of-way which is 50 feet or greater in width or 55 feet or more from the center line of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."
- (2) Permitted exceptions to Front Yard Requirements. When a residential structure is non-conforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:
- [a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and
- [b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.
- (c) Frontage. For single-family dwellings, the minimum lot width at the setback line shall be 70 feet or more, and for each additional dwelling unit, there shall be at least 10 feet of additional lot width at the setback line.
- (d) Yards.
- (1) Side. The minimum side yard shall be 10 feet or more, and the total width of the two required side yards shall be 20 feet or more.
- (2) Rear. Each main building shall have a rear yard of 25 feet or more.
- (e) Height. Buildings may be erected up to 35 feet in height, except that:
- (1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that there are two side yards, each of which is 10 feet or more, plus one foot or more of side yard for each additional foot of building height over 35 feet.
- (2) A public or semipublic building, such as a school, church, library or general hospital, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.
- (3) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which walls rest.
- (4) No accessory building which is within 10 feet of any part lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.
- (f) Corner lots.
- (1) Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.
- (2) The side yard on the side facing the side street shall be 20 feet or more for both the main and accessory building.
- (3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 100 feet or more.
- (4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three feet and a half in height within the space between the setback line and the property line on the street corner

side of the lot.

**Chapter 3, "Land Use & Buildings," Division 7, "Residential District R-3,"  
Section 3-122. Specifications and Requirements.**

(a) Area.

(1) For residential lots containing or intended to contain only a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be 12,000 square feet.

(2) For residential lots containing or intended to contain only a single-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 15,000 square feet. The administrator may require a greater area if considered necessary by the Health Officer.

(3) For residential lots containing or intended to contain only a single-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 15,000 square feet. The Administrator may require a greater area if considered necessary by the Health Officer.

(4) For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage systems, the minimum lot area shall be 19,000 square feet or more if considered necessary by the Health Officer.

(5) For residential lots containing or intended to contain a two-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be 18,000 square feet.

(6) For residential lots containing or intended to contain a two-family dwelling served by public water systems but having individual sewage disposal systems, the minimum lot area shall be 22,000 square feet.

(7) For residential lots containing or intended to contain a two-family dwelling served by public sewage disposal systems but having individual water systems, the minimum lot area shall be 22,000 square feet.

(8) For residential lots containing or intended to contain a two-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be 26,000 square feet.

(9) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the Health Officer. The Administrator shall require a greater area if considered necessary by the Health Officer.

(b) Setback.

(1) Buildings shall be located 30 feet or more from any street right-of-way which is 50 feet or greater in width or 55 feet or more from the center line of any street right-of-way less than 50 feet in width. This shall be known as the "setback line."

(2) Permitted exceptions to Front Yard Requirements. When a residential structure is non-conforming due to encroachment into the required Front Yard Setback, such structure may be expanded or extended on either side or both sides provided that the following conditions are met:

[a] Such addition or extension shall not come any closer to the front property line or further encroach into the front yard to any greater extent than the front corner of the existing structure on the side proposed for the addition or extension; and

[b] All other requirements of the Zoning Ordinance for the zoning designation of the property, including the side and rear yard setback requirements shall be met.



- (c) Frontage.
  - (1) For single-family dwellings, the minimum lot width at the setback line shall be 70 feet or more.
  - (2) For two-family dwellings, the minimum lot width at the setback line shall be 80 feet or more.
- (d) Yards.
  - (1) Side. The minimum side yard shall be 10 feet or more, and the total width of the two required side yards shall be 20 feet or more.
  - (2) Rear. Each main building shall have a rear yard of 25 feet or more.
- (e) Height. Buildings may be erected up to 35 feet in height except that:
  - (1) The height limit for dwellings may be increased up to 45 feet and up to three stories, provided that there are two side yards, each of which is 10 feet or more, plus one foot or more of side yard for each additional foot of building height over 35 feet.
  - (2) A public or semipublic building, such as a school, church, library or general hospital, may be erected to a height of 60 feet from grade, provided that required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.
  - (3) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which walls rest.
  - (4) No accessory building which is within 10 feet of any part lot line shall be more than one story in height. All accessory buildings shall be less than the main building in height.
- (f) Corner lots.
  - (1) Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.
  - (2) The side yard on the side facing the side street shall be 20 feet or more for both the main and accessory building.
  - (3) For subdivisions platted after the enactment of this article, each corner lot shall have a minimum width at the setback line of 100 feet or more.
  - (4) To reduce traffic hazards, landscaping of corner lots shall be limited to planting, fences or other landscaping features of no more than three feet and a half in height within the space between the setback line and the property line on the street corner side of the lot.
- (g) Townhouses and apartment buildings.
  - (1) The minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per dwelling unit, Townhouse or apartment shall be not less than 6,000 square feet. Such usable open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development.
  - (2) Any freestanding, continuously walled or continuously roofed structure shall contain not more than six Townhouses or six apartments.
  - (3) Freestanding structures shall not be closer than 30 feet to each other or 15 feet to any property line.
  - (4) Front and rear yard requirements shall conform to those of the R-3 District.

(5) The developer shall provide fencing and landscaping of a permanent nature which will adequately screen any Townhouse or apartment development from abutting R-1 and R-2 District properties. The Town Planning Commission shall ensure that this provision is effectively met before the Zoning Administrator shall issue a certificate of zoning compliance.

(6) Off-street parking shall be provided by the developer in the amount of two parking spaces per dwelling unit.

(7) Townhouse and apartment developments shall be served by public water and sewage disposal systems.

Adopted this 3rd day of August, 2017  
By the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

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Melissa Lewis, Clerk of the Council

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



Date: August 3, 2017  
Agenda Item: Public Hearing on an Ordinance to allow the Town to charge fees for collections

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Public Hearing (C)

**BACKGROUND / SUMMARY:** Section 58.1-3958 of the Code of Virginia provides that the treasurer can collect administrative fees to cover the costs of collection and may also add collection agency or attorney's fees actually contracted for, not to exceed 20%, to the delinquent tax bill. This proposal recognizes that the costs of collection of delinquent accounts should be borne by those who have failed to meet their obligations and not by the general citizenry. These fees would cover the costs of collection in the event the account is assigned to a collection agency or attorney.

**ATTACHMENTS:**

Public Notice and Proposed Ordinance.

**REQUESTED ACTION:**

To approved proposed ordinance.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

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

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**             PASS             NOT PASSED

McDearmon  
Wright  
Rowe  
Satterwhite

## Town of Bowling Green Public Hearing

The Bowling Green Town Council will hold a public hearing on Thursday August 3, 2017 at 7:30 PM in Town Hall, 117 Butler Street. The purpose of the hearing is to receive comment on **Ordinance No. 2017-004 “AN ORDINANCE TO REIMBURSE THE TOWN OF BOWLING GREEN FOR COSTS AND FEES ASSOCIATED WITH THE COLLECTION OF DELINQUENT ACCOUNTS”** The amendment would add Article VIII, “Enforcement,” Section 7-800, “Enforcement Costs & Fees” to allow the Town to charge administrative fees for collections on delinquent accounts.

A complete copy of Ordinance No. 2017-004 may be obtained or viewed by contacting the Town Clerk at Town Hall at 633-6212. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Clerk in advance so that appropriate arrangements may be made.

A. Reese Peck  
Town Manager

**Ordinance 2017-004**

**AN ORDINANCE TO REIMBURSE THE TOWN OF BOWLING GREEN  
FOR COSTS AND FEES ASSOCIATED WITH THE COLLECTION OF  
DELINQUENT ACCOUNTS**

BE IT ORDAINED by the Bowling Green Town Council, pursuant to Virginia Code § 58.1-3958, that Chapter 7, "Taxation," shall be amended by adding Article VIII, "Enforcement," Section 7-800, "Enforcement Costs & Fees" to read in its entirety as follows:

**"Sec. 7-800 – Enforcement Costs & Fees.**

Each person chargeable with delinquent taxes or other delinquent charges, fees shall also be required to pay the administrative costs and reasonable attorney's or collection agency's fees. The attorney's or collection agency's fees shall not exceed 20 percent of the taxes or other charges so collected. The administrative costs shall be in addition to all penalties and interest, and shall not exceed \$30 for taxes or other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges pursuant to Virginia Code § 58.1-3919, but prior to the taking of any judgment with respect to such delinquent taxes or charges, and \$35 for taxes or other charges collected subsequent to judgment. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150 or 25 percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.

No tax assessment or tax bill shall be deemed delinquent and subject to the collection procedures during the pendency of any administrative appeal under Virginia Code § 58.1-3980, so long as the appeal is filed within 90 days of the date of the assessment, and for 30 days after the date of the final determination of the appeal, provided that nothing in this paragraph shall be construed to preclude the assessment or refund, following the final determination of such appeal, of such interest as otherwise may be provided by general law as to that portion of a tax bill that has remained unpaid or was overpaid during the pendency of such appeal and is determined in such appeal to be properly due and owing."

This Ordinance shall take effect upon adoption.

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



Date: August 3, 2017, Public Hearing D –  
Establishment of Local Enterprise Zones

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Public Hearing (D)

**BACKGROUND / SUMMARY:** The Bowling Green Economic Development Authority requested the establishment of Local Enterprise Zones. The establishment of Local Enterprise Zones will not impose any additional burden on taxpayers improving their properties within such zones. Therefore the Authority requests the adoption of an ordinance in the Town of Bowling Green to establish local enterprise zones and the Authority further requests 100% of the resulting increase in Real Estate revenue associated with improved properties be dedicated to a Local Enterprise Development Fund for annual appropriation as determined by the Town Council.

**ATTACHMENTS:**

Public Notice and Ordinance

**REQUESTED ACTION:**

Adopt proposed ordinance.

**FOR MORE INFORMATION, CONTACT:**

Phone #: 804-633-6212

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

Name:

Reese Peck

**FOR USE DURING MEETING**

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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Rowe  
Satterwhite

# NOTICE OF PUBLIC HEARING

In accordance with Section 58.1-3245.8 B. of the Code of Virginia, as amended, notice is hereby given that the Bowling Green Town Council will hold a Public Hearing on Thursday, August 3, 2017 at 7:30 p.m. or as soon thereafter as the matter may be heard in the Bowling Green Town Hall located at 117 Butler Street, Bowling Green, Virginia 22427 regarding adoption of an ordinance to establish Chapter 2 – Local Enterprise Zones the Bowling Green Code of Ordinances and the need for such a program in Bowling Green. The purpose of this ordinance is to establish a local enterprise zone development taxation program and create a local enterprise fund pursuant to Sections 58.1-3245.8 and 58.1-3245.10 of the Code of Virginia.

Local enterprise zone development taxation is defined as the designation of one or more local enterprise zone areas in which all or a specified percentage of the real estate taxes, machinery and tools taxes, or both, in the local enterprise zone attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be paid into a special fund entitled the “Local Enterprise Zone Development Fund” to be used as provided in Section 58.1-3245.10 of the Code of Virginia. The proposed boundaries of the Zones shall be those areas of the local enterprise zone area maps for zone areas 1, 2, 3 and 4 dated August 3, 2017 and, respectively, those areas are:

Zone 1			Zone 2	Zone 3				Zone 4
Area Rt. 301 – E. Broadus Ave.			Caroline Square Shopping Center	Downtown Bowling Green				Bowling Green Plaza
44-A-1A	43A2-A-6B	43A2-2-B-12	43A1-A-24	43A1-6-9	43A2-10-5A	43A2-A-66A	43A2-18-29	43-A-97
44-A-1B	43A2-A-6C	43A2-2-B-11	43A1-A-24B	43A1-6-8	43A2-10-1A	43A2-A-49	43A2-A-45	43A1-1-TR4
44-A-1B	43A2-A-5	43-A-54	43A1-A-24A-1	43A1-6-7	43A2-10-1	43A2-A-50	43A2-A-44	
43-A-42C	43A2-A-4	43-A-53	43A1-A-24A	43A1-6-6	43A2-10-4	43A2-15-2	43A2-A-43	
43-22-2	43A2-3-A-20-A	43-A-52	43A1-A-22A	43A1-6-2	43A2-A-13	43A2-15-1	43A2-A-42	
43-22-3	43A2-3-A-20	43-A-51		43A1-6-1	43A2-9-B	43A2-A-51B	43A2-19-A	
43-22-1	43A2-3-A-19	43-A-50		43A1-A-18	43A2-9-A1	43A2-A-65	43A2-19-B	
43-A-42C1	43A2-3-A-18	43-A-49		43A1-A-17	43A2-9-A	43A2-A-51A	43A5-1-A1	
43-18-1-2	43A2-3-A-17	43-A-48		43A1-A-16	43A2-12-A3	43A2-A-51	43A2-A-71	
43-18-1-1	43A2-2-B-1	43-A-46		43A1-A-14	43A2-12-A2A2	43A2-A-52	43A2-A-40	
43-A-42	43A2-2-B-1A	43E-2-3		43A2-A-11A	43A2-12-A2A1	43A2-14-4A	43A2-A-39	
43-A-42A	43A2-2-B-2	43E-2-2		43A2-A-19	43A2-12-A1A	43A2-14-3A-1	43A2-A-38	
43-A-42B	43A2-2-B-20	43E-2-1		43A2-A-20	43A2-12-A2	43A2-14-3A	43A2-A-37	
43-A-35	43A2-2-B-20A	43-A-45		43A2-A-27B	43A2-12-A1	43A2-A-56	43A2-A-36	
43E-1-1	43A2-2-B-20B	44-A-7		43A1-A-15A1	43A2-A-15	43A2-A-55	43A2-A-35	
43E-1-2	43A2-2-B-19	44-A-3		43A2-A-21A	43A2-A-16	43A2-A-54	43A2-A-34	
43E-1-3	43A2-2-B-3	44-A-2		43A2-A-27A	43A2-A-17	43A2-A-53	43A2-A-34A	
43E-1-4	43A2-2-B-18A	44-A-4A		43A2-A-27	43A2-A-18	43A2-A-57	43A5-1-C	
43E-1-5	43A2-2-18			43A2-A-26	43A2-A-14	43A2-A-64	43A2-A-33	
43E-1-6	43A2-2-B-4			43A2-A-25	43A2-11-B	43A2-A-64	43A2-20-B	
43E-1-7	43A2-2-B-17A			43A2-A-21	43A2-11-A	43A2-13-B	43A2-20-C	
43E-1-8	43A2-2-B-17			43A2-A-24	43A2-9-C	43A2-13-A	43A2-20-A	
43-A-34	43A2-2-B-5			43A2-A-23	43A2-9-B	43A2-A-63	43A2-21-A1	
43E-A-1	43A2-2-B-16			43A2-A-22	43A2-8-3	43A2-A-62	43A4-1-A2B	
43-A-33	43A2-2-B-6			43A2-A-11	43A2-7-8	43A2-A-61	43A4-1-A2C	
43A2-1-5	43A2-2-B-15			43A2-1-12	43A2-8-2A	43A2-A-60	43A2-20-D	
43A2-1-4	43A2-2-B-7			43A2-A-10	43A2-A-66B	43A2-A-59	43A2-20-D2	
43A2-1-3	43A2-2-B-14			43A2-10-2	43A2-A-66	43A2-A-58		
43A2-1-2	43A2-2-B-8			43A2-10-3	43A2-A-48	43A2-18-25		
43A2-1-1	43A2-2-B-13			43A2-10-5	43A2-A-47	43A2-18-27		

The proposed ordinance provides that 100% of the real estate taxes attributable to the difference between the current and base assessed values shall be subject to local enterprise zone taxation. Such percentages do not represent any change in tax rates or amount payable by the property owner. The proposed ordinance provides that amounts in the Local Enterprise Zone Development Fund shall be used for one or more of the following purposes: 1) enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone, 2) grants to chambers of commerce and similar organizations within the Town of Bowling Green in order to secure and promote economic development within the local enterprise zone or 3) grants to any industrial development authority created by the Town of Bowling Green pursuant to Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2 of the Code of Virginia

in order to secure and promote economic development within the local enterprise zone.

The Public Hearing is being held at a public facility designed to be accessible to persons with disabilities. Those persons requiring assistance during the Public Hearing due to physical or sensory disabilities must submit a written request detailing the assistance needed to the Town Manager's Office, 117 Butler Street, P.O. Box 468, Bowling Green, Virginia 22427, by Friday, September 1, 2017, at 4:30 p.m.

A copy of the full text of the above-described ordinance is on file in the Town Manager's Office located at Town Manager's Office, 117 Butler Street, P.O. Box 468, Bowling Green, Virginia 22427 and may be reviewed during normal operating hours, typically Monday through Friday, from 9:00 a.m. to 5:00 p.m.

**ORDINANCE NO. 17-005**

**AN ORDINANCE TO AMEND CHAPTER 2, "ADMINISTRATION OF GOVERNMENT" OF THE BOWLING GREEN TOWN CODE BY ADDING ARTICLE VII, "LOCAL ENTERPRISE ZONES".**

**WHEREAS**, Code of Virginia Sections 58.1-3245.8 and 58.1-3245.10 provide for the establishment of a local enterprise zone development taxation program and a local enterprise development fund; and

**WHEREAS**, the Council of Bowling Green finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location; and

**WHEREAS**, after a duly advertised and held public hearing on August 3, 2017, the Council of Bowling Green believes it is appropriate to amend the Code of the Town of Bowling Green to amend Chapter 2, "Administration Of Government" by adding Article VII, "Local Enterprise Zones"

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, that the Council of Bowling Green, Virginia, does this 7<sup>th</sup> day of September 2017, ordains and enacts Ordinance #17-004 to read as follows:

**"Article VII – LOCAL ENTERPRISE ZONES**

**Sec. 2.701. - Purpose.**

a) The purpose of this article is to establish a local enterprise zone development taxation program and create a local enterprise zone development fund pursuant to sections 58.1-3245.8 and 58.1-3245.10 of the Code of Virginia. Appropriations from the local enterprise zone development fund may be used, as directed by the Council of Bowling Green for any one or more of the following purposes:

- 1) to provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- 2) to make grants to chambers of commerce and similar organizations within Bowling Green in order to secure and promote economic development within the local enterprise zone or;
- 3) to make grants to any economic development authority created by the Town of Bowling Green in order to secure and promote economic development within the local enterprise zone.

b) The Town Council of Bowling Green finds that the development of its commercial



and industrial tax base requires incentives and determines that an appropriate method of offering incentives for the areas described below is to create local enterprise zones with specified percentages of the increase in real estate taxes and machinery and tools taxes directed to the maintenance and improvement of properties and businesses within such zones. The Town Council finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location.

**Sec. 2.702. - Boundaries defined.**

For the purposes of this article, the term "local enterprise zone" shall be those areas of the local enterprise zone area maps for zone areas 1, 2, 3 and 4 dated July 17, 2017. The local enterprise zone maps for zone areas 1, 2, 3 and 4 are hereby declared to be a part of this article and to have the same force and effect as if they were fully set forth and described herein. The local enterprise zone maps shall be kept on file in the office of the Town Manager.

**Sec. 2.703. – Administration.**

a) This article shall be administered by the Town Manager or designee with assessment and collection of taxes administered by the Commissioner of the Revenue or other local assessing officer as provided for by the Code of Virginia. Upon adoption of this article, the Town Manager shall transmit to the County Commissioner of the Revenue and the County Treasurer a copy of this article as adopted and other information as required by Section 58.1-3245.9 of the Code of Virginia.

b) The Town Council of Bowling Green shall allocate money deposited in the Local Enterprise Zone Development Fund established by Sec. 2.704 below through appropriations as part of the annual town budget process or at such other times as determined by the Town Council.

**Sec. 2.704. – Assessment and collection.**

For purposes of this article, the terms "base assessed value" and "current assessed value" shall have the meanings set forth in Section 58.1-3245.6 of the Code of Virginia. Real estate taxes in the local enterprise zone shall be assessed, collected and allocated in the following manner:

- a) the local assessing officer shall record in the appropriate books both the base assessed value and the current assessed value of the real estate and machinery and tools in the local enterprise zone.

- b) real estate taxes attributable to the lower of the current assessed value or base assessed value of real estate located in a local enterprise zone shall be allocated by the treasurer or director of finance as they would be in the absence of this article.
- c) the specified percentage of the increase in real estate taxes to be transferred to the Local Enterprise Zone Development Fund shall be one hundred percent (100%) for real estate taxes.
- d) the specified percentage of the increase in real estate taxes attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be allocated by the treasurer or director of finance and paid into a special fund entitled the "Local Enterprise Zone Development Fund" to be used as provided in section 58.1-3245.10 of the Code of Virginia. Such amounts paid into the fund shall not include any additional revenues resulting from an increase in the tax rate on real estate after the adoption of this article, nor shall it include any additional revenues merely resulting from an increase in the assessed value of real estate located in the zone prior to the adoption of this article unless such property is improved or enhanced.

**Sec. 2.705. - Use of funds.**





Funds deposited to the Local Enterprise Zone Development Fund shall be used for any one or more of the following purposes:


- a) to provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- b) to make grants to chambers of commerce and similar organizations within such county, city, or town in order to secure and promote economic development within the local enterprise zone; and,
- c) to make grants to any industrial development authority created by the governing body pursuant to Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2, in order to secure and promote economic development within the local enterprise zones.

**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 1 Parcel Boundary - August 3, 2017**







**Bowling Green Enterprise Zone (Proposed)  
Zone 1 (Eastern Portion)**



 Included Parcels
 Other Parcels
 Town Boundary


  
 0 400 800 1,600 Feet



**Bowling Green Enterprise Zone (Proposed)  
Zone 1 (Western Portion)**


 Included Parcels
 Other Parcels
 Town Boundary


  
 0 200 400 800 Feet

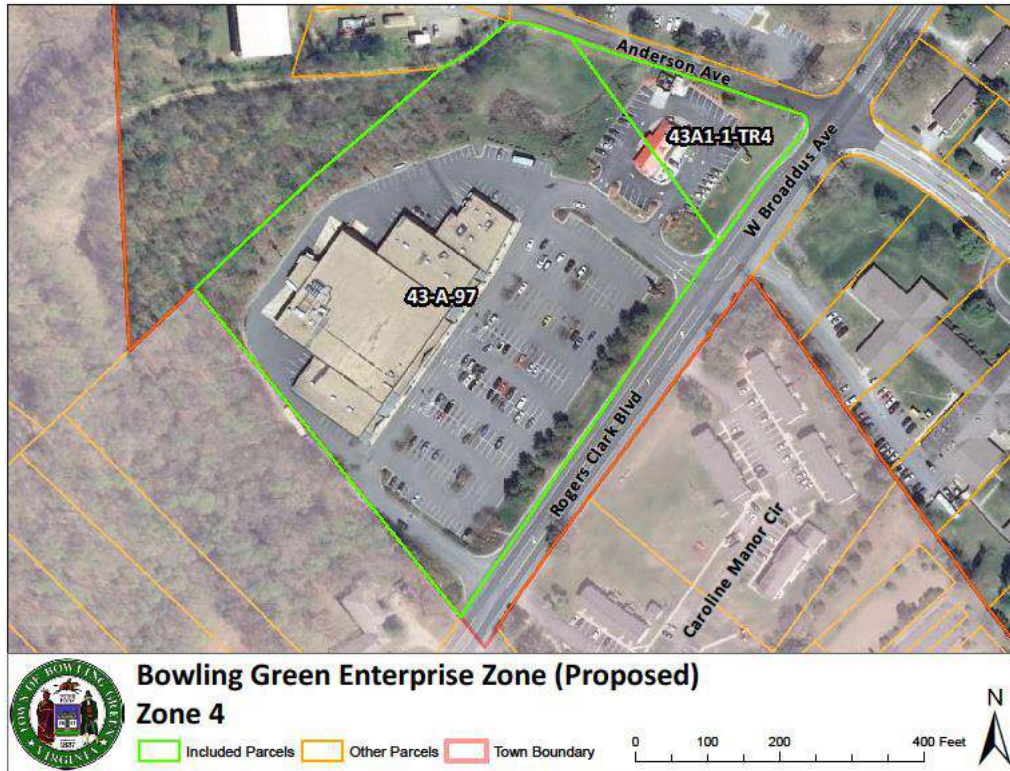
**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 2 Parcel Boundary - August 3, 2017**



**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 3 Parcel Boundary - August 3, 2017**



**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 4 Parcel Boundary - August 3, 2017**



**ORDINANCE NO. 17-005**

**AN ORDINANCE TO AMEND CHAPTER 2, "ADMINISTRATION OF GOVERNMENT" OF THE BOWLING GREEN TOWN CODE BY ADDING ARTICLE VII, "LOCAL ENTERPRISE ZONES".**

**WHEREAS**, Code of Virginia Sections 58.1-3245.8 and 58.1-3245.10 provide for the establishment of a local enterprise zone development taxation program and a local enterprise development fund; and

**WHEREAS**, the Council of Bowling Green finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location; and

**WHEREAS**, after a duly advertised and held public hearing on August 3, 2017, the Council of Bowling Green believes it is appropriate to amend the Code of the Town of Bowling Green to amend Chapter 2, "Administration Of Government" by adding Article VII, "Local Enterprise Zones"

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, that the Council of Bowling Green, Virginia, does this 7<sup>th</sup> day of September 2017, ordains and enacts Ordinance #17-004 to read as follows:

**"Article VII – LOCAL ENTERPRISE ZONES**

**Sec. 2.701. - Purpose.**

a) The purpose of this article is to establish a local enterprise zone development taxation program and create a local enterprise zone development fund pursuant to sections 58.1-3245.8 and 58.1-3245.10 of the Code of Virginia. Appropriations from the local enterprise zone development fund may be used, as directed by the Council of Bowling Green for any one or more of the following purposes:

- 1) to provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- 2) to make grants to chambers of commerce and similar organizations within Bowling Green in order to secure and promote economic development within the local enterprise zone or;
- 3) to make grants to any economic development authority created by the Town of Bowling Green in order to secure and promote economic development within the local enterprise zone.

b) The Town Council of Bowling Green finds that the development of its commercial

and industrial tax base requires incentives and determines that an appropriate method of offering incentives for the areas described below is to create local enterprise zones with specified percentages of the increase in real estate taxes and machinery and tools taxes directed to the maintenance and improvement of properties and businesses within such zones. The Town Council finds that the establishment of local enterprise zones will foster development of commercial and industrial businesses to the benefit of public health, safety, welfare and convenience through the creation of employment opportunities and the promotion of business retention, expansion, formation and location.

**Sec. 2.702. - Boundaries defined.**

For the purposes of this article, the term "local enterprise zone" shall be those areas of the local enterprise zone area maps for zone areas 1, 2, 3 and 4 dated July 17, 2017. The local enterprise zone maps for zone areas 1, 2, 3 and 4 are hereby declared to be a part of this article and to have the same force and effect as if they were fully set forth and described herein. The local enterprise zone maps shall be kept on file in the office of the Town Manager.

**Sec. 2.703. – Administration.**

a) This article shall be administered by the Town Manager or designee with assessment and collection of taxes administered by the Commissioner of the Revenue or other local assessing officer as provided for by the Code of Virginia. Upon adoption of this article, the Town Manager shall transmit to the County Commissioner of the Revenue and the County Treasurer a copy of this article as adopted and other information as required by Section 58.1-3245.9 of the Code of Virginia.

b) The Town Council of Bowling Green shall allocate money deposited in the Local Enterprise Zone Development Fund established by Sec. 2.704 below through appropriations as part of the annual town budget process or at such other times as determined by the Town Council.

**Sec. 2.704. – Assessment and collection.**

For purposes of this article, the terms "base assessed value" and "current assessed value" shall have the meanings set forth in Section 58.1-3245.6 of the Code of Virginia. Real estate taxes in the local enterprise zone shall be assessed, collected and allocated in the following manner:

a) the local assessing officer shall record in the appropriate books both the base assessed value and the current assessed value of the real estate and machinery and tools in the local enterprise zone.

- b) real estate taxes attributable to the lower of the current assessed value or base assessed value of real estate located in a local enterprise zone shall be allocated by the treasurer or director of finance as they would be in the absence of this article.
- c) the specified percentage of the increase in real estate taxes to be transferred to the Local Enterprise Zone Development Fund shall be one hundred percent (100%) for real estate taxes.
- d) the specified percentage of the increase in real estate taxes attributable to the difference between (i) the current assessed value of such property and (ii) the base assessed value of such property shall be allocated by the treasurer or director of finance and paid into a special fund entitled the "Local Enterprise Zone Development Fund" to be used as provided in section 58.1-3245.10 of the Code of Virginia. Such amounts paid into the fund shall not include any additional revenues resulting from an increase in the tax rate on real estate after the adoption of this article, nor shall it include any additional revenues merely resulting from an increase in the assessed value of real estate located in the zone prior to the adoption of this article unless such property is improved or enhanced.

**Sec. 2.705. - Use of funds.**

Funds deposited to the Local Enterprise Zone Development Fund shall be used for any one or more of the following purposes:

- a) to provide enhanced law-enforcement and other governmental services, including financing transportation projects, as may be appropriate to secure and promote private investment in the local enterprise zone;
- b) to make grants to chambers of commerce and similar organizations within such county, city, or town in order to secure and promote economic development within the local enterprise zone; and,
- c) to make grants to any industrial development authority created by the governing body pursuant to Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2, in order to secure and promote economic development within the local enterprise zones.



**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 1 Parcel Boundary - August 3, 2017**



**Bowling Green Enterprise Zone (Proposed)  
Zone 1 (Eastern Portion)**

█ Included Parcels   
 █ Other Parcels   
 █ Town Boundary

0 400 800 1,600 Feet

N



**Bowling Green Enterprise Zone (Proposed)  
Zone 1 (Western Portion)**

█ Included Parcels   
 █ Other Parcels   
 █ Town Boundary

0 200 400 800 Feet

N

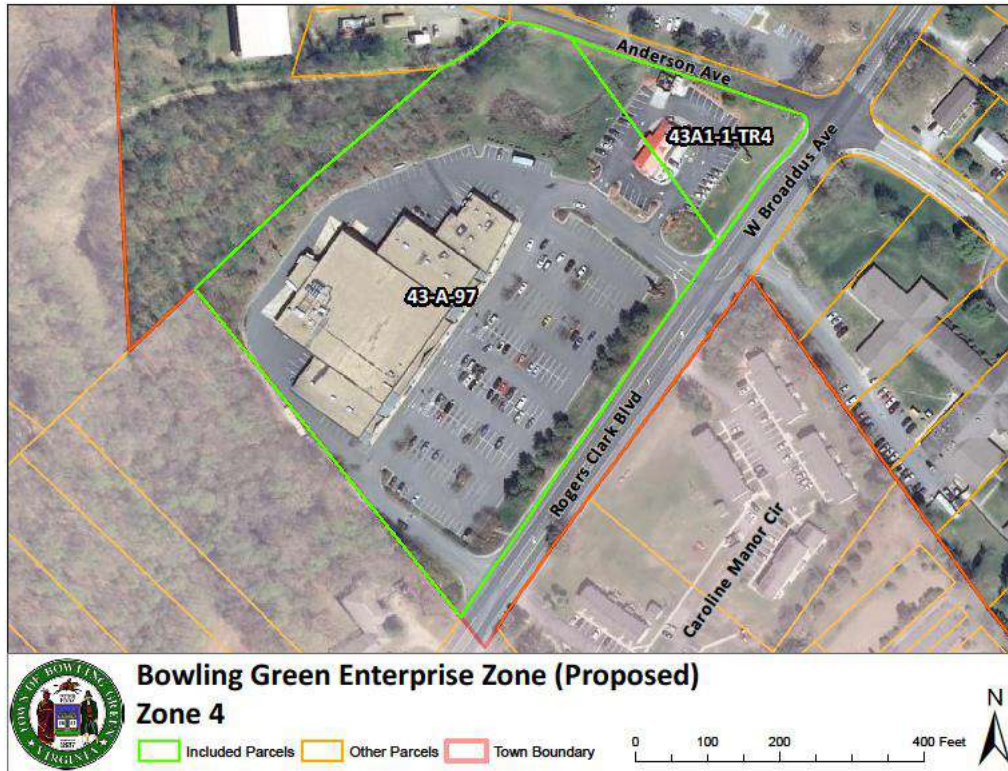
**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 2 Parcel Boundary - August 3, 2017**



**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 3 Parcel Boundary - August 3, 2017**



**Ordinance #17-004 - Local Enterprise Zones  
Zone Area 4 Parcel Boundary - August 3, 2017**



Adopted this 3rd day of August, 2017  
By the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

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Melissa Lewis, Clerk of the Council

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



Date: August 3, 2017  
Agenda Item: Bills

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from July 2017

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

**ATTACHMENTS:**

Check Reports:

- 7/11/17
- 7/14/17
- 7/21/17
- 7/27/17
- 7/28/17

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

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

**VOTE:**

PASSED

NOT PASSED

<u>CHECK#</u>	<u>VEND#</u>	<u>VENDOR</u>	<u>CLASS</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>DISCOUNT</u>
22652	257	ON SITE PC	000	7/11/2017	1,189.00	.00
			CLASS TOTAL		1,189.00	.00
			ACH TOTAL		.00	
			CHECK TOTAL		1,189.00	
			FINAL TOTAL		1,189.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 1,189.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

\_\_\_\_\_  
DATE

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

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT G/L	ACCOUNT DESC.	BATCH INV.DESCRPTION
00000	000257	ON SITE PC	3584	7/11/2017		4500-500100-8101-	594.50	22652			EQUIPMENT REPLACEMENT	00596 COMPUTER WWTP
00000	000257		3584	7/11/2017		4520-500100-8101-	594.50	22652			EQUIPMENT REPLACEMENT	00596 COMPUTER WWTP
		DISC. TOTAL	.00	CHECK TOTAL	1,189.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	1,189.00	
			.00	CHECK TOTAL	1,189.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	1,189.00	
			.00	CHECK TOTAL	1,189.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	1,189.00	

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DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22656	953	JOE WHEELER'S SEPTIC TANK	000	7/14/2017	850.00	.00
22657	999999	MONROE ANTOINETTE	000	7/14/2017	150.00	.00
22658	257	ON SITE PC	000	7/14/2017	249.00	.00
		CLASS TOTAL			1,249.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,249.00	
		FINAL TOTAL			1,249.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 1,249.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

\_\_\_\_\_  
DATE

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

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000953	JOE WHEELER'S SEPTIC TANK	07142017	7/14/2017		4520-500300-3180-	850.00	22656				SLUDGE REMOVAL	00598 SLUDGE REMOVAL
		DISC. TOTAL	.00	CHECK TOTAL	850.00	ACH PMT TOTAL	.00					850.00	
						CPA PMT TOTAL			TOTAL				
00000	999999	MONROE ANTOINETTE	THDR 070817	7/14/2017		100-000200-3500-	150.00	22657				REFUNDS PAYABLE	00598 THDR 070817
		DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00					150.00	
						CPA PMT TOTAL			TOTAL				
00000	000257	ON SITE PC	3587	7/14/2017		4100-031100-6001-	249.00	22658				OFFICE SUPPLIES	00598 MICROSOFT PC
		DISC. TOTAL	.00	CHECK TOTAL	249.00	ACH PMT TOTAL	.00					249.00	
			.00	CHECK TOTAL	1,249.00	ACH PMT TOTAL	.00					1,249.00	
			.00	CHECK TOTAL	1,249.00	ACH PMT TOTAL	.00					1,249.00	
						CPA PMT TOTAL			TOTAL				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 1,249.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22653	644	BMS DIRECT	000	7/14/2017	1,759.11	.00
22654	936	MATERN STAFFING	000	7/14/2017	1,598.10	.00
22655	944	METROCAST COMMUNICATIONS	000	7/14/2017	66.25	.00
		CLASS TOTAL			3,423.46	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,423.46	
		FINAL TOTAL			3,423.46	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 3,423.46- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

\_\_\_\_\_  
DATE

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

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000644	BMS DIRECT	117165	7/14/2017		4500-500100-5210-	879.55	22653				MAILING COSTS	00597 BILLS/POSTAGE ESCROW
00000	000644		117165	7/14/2017		4520-500100-5210-	879.56	22653				MAILING COSTS	00597 BILLS/POSTAGE ESCROW
		DISC. TOTAL	.00	CHECK TOTAL	1,759.11	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		1,759.11	
00000	000936	MATERN STAFFING	13020500001712	7/14/2017		4100-043100-1102-	1,582.50	22654				CONTRACTED SERVICES	00597 6-26 - 7-1
00000	000936		466	7/14/2017		4100-043100-1102-	15.60	22654				CONTRACTED SERVICES	00597 HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	1,598.10	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		1,598.10	
00000	000944	METROCAST COMMUNICATIONS	062017	7/14/2017		4500-500100-5230-	33.12	22655				TELEPHONE	00597 WWTTP
00000	000944		062017	7/14/2017		4520-500100-5230-	33.13	22655				TELEPHONE	00597 WWTTP
		DISC. TOTAL	.00	CHECK TOTAL	66.25	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		66.25	
		.00	CHECK TOTAL	3,423.46	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			3,423.46	
		.00	CHECK TOTAL	3,423.46	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			3,423.46	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,423.46- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22661	953	JOE WHEELER'S SEPTIC TANK	000	7/21/2017	1,700.00	.00
22662	257	ON SITE PC	000	7/21/2017	1,692.20	.00
22663	999999	ST JAMES BAPTIST CHURCH	000	7/21/2017	150.00	.00
		CLASS TOTAL			3,542.20	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,542.20	
		FINAL TOTAL			3,542.20	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 3,542.20- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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DATE

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TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000953	JOB WHEELER'S SEPTIC TANK	07212017	7/21/2017		4520-500300-3180-	1,700.00	22661				SLUDGE REMOVAL	00600	4 LOADS SLUDGE
		DISC. TOTAL	.00	CHECK TOTAL	1,700.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		1,700.00
00000	000257	ON SITE PC	3593	7/21/2017		4500-500100-8101-	79.11	22662				EQUIPMENT REPLACEMENT	00600	KASPERSKY SMALL OFF
00000	000257		3593	7/21/2017		4520-500100-8101-	79.11	22662				EQUIPMENT REPLACEMENT	00600	KASPERSKY SMALL OFF
00000	000257		3594	7/21/2017		4500-500100-8101-	634.49	22662				EQUIPMENT REPLACEMENT	00600	COMPUTER WWTP
00000	000257		3594	7/21/2017		4520-500100-8101-	634.49	22662				EQUIPMENT REPLACEMENT	00600	COMPUTER WWTP
00000	000257		3595	7/21/2017		4500-500100-8101-	132.50	22662				EQUIPMENT REPLACEMENT	00600	ON SITE SERVICE
00000	000257		3595	7/21/2017		4520-500100-8101-	132.50	22662				EQUIPMENT REPLACEMENT	00600	ON SITE SERVICE
		DISC. TOTAL	.00	CHECK TOTAL	1,692.20	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		1,692.20
00000	999999	ST JAMES BAPTIST CHURCH	THDR 07152017	7/21/2017		100-000200-3500-	150.00	22663				REFUNDS PAYABLE	00600	THDR 07152017
		DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		150.00
			.00	CHECK TOTAL	3,542.20	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		3,542.20
			.00	CHECK TOTAL	3,542.20	ACH PMT TOTAL	.00	CPA PMT TOTAL				TOTAL		3,542.20

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 THE TOTAL 3,542.20- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22664	362	COMPUTERPLUS	000	7/21/2017	2,002.50	.00
22665	672	DAVIS AND ASSOCIATES	000	7/21/2017	2,041.00	.00
22666	10	DOMINION VIRGINIA POWER	000	7/21/2017	5,426.78	.00
22667	234	ENVIROCOMPLIANCE LAB INC	000	7/21/2017	405.00	.00
22668	999999	PECK REESE	000	7/21/2017	160.07	.00
22669	653	STEMMLE PLUMBING REPAIR	000	7/21/2017	1,800.00	.00
22670	707	THE CAROLINE PROGRESS	000	7/21/2017	1,399.92	.00
22671	44	VUPS	000	7/21/2017	30.45	.00
22672	12	WASTE MANAGEMENT	000	7/21/2017	8,753.97	.00
		CLASS TOTAL			22,019.69	.00
		ACH TOTAL			.00	
		CHECK TOTAL			22,019.69	
		FINAL TOTAL			22,019.69	.00

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 THE TOTAL 22,019.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 DATE

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 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000362	COMPUTERPLUS	214442	7/21/2017		4100-012410-3310-	1,717.50	22664			OFFICE MACHINES	00599 PHONE SUPPORT
00000	000362		214443	7/21/2017		4100-012410-3310-	285.00	22664			OFFICE MACHINES	00599 SERVICE CALL
		DISC. TOTAL	.00	CHECK TOTAL	2,002.50	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	2,002.50	
00000	000672	DAVIS AND ASSOCIATES	TOBG-0011	7/21/2017		4100-012410-3120-	2,041.00	22665			AUDIT	00599 FY16 AUDIT SER
		DISC. TOTAL	.00	CHECK TOTAL	2,041.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	2,041.00	
00000	000010	DOMINION VIRGINIA POWER	2017-06	7/21/2017		4100-041000-5110-	40.86	22666			ELECTRICITY-STREETLIGHTS	00599 MAIN ST ST LIGHTS
00000	000010		2017-06	7/21/2017		4100-071310-5110-	565.61	22666			ELECTRICITY	00599 TH
00000	000010		2017-06	7/21/2017		4100-041000-5110-	1,614.57	22666			ELECTRICITY-STREETLIGHTS	00599 ST LIGHTS BUT/CHASE
00000	000010		2017-06	7/21/2017		4100-031100-5110-	9.26	22666			ELECTRICITY	00599 PC
00000	000010		2017-06	7/21/2017		4500-500200-5110-	109.77	22666			ELECTRICITY	00599 107 BUTLER GROUND TK
00000	000010		2017-06	7/21/2017		4500-500200-5110-	386.34	22666			ELECTRICITY	00599 BUT/CHASE W TOWER
00000	000010		2017-06	7/21/2017		4500-500200-5110-	561.93	22666			ELECTRICITY	00599 WELL #5
00000	000010		2017-06	7/21/2017		4520-500300-5110-	82.40	22666			ELECTRICITY	00599 SCHOOL RD PUMP STAT
00000	000010		2017-06	7/21/2017		4520-500300-5110-	55.38	22666			ELECTRICITY	00599 CHASE ST PUMP STAT
00000	000010		2017-06	7/21/2017		4520-500300-5110-	19.04	22666			ELECTRICITY	00599 LACY LN PUMP STAT
00000	000010		2017-06	7/21/2017		4520-500300-5110-	22.01	22666			ELECTRICITY	00599 ROGERS CLK PUMP STAT
00000	000010		2017-06	7/21/2017		4520-500300-5110-	1,959.61	22666			ELECTRICITY	00599 WWTP
		DISC. TOTAL	.00	CHECK TOTAL	5,426.78	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	5,426.78	
00000	000234	ENVIROCOMPLIANCE LAB INC	R7624859	7/21/2017		4520-500300-3160-	135.00	22667			TESTING	00599 WATER TESTING
00000	000234		R7624886	7/21/2017		4520-500300-3160-	115.00	22667			TESTING	00599 WATER TESTING
00000	000234		R7624934	7/21/2017		4520-500300-3160-	155.00	22667			TESTING	00599 WATER TESTING
		DISC. TOTAL	.00	CHECK TOTAL	405.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	405.00	
00000	999999	PECK REESE	07212017	7/21/2017		4100-012110-3000-	160.07	22668			TOWN MANAGER EXPENSES	00599 MILRAGE
		DISC. TOTAL	.00	CHECK TOTAL	160.07	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	160.07	
00000	000653	STEMMLE PLUMBING REPAIR	140463	7/21/2017		4520-500300-3334-	1,800.00	22669			MAINTENANCE-MAINS	00599 CT HS & MAIN ST JET
		DISC. TOTAL	.00	CHECK TOTAL	1,800.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	1,800.00	
00000	000707	THE CAROLINE PROGRESS	07212017	7/21/2017		4100-073000-3200-	258.50	22670			WINE FESTIVAL	00599 CLEAN SWEEP
00000	000707		07212017	7/21/2017		4100-073000-3200-	455.17	22670			WINE FESTIVAL	00599 WINE FESTIVAL
00000	000707		07212017	7/21/2017		4100-012110-3600-	686.25	22670			ADVERTISING	00599 PUBLIC HEARING
		DISC. TOTAL	.00	CHECK TOTAL	1,399.92	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	1,399.92	
00000	000044	VUPS	6170444	7/21/2017		4500-500100-5899-	30.45	22671			MISS UTILITY COSTS	00599 TRANSMISSIONS
		DISC. TOTAL	.00	CHECK TOTAL	30.45	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	30.45	
00000	000012	WASTE MANAGEMENT	264142702812	7/21/2017		4520-500100-3320-	83.99	22672			PROFESSIONAL SERVICES	00599 WWTP DUMPSTER
00000	000012		264142802810	7/21/2017		4100-042300-3322-	1,110.03	22672			DUMPSTERS (COMMERCIAL)	00599 DUMPSTERS
00000	000012		264238302816	7/21/2017		4520-500300-3180-	1,937.44	22672			SLUDGE REMOVAL	00599 SLUDGE
00000	000012		320324124249	7/21/2017		4100-042300-3320-	5,622.51	22672			RESIDENTIAL TRASH	00599 RESIDETIAL
		DISC. TOTAL	.00	CHECK TOTAL	8,753.97	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	8,753.97	
		.00	CHECK TOTAL	22,019.69	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	22,019.69		
		.00	CHECK TOTAL	22,019.69	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL	22,019.69		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 22,019.69- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
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22675	999999	COELHO ANDREW & MICHELLE	000	7/27/2017	33.17	.00
22676	999999	GRUBAUGH ROBERT	000	7/27/2017	33.17	.00
22677	999999	RUSSELL KOLENE	000	7/27/2017	87.87	.00
22678	999999	STONE MEGHANN	000	7/27/2017	5.74	.00
22679	999999	WICK JEFF	000	7/27/2017	33.77	.00
		CLASS TOTAL			193.72	.00
		ACH TOTAL			.00	
		CHECK TOTAL			193.72	
		FINAL TOTAL			193.72	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 193.72- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 DATE

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 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L	ACCOUNT DESC.	BATCH INV.DESCRPTION
00000	999999	COELHO ANDREW & MICHELLE	UT0020022980001	7/27/2017	N	100-000200-3500-	33.17	22675				REFUNDS PAYABLE	00005 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.17	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			33.17	
00000	999999	GRUBAUGH ROBERT	UT0020027730001	7/27/2017	N	100-000200-3500-	33.17	22676				REFUNDS PAYABLE	00005 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.17	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			33.17	
00000	999999	RUSSELL KOLENE	UT0020028620001	7/27/2017	N	100-000200-3500-	87.87	22677				REFUNDS PAYABLE	00005 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	87.87	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			87.87	
00000	999999	STONE MEGHANN	UT0020025080001	7/27/2017	N	100-000200-3500-	5.74	22678				REFUNDS PAYABLE	00005 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	5.74	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			5.74	
00000	999999	WICK JEFF	UT0020013390001	7/27/2017	N	100-000200-3500-	33.77	22679				REFUNDS PAYABLE	00005 UTILITY REFUND
		DISC. TOTAL	CHECK TOTAL	33.77	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			33.77	
			CHECK TOTAL	193.72	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			193.72	
			CHECK TOTAL	193.72	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00		TOTAL			193.72	

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 THE TOTAL 193.72- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22680	790	ADVANCE AUTO PARTS	000	7/28/2017	150.99	.00
22681	791	FOREMOST PROMOTIONS	000	7/28/2017	420.00	.00
22682	55	GALL'S LLC	000	7/28/2017	2,500.51	.00
22683	11	RAPPAHANNOCK ELEC COOP	000	7/28/2017	397.93	.00
22684	83	RAPPAHANNOCK REGIONAL	000	7/28/2017	30.00	.00
22685	256	VERIZON WIRELESS	000	7/28/2017	40.01	.00
		CLASS TOTAL			3,539.44	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,539.44	
		FINAL TOTAL			3,539.44	.00

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 THE TOTAL 3,539.44- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 DATE

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 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000790	ADVANCE AUTO PARTS	2036715284174	7/28/2017		4100-043100-3311-	50.33	22680				VEHICLE MAINT	00602	STARTER 2002 GMC
00000	000790		2036715284174	7/28/2017		4500-500100-3311-	50.33	22680				VEHICLE MAINTENANCE	00602	STARTER 2002 GMC
00000	000790		2036715284174	7/28/2017		4520-500100-3311-	50.33	22680				VEHICLE MAINTENANCE	00602	STARTER 2002 GMC
		DISC. TOTAL	.00	CHECK TOTAL	150.99	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		150.99		
00000	000791	FOREMOST PROMOTIONS	400032	7/28/2017		4100-031100-6010-	420.00	22681				EQUIPMENT/SUPPLIES	00602	PERSONALIZED PENCILS
		DISC. TOTAL	.00	CHECK TOTAL	420.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		420.00		
00000	000055	GALL'S LLC	6276688	7/28/2017		4100-031100-6011-	68.94	22682				UNIFORMS	00602	BADGE
00000	000055		6926432	7/28/2017		4100-031100-6011-	13.30	22682				UNIFORMS	00602	NAME TAG
00000	000055		7829438	7/28/2017		4100-031100-6010-	436.77	22682				EQUIPMENT/SUPPLIES	00602	FIRST AID KIT
00000	000055		7861270	7/28/2017		4100-031100-6011-	608.60	22682				UNIFORMS	00602	WENDY'S VEST
00000	000055		7868670	7/28/2017		4100-031100-6010-	425.66	22682				EQUIPMENT/SUPPLIES	00602	UNIFORMS & EQUIPMENT
00000	000055		7868670	7/28/2017		4100-031100-6011-	810.81	22682				UNIFORMS	00602	UNIFORMS & EQUIPMENT
00000	000055		7872166	7/28/2017		4100-031100-6011-	136.43	22682				UNIFORMS	00602	WENDY'S BOOTS
		DISC. TOTAL	.00	CHECK TOTAL	2,500.51	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		2,500.51		
00000	000011	RAPPAHANNOCK BLEC COOP	2017-06	7/28/2017		4100-043100-5110-	11.11	22683				ELECTRICITY	00602	ELCETRICITY
00000	000011		2017-06	7/28/2017		4500-500100-5110-	220.73	22683				ELECTRICITY	00602	ELCETRICITY
00000	000011		2017-06	7/28/2017		4500-500100-5110-	46.09	22683				ELECTRICITY	00602	ELCETRICITY
00000	000011		2017-06	7/28/2017		4500-500100-5110-	11.00	22683				ELECTRICITY	00602	ELCETRICITY
00000	000011		2017-06	7/28/2017		4520-500100-5110-	14.11	22683				ELECTRICITY	00602	ELCETRICITY
00000	000011		2017-06	7/28/2017		4520-500100-5110-	94.89	22683				ELECTRICITY	00602	ELCETRICITY
		DISC. TOTAL	.00	CHECK TOTAL	397.93	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		397.93		
00000	000083	RAPPAHANNOCK REGIONAL	1617P104	7/28/2017		4100-031100-5540-	30.00	22684				EDUCATION/TRAINING	00602	2017 ONLINE TRAINING
		DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		30.00		
00000	000256	VERIZON WIRELESS	9788956114	7/28/2017		4100-031100-5230-	40.01	22685				TELECOMMUNICATIONS	00602	PC MIFI
		DISC. TOTAL	.00	CHECK TOTAL	40.01	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL		40.01		
		.00	CHECK TOTAL	3,539.44	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			3,539.44		
		.00	CHECK TOTAL	3,539.44	ACH PMT TOTAL	.00	CPA PMT TOTAL	.00	TOTAL			3,539.44		

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 3,539.44- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
22686	936	MATERN STAFFING	000	7/28/2017	651.45	.00
22687	999999	MATTAPONI BAPTIST ASSOCIA	000	7/28/2017	150.00	.00
22688	257	ON SITE PC	000	7/28/2017	756.96	.00
		CLASS TOTAL			1,558.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,558.41	
		FINAL TOTAL			1,558.41	.00

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 THE TOTAL 1,558.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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 DATE

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 TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH	INV.DESCRPTION
00000	000936	MATERN STAFFING	13020500001742	7/28/2017		4100-043100-1102-	645.00	22686			CONTRACTED SERVICES	00601	7-4 - 7-8-2017
00000	000936		483	7/28/2017		4100-043100-1102-	6.45	22686			CONTRACTED SERVICES	00601	HEALTH CARE REFORM
		DISC. TOTAL	.00	CHECK TOTAL	651.45	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		651.45
00000	999999	MATTAPONI BAPTIST ASSOCIA THDR	07212017	7/28/2017		100-000200-3500-	150.00	22687			REFUNDS PAYABLE	00601	THDR 07212017
		DISC. TOTAL	.00	CHECK TOTAL	150.00	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		150.00
00000	000257	ON SITE PC	3608	7/28/2017		4100-031100-5230-	756.96	22688			TELECOMMUNICATIONS	00601	WENDY'S COMPUTER
		DISC. TOTAL	.00	CHECK TOTAL	756.96	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		756.96
			.00	CHECK TOTAL	1,558.41	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		1,558.41
			.00	CHECK TOTAL	1,558.41	ACH PMT TOTAL	.00	CPA PMT TOTAL			TOTAL		1,558.41

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 THE TOTAL 1,558.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

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



Date: August 3, 2017  
Agenda Item: Client Agreement with  
Troy and Banks

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Legal Services Agreement with Troy and Banks

**BACKGROUND / SUMMARY:**

**ATTACHMENTS:**

- 1. Client Agreement

**REQUESTED ACTION:**

Authorize Town Manager to enter in agreement with Troy and Banks as utility and telephone consultants to serve as our agent for the purpose of auditing and evaluating our account(s).

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- McDearmon
- Wright
- Rowe
- Satterwhite

**VOTE:**

PASSED

NOT PASSED



**Corporate Offices:**  
**BUFFALO - NEW YORK**  
2216 Kensington  
Avenue  
Kensington at Saratoga  
Buffalo, NY 14226  
(800) 499-8599  
(716) 839-4402  
Telefax (716) 839-  
4452

**Branch Offices:**  
**CALIFORNIA**  
398 E. Carob Ave.  
Fresno, CA 93654

**CONNECTICUT**  
P.O. Box 237  
Manchester, CT  
06045

**FLORIDA**  
11048 Main Sail Dr.  
Ft. Lauderdale, FL  
33026

**GEORGIA**  
P.O. Box 923474  
Norcross, GA 30010

**NEW YORK**  
2121 Hillside Ave. #93  
Long Island, NY  
11040  
(516) 746-0992

62 Mallock Rd.  
Rochester, NY 14428

4764 Summerhurst  
Dr.  
Liverpool, NY 13088

**NORTH CAROLINA**  
2411 Black Wolf Run  
Ln.  
Raleigh, NC 27604

**TENNESSEE**  
904 Lake Haven Rd.  
Knoxville, TN 37922

**e-mail:**  
**save@troybanks.com**

**internet address:**  
**www.troybanks.com**

**Agreement**  
**Based off of Chesterfield County, VA RFP # 14-1018**

This Agreement is entered into as of \_\_\_\_\_ between Troy & Banks, Inc. ("TB") and \_\_\_\_\_ with an address at \_\_\_\_\_ (the "Client").

In consideration of the mutual agreements hereafter set forth, TB and Client agree as follows:

1. The Client engages TB to conduct an audit or survey of Client's electricity, sewer, water, fuel oil, natural gas, propane, telephone, cable television, internet, and cellular services, ("Utility") accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. TB agrees to conduct such audit.
2. Overcharges – For any refunds, credits or rebates obtained by TB for prior overcharges, billing errors or costs in excess of those permitted by applicable contracts, tariffs, statutes, rules or regulations, TB shall be paid 24% of all monies refunded or credited to the Client.
3. Future Cost Reductions - For any reductions in future costs for electric, natural gas, water, sewer, fuel oil, propane, and telecommunications services resulting from TB analysis, the fee is 24% of the amount saved each month for 12 months. TB will document actual monthly savings obtained by analysis of tariff cost applications.
4. TB has made and makes no guarantee or assurance of any credit or refund amount or cost saving results.
5. **If Client does not receive refunds, credits, or reductions in future billings, there will be no fee for TB services.**
6. This Agreement sets forth the entire understanding and agreement between the parties.

Client

Troy & Banks, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_  
Thomas T. Ranallo, President

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

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



Date: August 3, 2017  
Agenda Item: Legal Services Agreement with TACS

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Legal Services Agreement with TACS

**BACKGROUND / SUMMARY:**

TACS is a Debt collection agency used by Caroline County and other localities to recover payment on delinquent Tax and Utility accounts. There is no cost to the Town, a fee will be collected from the customer per ordinance O-2017-004, if Council so chooses to adopt.

**ATTACHMENTS:**

1. Client Agreement
2. Collections Operations
3. Sample Collections Letter

**REQUESTED ACTION:**

Authorize Town Manager to enter in to an agreement with TACS to provide legal services to the Town with regard to the collection of delinquent taxes and other accounts.

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

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

**VOTE:**

PASSED

NOT PASSED

**LEGAL SERVICES AGREEMENT**  
*Delinquent Real Estate Tax Collection*

THIS AGREEMENT is made and entered into by and between TAXING AUTHORITY CONSULTING SERVICES, P.C. (hereinafter "TACS"), located at P.O. Box 31800, Henrico, Virginia 23294-1800 and TOWN OF BOWLING GREEN, pursuant to Code of Virginia §58.1-3966 and §58.1-3919.1 (hereinafter "TOWN"), together the parties.

TACS shall furnish Legal Services to TOWN for the collection of delinquent taxes and other accounts as set forth in the attached Statement of Work.

1. The terms of this Agreement and the attached Statement of Work shall constitute the complete and exclusive statement of understanding between the parties relating to the subject matter of this Agreement.
2. TACS shall provide legal services to TOWN with regard to the collection of delinquent taxes and other accounts. The legal services fees for this work have been negotiated and agreed as follows:
  - a. The parties agree that TACS is entitled to receive a fee of 20% of the assigned account balances it collects. The accounts provided to TACS will include a collection/attorney's fee amount equal to 20% of the debt which reflects the fee due TACS for collecting the debt. TACS shall earn its fee pro rata upon collection of any amount due.
  - b. TACS and COUNTY agree that a separate fee will be negotiated for all accounts that proceed to litigation; however, COUNTY shall be responsible for the payment of any actual costs incurred in the litigation process.
  - c. TACS shall not be paid for collection through the state set off debt program.
3. TOWN understands that certain costs will be incurred in the process of conducting judicial sales of properties subject to delinquent real estate taxes. Anticipated costs include, but are not limited to, title research, appraisals, surveys, service fees, publication costs, deed preparation fees and guardian ad litem fees that are ultimately the responsibility of the TOWN to pay and which will be billed to TOWN as they are incurred. Such costs shall be accounted for and paid to TOWN first prior to any proration of other recovered funds. TOWN understands that TACS may perform some of these services itself and acknowledges and agrees that TACS shall be entitled to a reasonable and customary fee for this work in addition to the legal services fee.
4. Both Parties shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Agreement are hereby incorporated herein by reference.
5. This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Virginia. If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.
6. TOWN understands and acknowledges that TACS represents other governmental entities and hereby consents to such representation of other governmental entities that may also be seeking payment from the same debtor. In the event that TACS recovers payment from a debtor that is indebted to two or more client entities, such payment will be divided pro rata between or among the client entities unless otherwise dictated by the debtor.
7. The parties acknowledge that other collection services may be desired and agree that such services may be added to this agreement when such services are defined. Such new work, prior to being initiated, shall be specified in writing as mutually agreed to between the Parties.



8. TACS understand and acknowledges that in representing the TOWN it will be privy to confidential information concerning taxpayers, their tax obligations and their property. TACS shall not use any information so provided other than for the purposes of this Agreement and shall be bound to keep such information confidential pursuant to the terms of Virginia Code §58.1-3.

9. This agreement shall remain in full force and effect until canceled or revoked by either party, upon 60 days written notice. If cancelled, TACS shall be entitled to recovery of any costs expended as well as a reasonable fee to cover its services.

IN WITNESS WHEREOF, both Parties have caused this Agreement to be signed by their duly authorized representatives on the day and year set forth below.

TACS, PC

TOWN OF BOWLING GREEN

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **STATEMENT OF WORK**

1. This Statement of Work describes the respective roles and responsibilities of TOWN and TACS in performing the requested work.

TOWN hereby assigns to TACS for collection certain accounts. TACS shall have full authority to perform all acts necessary to effect the collection of the accounts (the "Legal Services"), and is authorized to receive payments made on the accounts and to endorse TOWN'S name on any checks or other negotiable instruments that may be received in payment on the accounts; to arrange for payments under such terms as TACS deems appropriate for any account; to commence a lawsuit on behalf of TOWN and to use all other necessary legal proceedings for the recovery of the accounts; and/or place information regarding the accounts with one or more credit bureaus.

TOWN acknowledges that the Legal and Collection Services will be performed by TACS as its attorney and that such work constitutes an attorney-client relationship.

### 2. TOWN RESPONSIBILITIES

- 2.1. Upon assignment of the accounts to TACS, TOWN will provide TACS with information reasonably necessary for TACS to perform the Legal Services. TOWN represents and warrants to TACS that (a) the account information provided TACS and the account balances are accurate and complete; (b) TOWN has not received notification that any of the account debtors are in bankruptcy and will immediately notify TACS if it receives notification of a bankruptcy filing by any of the account debtors; (c) all add-on charges such as interest, late fees and collection fees are just and owing and authorized by applicable law, by contract or both; (d) any previous collection agency engaged for the collection of the accounts has been instructed to cease and desist contact with the account debtor; and (e) upon notification by TACS of a dispute or request for verification of information with respect to any account, TOWN will promptly furnish TACS such information.
- 2.2. TOWN shall promptly notify TACS of any adjustments or corrections made to the amount due, as well as any notification of a bankruptcy filing on any assigned account.
- 2.3. TOWN shall report payments made by debtors directly to TOWN on a timely basis that the TOWN deposits in its bank. Any payments made directly to the TOWN remains subject to the Legal Service Fee and such fee shall be charged by the TOWN. These direct payments will show on a remittance statement as payments made directly to the TOWN or will be reported as otherwise agreed. The TOWN may also choose to forward any payments received from the debtor directly to TACS for deposit and posting.

### 3. TACS RESPONSIBILITIES

- 3.1. TACS shall use any and all legal means available to locate and engage debtors to pay the entire amount of their outstanding accounts owed to the TOWN including the use of administrative collection tools authorized by the Code of Virginia.
- 3.2. TACS may not settle any account for less than the full amount owed, unless otherwise directed in writing, by the TOWN.
- 3.3. TACS shall accept electronic account referrals from the TOWN and referrals that require manual input into the TACS collection system. Accounts sent electronically will be in a mutually acceptable format by tape, diskette or via e-mail. TACS shall insure that its collection system for processing accounts and its reports are compatible with the TOWN'S method of account referral and necessary accounting.

### 4. REPORTING/OTHER REQUIREMENTS

- 4.1 TACS will prepare a regular weekly Remittance Report listing the account name, account number, credits to the accounts (for accounts involving litigation, recovered costs), total amount collected, and TACS fees associated with the collections.
- 4.2 TACS shall remit collected funds to TOWN on a weekly basis on a slight delay to permit such funds to clear through the banking system. TACS shall deposit all funds collected in an attorney trust account.
- 4.3 TACS will prepare a quarterly report of the overall collections with details about the litigation status of the parcels.
- 4.4 TACS will prepare other such reports as may be reasonably requested by the TOWN.

# **WHAT TO EXPECT WHEN YOU'RE EXPECTING TACS TO HANDLE YOUR COLLECTIONS (OPERATIONAL GUIDELINES)**

(Updated October 2015)

## Contact Information for TACS

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### **Taxpayer and Debtor Contact Information:**

Tax Accounts                      804-545-2500    [questions@taxva.com](mailto:questions@taxva.com)

Utilities/  
Non-tax Accounts                      804-548-4422    [bills@taxva.com](mailto:bills@taxva.com)

### **Locality Contact Information:**

**SUPERVISOR CALL GROUP-** This is for localities to use when they need assistance. It is staffed by the Collection Supervisors or Team Leads. 804-893-5116. **PLEASE DO NOT PROVIDE ANY OF THE DIRECT DIAL NUMBERS OR PERSONAL E-MAIL ADDRESSES TO TAXPAYERS.**

[Super@taxva.com](mailto:Super@taxva.com) – This is the email address that can be used when you need assistance or to recall accounts to ensure additional collection action is not taken.

#### ACCOUNT ADJUSTMENTS:

[Adjustments@taxva.com](mailto:Adjustments@taxva.com) – This is used to actually send requests for accounts to be adjusted based on an exoneration/abatement or waiving of any fees such as administration, penalty or interest.

### **Henrico Office Supervisor Contact Information:**

Alicia Beach Staruk- Collections Supervisor- oversees the Henrico Collection team. She can be reached at 804-545-0255 or [Alicia@taxva.com](mailto:Alicia@taxva.com).

Julie Hess- Lien Supervisor- oversees the issuance, processing and follow up of Liens. She can be reached at 804-548-4421 or [Julie@taxva.com](mailto:Julie@taxva.com).

Zach Brown- Legal Team Supervisor- handles the court matters, summons and certain high balance collections. He can be reached at 804-612-9045 or [Zach@taxva.com](mailto:Zach@taxva.com).

Laurie Horner- Office and Accounting Manager- ensures all payments are processed, posted and remitted. Her staff handles the adjustment emails. Contact her at 804-612-9178 or [Laurie@taxva.com](mailto:Laurie@taxva.com).

Leigh Bradshaw- Collections Manager-handles overall management of both the Henrico and Martinsville offices for Collections and Liens. Leigh can be reached at 804-612-0302 or [leigh@taxva.com](mailto:leigh@taxva.com).

Gary Sabean-Operations Analyst-ensures the integrity and loading of client files. Gary can be reached at 703-791-9958 or [gary@taxva.com](mailto:gary@taxva.com).

### **Martinsville Office Contact Information:**

Angie Alderman- Supervisor of Collections for the Martinsville Office. Call her at 434-338-7328 or email [Angela@taxva.com](mailto:Angela@taxva.com).

Brittney Wade- Senior. Collection Specialist at the Martinsville Office. Call her at 434-338-7336 or email [Brittney@taxva.com](mailto:Brittney@taxva.com).

### **TACS Attorneys**

Jeffrey Scharf	703-425-7751	<a href="mailto:jeff@taxva.com">jeff@taxva.com</a>
John Rife	804-545-2379	<a href="mailto:John@taxva.com">John@taxva.com</a>
Mark Ames	804-545-9399	<a href="mailto:Mark@taxva.com">Mark@taxva.com</a>
Andrew Neville	804-548-4430	<a href="mailto:Andy@taxva.com">Andy@taxva.com</a>

# Collection Operations Outline

- I. Acceptance of your File
- II. Letters
- III. Return Mail
- IV. Skip Tracing- What is that?
- V. Phone Calls to Taxpayers
- VI. Payment Plans
  - a. Payments
  - b. How do the collectors take payment
  - c. How do we process payments
  - d. How do we Remit Payment/Remittance Reports
- VII. DMV Stops- How the emails work
- VIII. Liens
  - a. VEC
  - b. Bank
- IX. FDCPA accounts
  - a. Solid Waste
  - b. Utilities

## File Acceptance

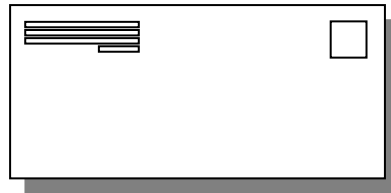
Our IT staff will work with you to generate a computer file for collections. That file will typically be placed on our secure FTP site using a password and user ID that we have assigned to you. For security purposes we would prefer not to receive these files via attachment to an e-mail. Once we receive the file, Gary Sabean, TACS Operations Analyst, and the TACS IT Department



will ensure the file is scrubbed, formatted and ready to be loaded into our Collections system. It can take some time to ensure everything is loaded properly. Please be aware that we will not immediately be able to handle inquiries or calls about accounts once you have sent the file. We will communicate with you once it is appropriate to start referring customer calls and inquiries to TACS.

We do our best to roll out new accounts as quickly as possible. We do take our time to ensure that the data that we load is correct before any letters are generated. This is an important quality control check that is necessary for us and for you. To minimize errors in balances and account information, we only work with electronic files. If you need to place specific accounts for collection, please let us know and we will work with you and your software to allow these accounts to be placed in a uniform fashion. We also require that any amounts assigned for collection be in a file that comes from your collection system. It becomes impossible to track things such as DMV Fees or Admin Fees if they are not in the system of record.

We will also make arrangements on how to handle payments that are received during the file posting and transition period. We will make sure to get an updated file from you so that any of these transitional payments are properly accounted for



## Delinquent Notices

Once the accounts are loaded, we will try to verify balances prior to mailing notices. When we are comfortable that our information is in sync, we will mail an initial letter to the primary address and primary debtor name on the account. Depending on the size of the file and mailing, we may break up the mailing over several days to ensure that our office, your office and the Commissioner of Revenue's office are not overwhelmed. Our initial letter in the series is sent with a due date of two weeks to see if the customer will call in to pay in full or set up a payment plan. (See sample letters attached). If there is no response, a second letter is sent that explains what can occur should a taxpayer not pay on the account. For real estate accounts, the letters are slightly different to reflect the possible sale of the property. (See examples attached)

The letters will contain a TACS account number which we use to track the accounts. This number is the best way for us to look up an account although we can also use name, your account, SSN or address. In addition, the letters will have a local account number for your reference, if needed. The local account number will be unobtrusively located in small print on the right side of the letter.



## Return Mail

When mail is returned to our office, we code the account with a “bad address” indicator and the debtor is placed in a work list for the Collector to review and research to find a better address in a process referred to as skip tracing.

## Skip Tracing

What is Skip Tracing?

**Skip tracing** is the process of locating a person's whereabouts for any number of purposes. A skip tracer is someone who performs this task, which may be the person's primary job assignment.

When we receive return mail we use tools like CLEAR or Accurint to find better addresses or phone numbers in order to get in contact with the debtor. These systems pull information from the credit bureaus and other sources and give us information needed to resend the correspondence or contact the debtor by phone.

## Phone Calls to Taxpayers

When phone numbers are located in the skip tracing process, the Collection teams begin calling the debtors trying to contact them about the debt. We will usually try to call each number several times. We will leave appropriate messages on answering machines or with individuals in order to get in contact with the debtor.

If the debtors contact us, there are two different call groups set up to assist them. Our tax account group can be reached at 804-545-2500 option 2. If the account is a utility debt or something other than taxes, they can contact us on our FDCPA line at 804-548-4422 and press option 2. We can also be reached by e-mail at [questions@taxva.com](mailto:questions@taxva.com) for tax accounts and at [bills@taxva.com](mailto:bills@taxva.com) for utilities and other non-tax accounts. We operate from 8:30 to 6:30 Monday through Friday except for holidays.





## Payment Plans

At TACS, we will work with the debtors to make appropriate payment agreements that are designed with your consultation to assist them in paying the bill. When the debtors enter into an appropriate payment agreement, they are protected from collections as long as they remain current on their payment plans. Should they default, we will ask for the balance in full and we will continue with collections such as liens or legal action. Our typical agreements terms (for accounts other than real estate) are as follows for account balances over \$500:

1. We will ask for a 50% down payment and we will then enter an agreement that can be spread out up to 12 months.
2. If the taxpayer is unable to pay 50% of the debt, we will offer a payment plan with 25% down with the balance to be paid in full within 6-8 months.

If the taxpayer cannot meet these expectations, we do not offer them a formal arrangement, but we will allow them to make payment with a “promise to pay.” This does not secure the account, and taxpayers are informed that collections can happen at any time, but it does give the taxpayer an option to pay something.

All debtors that desire to enter into a payment plan or a promise to pay will be asked to provide their current employment information as well as their banking information.

If the balance is less than \$500, we offer to divide the taxpayer’s balance into two payments (or three installments if they pay one that day) and we will set them up on payment plan. We round all of the payment plans to the nearest dollar to make it easier for the taxpayers to remember and we schedule all due dates for the 15<sup>th</sup> or 30<sup>th</sup> of the month. . Rounding the amounts and limiting the due dates helps cut down on delinquent payment plans and defaults.



## Payments

Payments can be made at TACS in many ways. The customer can mail a check or money order, can call in and pay with an E-check, debit, or credit card, or they can pay with those options on-line through our website. Although we can process payments made out to our office, customers should make checks or money orders payable to the locality not to Taxing Authority Consulting Services, P.C. **We do not accept any walk-in traffic to our Henrico or Martinsville offices.**

## Mail Payments:

Once a payment is received through the mail, we have our Accounting Representatives post the payments directly to our Collection system. Once the payment has posted, the collectors can see the payment on the notes tab and inform a debtor of what has been paid.

2/13/2015 7:38:53... Kadams PN A Check payment of \$200.00 posted to accounts (923258, 934020) | Post date: 2/13/2015 | Document number: 4645029327 | Payment Source: SunT

In order to prompt early payment, we advise all customers that it can take up to 72 hours to post their payment. While we typically post payments the day after they are received, there can sometimes be a backlog if many localities have due dates at the same time.

## Web payments/over the phone payments:

Debtors can make payments through our website 24/7. The web address is <http://pay.taxva.com> or they can go to the website, [www.taxva.com](http://www.taxva.com) and choose the "Pay Now" option and it will link them to our jurisdiction in connection with our payment processor.



### Make A Payment

Home > Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt



Taxing Authority Consulting Service, VA

Taxes

Enter your Payment Amount, including any penalties or interest, select Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

\*Payment Amount \$

Payment Options:

- Debit Card 
- Debit Card 
- E-Check 
- Credit Card   

If a taxpayer wished to pay using a debit or credit card or e-check, they will be charged a convenience fee. In order to use these methods, they must also have their TACS Reference number. There is a 3% fee charged for all debit and credit card transactions which is based on the transaction amount. To use an e-check there is a flat \$3.00 fee unless the transaction is over \$15,000.00 then they will have a \$15.00 transaction fee.

Our Accounting staff will receive notification the next day of any credit/debit/or e-check payments made by the web or by the Collection Representatives from the previous day. If the transactions are taken on a Friday, Saturday or Sunday the notifications are received on Monday. The Accounting Representatives post the payments that day and the Collectors can see how these transactions were taken by looking at the notes. If the Collection Representative takes the payment they will note the transaction as well.

Example of notes:

Rep's Notes of the transaction they processed for the debtor:

7/13/2015 6:12:42... LThomp... UN    Payment Taken: 757- [redacted] Caitlin called to make pmt w/a joint account for her and tp from BofA

conf# 151719

Payer Information  
Name: Ryan E D [redacted]  
Street Address: 5 NORTH [redacted] VE  
                  henrico, VA 23075  
                  United States  
Daytime Phone Number: (912) [redacted]  
E-mail Address: [redacted]n.06@gmail.com  
Account Number: 280443

Payment Option  
Card Number: \*\*\*\*\*3934

Payment Information  
Payment Type: Taxes  
Payment Amount: \$165.03  
Convenience Fee: \$4.95  
Total Payment: \$169.98

Here is an example of a payment posting from a taxpayer making the payment via the Web:

---

7/14/2015 11:09:0... Kadams PN    A Credit Card payment of \$165.03 posted to account (1250122) | Post date: 7/14/2015 | Document number: cc151719 | Card type: Visa

Please forward any payments on assigned accounts that are sent directly to your office along with any documentation that indicates the delinquent tax bills to which the payment should be applied.

On occasion, delinquent customers will pay through your on-line site. If you have the ability to block these taxpayers from paying in this manner, that is the best course of action. Other methods of forwarding this payment to us might be possible depending on your accounting and auditing processes.

## Remitting Payments

TACS remits payment to the localities on a weekly basis. Payments are generally sent on Wednesdays except when there is a holiday that week. The remittance is made on a delay so that any returned items are culled from the report. Your report and remittance will consist of payments made from two weeks previously. For instance, the payments made the week of, July 6<sup>th</sup> through 10<sup>th</sup>, will be reported and on paid on Wednesday, July 22<sup>nd</sup>. Below is a sample of a remittance report:

tacs		Client Remittance Report				Report Schedule:		Monday, July 13, 2015				
						6/28/2015 - 7/4/2015		9:43:34 AM				
Date Paid	Last Name	First Name	Reference 1	Reference 2	TACS No	Juris		Total Paid	Fees	Amount to Locality		
<b>Pittsylvania County Personal Property</b>												
07/02/2015		FREDRICK LAMAR			145527	304543	PITT-PP	PIF	\$94.57	\$15.72	\$78.85	
07/02/2015		FREDRICK LAMAR			145527	304543	PITT-PP	PIF	\$194.08	\$32.31	\$161.77	
07/02/2015		FREDRICK LAMAR			84	145527	304543	PITT-PP	PIF	\$226.06	\$37.60	\$188.46
07/02/2015		HEATHER			40	218600	282034	PITT-PP		\$9.18	\$1.53	\$7.65
07/02/2015		JOHN CHARLES			3447	204609	303155	PITT-PP	PIF	\$387.83	\$64.42	\$323.41
06/30/2015		BETTY CLARK			74	134333	304721	PITT-PP	PIF	\$91.37	\$15.23	\$76.14
06/29/2015		LEWIS E			30	144446	304556	PITT-PP	PIF	\$4.72	\$0.79	\$3.93
06/29/2015		LEWIS E			30	144446	304556	PITT-PP	PIF	\$4.34	\$0.72	\$3.62
06/29/2015		LEWIS E			30	144446	304556	PITT-PP	PIF	\$5.06	\$0.84	\$4.22
06/29/2015		LEWIS E			30	144446	304556	PITT-PP	PIF	\$4.70	\$0.78	\$3.92
10 Records for Pittsylvania County Personal Property, TACS Acct: PITT-PP								Totals:	\$1,021.91	\$169.94	\$851.97	

If you notice, there is a PIF in one of the columns. This indicates that the account is paid in full on our system. Please be aware that the Paid in Full indicator may be misleading as you may not show the account as fully paid. This can happen where a payment is reversed or where additional payments have been received between the time of the original payment and the remittance period which has made the account paid in full. While it is a picture of the remittance period, this report shows “real time” balance data so the PIF indicator can be misleading.

You will also see COSTS on your remittance report on occasion. These amounts should be posted to your allocation for real estate litigation costs for this customer. We are collecting this amount from the customer to reimburse you for these litigation costs that have already been billed to your office.

We prefer to send weekly remittances to the locality by ACH with an e-mailed report of the transactions. The report can be a PDF or in excel depending on your preference. If you wish, we can instead mail a check to you along with the remittance report.

We can also send a file of the payments using your lockbox structure so you can import those transactions right into your system. This saves the time and effort of manually posting the payments.

## Payment Posting

It is important that you post the payments you receive from TACS on a timely basis. We often update our account balances from your revision files (a new file of all assignments which we can overlay over our records to look for discrepancies) or adjustment files (a file of transactions that have occurred on the assigned accounts) and if the payment is not timely posted in your system, it will reinstate account balances that may have already been paid and letters and collection attempts may be made on incorrect balances.

We do not have the ability to back date payments when posting; therefore, we do not use envelope post mark dates for posting as these payments are all already delinquent. We provide payoff amounts that are good through the current month as well as the following month to assist in making sure the locality is paid in full.

There will be occasions where we will post a payment in the beginning of a month that would have paid in full if received by the end of the previous month. You may want to scrutinize these payments to back date if this would pay in full the delinquent tax balance in your system.

## DMV Stops/Payments

When it can be determined that a DMV stop is on the account, our collectors will send an e-mail to the locality advising them the bills that have been referred to us by the county have been paid. You can designate who should receive this e-mail. Here is the information you will receive in that e-mail:

### ACCOUNT PAYMENT BY TAXPAYER

Name of Taxpayer(s): xxxxx Smith  
TACS#:304181  
Amount Paid: \$393.66  
Paid via Mastercard  
Confirmation Number: 000375  
Years Paid: 2010-2012

Account Number: 170792

#### Bill Numbers:

Reference 1
12-12V86STONE
10-10VKCU3457
11-11VKCU3457

DMV STOP PAID: Y

Taxpayer's Phone Number: 34-xxx-xxxx

\*Please note: Payments received via personal check or e-check may take up to 10 days to clear, post to the taxpayers account, and apply to the delinquent balance.

We will advise you how the taxpayer paid, but you will not receive the actual payment in your remittance report for a couple of weeks. Some of the customers we are reporting do pay by check and it is left up to your discretion if you want to release the stop without the assurance of good funds. We

will only email you about payments made when there is a stop involved and the taxpayer advises there is a stop. **We will not email about regular payments or if the taxpayer does not tell us there is a stop. If you need to know about a payment so you can take payment on the current year taxes, you may call us on the supervisor line at 804-893-5116 or you can email us at [super@taxva.com](mailto:super@taxva.com)**

## Liens

If we do not get a response to our notices and telephone calls, we will look for other ways to collect the account, including the issuance of a Treasurer's Lien. Before a lien is issued on an account we have already sent letters, called and skip traced the account.

The two most common types of liens we issue on your behalf is a VEC/Employer or Bank lien. We, acting on your behalf, have the ability to take 100% of the taxpayer's disposable income for wage liens. For many of our clients, however, we only take 25% of the disposable income. The decision on how we will process these liens is of course, yours. Bank liens are issued for 100% of what is due. Attached you will find sample copies of our lien letters.

If the lien response has not come in within 30 days, we do issue a follow up lien to advise the employer or bank that they are in default.

## FDCPA (For collection of some non-tax debt)

What is FDCPA? It stands for Fair Debt Collections Practices Act which governs the collection of consumer debt. TACS does collect consumer debt for some localities such as utilities and, miscellaneous charges that are not tax related as well as trash and solid waste fees. For these accounts, we have designated a separate team with a separate call group to ensure we are abiding by the FDCPA laws when taking calls in the office or making calls out. We train our representatives to handle this work in compliance with the law and under the proper standards.

Because the FDCPA (non-tax) accounts are subject to different standards, we may be required to treat them separately from tax accounts which may be owed by the same debtor. While we would make every effort to advise a taxpayer of all of their delinquencies, we may not be able to collect everything at the same time.

Under the FDCPA, the consumer must be given 30 days opportunity to contest the debt. If they do contest the debt, we are unable to take further action until the debt is verified. To verify the debt, the locality will need to provide confirmation that the amount is due, along with any documentation to show the amount is due. Once the debt is verified, we will advise the consumer that the debt has been verified and that collections will resume. A copy of the verification letter is attached. It is helpful to the process if the locality can provide a specific contact(s) for FDCPA disputes and verifications.

## Legal Action/Judicial Sale

In the event an account is not collected by the above means, TACS has other paths to pursue. For real estate accounts, TACS will begin the judicial sale process with an advertisement in the local newspaper. Please see the TACS Judicial Sale Operational Guidelines for detailed information about this process.

For other account types, our Legal Team can investigate and pursue other means of collection. Some of the actions which may be considered include Administrative Summons, Distress (either notices or actual seizure), General District Court suits and Site Visits.

## Client Feedback

The information in this guide is intended to help you understand how the collection process works at TACS. This will hopefully answer many of your questions but may also raise some others. We would love to hear from you and incorporate your feedback in future versions of this guide.

Remember, you've retained us to help with your collection program. We work for you, and want to make sure you are on board with how we operate and what we do!

## **Attachments**

### Collection Letters

D1F1-Initial Collection Notice

Legal-Follow up Notice

T1-Initial notice for real estate accounts

T2-Second notice on real estate accounts

Bank Lien

Employment Lien





PO Box 31800  
Henrico, VA 23294-1800  
(804) 545-2500 • Fax (804) 440-1171  
questions@taxva.com

Taxing Authority Consulting Services, P.C.  
Attorneys At Law

## URGENT COLLECTIONS COMMUNICATION

Re: City Of Richmond Dept. Of Finance; TACS#: 283962  
Balance Due: \$106.05

Dear Taxpayer:

**We are contacting you to advise you that the City of Richmond has changed collection agents. The City has retained Taxing Authority Consulting Services (TACS) with regard to the above referenced past due debt in the amount of \$106.05.**

This notice provides you with an opportunity to resolve this account or make payment to TACS without additional collection action. **If you do not contact us within 15 days, we may take additional action which may include, but is not limited to, seizing your wages or other property, filing suit in General District Court or taking any other action authorized by the Code of Virginia.** This does not mean that legal action has been, is being, or will be taken against you.

We would prefer that payment be made without resort to suit or other collection activity. **You must contact TACS even if you have spoken to or made an arrangement with another collection firm.**

Please remit payment to us using the address below referencing TACS#: 283962 on your payment. You may make a payment online using a credit card or e-check at <http://pay.taxva.com> (a convenience fee will apply).

If you have any questions, you may contact our office at (804) 545-2500.

\*\*\*Detach Lower Portion and Return with Remittance\*\*\*

(Do not send cash - please make check or money order payable to City Of Richmond Dept. Of Finance)

14 130390  
CCS1AC-S-11DF1-RICH

  
PO Box 31800  
Henrico VA 23294-1800

ADDRESS SERVICE REQUESTED

**tacs** Taxing Authority Consulting Services, P.C.  
Attorneys At Law  
(804) 545-2500 • Fax (804) 440-1171 • questions@taxva.com

October 20, 2015

283962-DF1-RICH 712009919



**TAXING AUTHORITY CONSULTING SERVICES PC**  
PO Box 31800  
Henrico VA 23294-1800



Richmond VA 23220-4823

TACS #: 283962  
Total Amount Due: \$106.05

Amount Enclosed: \$ \_\_\_\_\_



PO Box 31800  
Henrico, VA 23294-1800  
(804) 545-2500 • Fax (804) 440-1171  
questions@taxva.com

Taxing Authority Consulting Services, P.C.  
Attorneys At Law

**INTENT TO PURSUE LEGAL ACTION**

Re: City of Richmond Finance Department  
TACS#: 200494  
Balance Due: \$405.04

Dear [REDACTED]

We have attempted to contact you on several occasions concerning your obligation to the City of Richmond Finance Department.

Unless we hear from you within 10 days from the date of this letter we shall refer your account for legal action in accordance with Code of Virginia §58.1-3952, §58.1-3941 and/or §58.1-3953.

Service of process, for those outside the Commonwealth of Virginia, may be made, if necessary, upon the Secretary of the Commonwealth pursuant to Code of Virginia §8.01-328.1.

If a judgment is entered, it will appear on your credit report. You will also be responsible for court costs and service fees.

**The total amount currently due is \$405.04.**

Please remit payment to us using the address below. You may make a payment online using a credit card or e-check at <http://pay.taxva.com> using TACS# 200494 (a convenience fee will apply).

If you have any questions, you may contact our office at (804) 545-2500. **This is an attempt to collect a debt and any information obtained will be used for that purpose.**

\*\*\*Detach Lower Portion and Return with Remittance\*\*\*

12369332  
CGSTACS01LEGAL

*(Do not send cash - please make check or money order payable to City of Richmond Finance Department)*

PO Box 31800  
Henrico VA 23294-1800

ADDRESS SERVICE REQUESTED

Taxing Authority Consulting Services, P.C.  
Attorneys At Law  
(804) 545-2500 • Fax (804) 440-1171 • questions@taxva.com

October 16, 2015

**TAXING AUTHORITY CONSULTING SERVICES PC**  
PO Box 31800  
Henrico VA 23294-1800

200494-LG 709458874



[REDACTED]  
Snellville GA 30039-3320

TACS #. 200494  
Total Amount Due: \$405.04

Amount Enclosed: \$ \_\_\_\_\_



PO Box 31800  
 Henrico, VA 23294-1800  
 (804) 545-2500 • Fax (804) 440-1171  
 questions@taxva.com

Taxing Authority Consulting Services, P.C.  
 Attorneys At Law

**NOTICE OF DELINQUENT TAXES**  
**Louisa County Treasurer**

September 21, 2015

**Re: TACS# 320889 (82-46) Total Amount Due: \$503.06**

Dear Sir or Madam:

Please be advised that the Louisa County Treasurer has retained our services in the collection of delinquent real estate taxes. Tax records indicate that a delinquency exists on your property. Because your taxes are delinquent, penalties, interest and collection fees must now be paid in addition to the taxes and the total amount due is reflected in the amount shown above. Please note that there may be other amounts due which have not been assigned to this firm for collection.

Please take notice that if the taxes on this property are more than two years delinquent, the Louisa County Treasurer will, pursuant to Virginia Code §58.1-3965, direct this firm to immediately commence proceedings to sell your property. Additional actions to collect this delinquency may also be undertaken by this office if the account is not paid within 30 days. Payment should be made payable to the Louisa County Treasurer and mailed to the following address: Taxing Authority Consulting Services, PC, P.O. Box 31800, Henrico, VA 23294-1800. Please be sure to reference TACS# 320889 on your payment to ensure proper credit. You may also make a payment online using a credit card or e-check at <http://pay.taxva.com> (a convenience fee will apply).

Please disregard this notice if you have paid these taxes or you are now a debtor in a pending bankruptcy. If you are in bankruptcy, please furnish to our office, in writing, the number of your bankruptcy case and the identification of the Court in which it is pending so as to enable us to code your account and avoid further correspondence to you. Should you require further information regarding this delinquency, please do not hesitate to contact our office at the phone number listed above.

\*\*\*Detach Lower Portion and Return with Remittance\*\*\*

CGSTACS011:

(Do not send cash - please make check or money order payable to Louisa County Treasurer)

PO Box 31800  
 Henrico VA 23294-1800

**tacs** Taxing Authority Consulting Services, P.C.  
 Attorneys At Law  
 (804) 545-2500 • Fax (804) 440-1171 • questions@taxva.com

ADDRESS SERVICE REQUESTED

September 21, 2015

320889-T1 688485748



Washington DC 20003-3011

**TAXING AUTHORITY CONSULTING SERVICES PC**  
 PO Box 31800  
 Henrico VA 23294-1800



TACS #: 320889  
 Total Amount Due: \$503.06

Amount Enclosed: \$ \_\_\_\_\_



PO Box 31800  
 Henrico, VA 23294-1800  
 (804) 545-2500 • Fax (804) 440-1171  
 questions@taxva.com

Taxing Authority Consulting Services, P.C.  
 Attorneys At Law

**SECOND AND FINAL NOTICE OF DELINQUENT TAXES**  
**Pittsylvania County Treasurer**

October 5, 2015

**Re: TACS# 305420 (198958) Total Amount Due: \$3 ,974.12**

Dear Sir or Madam:

We recently forwarded a Notice to you indicating that your real estate taxes are severely delinquent. Our firm has been retained to collect the delinquent taxes on your property. Since the tax records reflect that these taxes remain unpaid despite our correspondence to your attention, this is your final notice and last opportunity to address this delinquency.

Please take notice that unless your account is paid in full within fifteen (15) days of this notice, we will take additional action to collect this account, such as the seizure of your wages or other property. If your taxes are more than two years delinquent, or the property is otherwise eligible for sale under applicable law, we will commence proceedings to sell your property, beginning with the publication of your name and this delinquency in a local newspaper. Please be advised that Virginia law requires that you pay any costs associated with filing suit to sell your property for delinquent taxes. You will be responsible for paying for services such as publications, title searches, filing fees, service fees, appraisal fees, court reporter fees, and auctioneer fees.

Payment should be made payable to **Pittsylvania County Treasurer** and mailed to the following address: **Taxing Authority Consulting Services, PC, P.O. Box 31800, Henrico, VA 23294-1800**. Please be sure to reference TACS# 305420 account number on your payment to ensure proper credit. You may also make a payment online using a credit card or e-check at <http://pay.taxva.com> (a convenience fee will apply). Please note that there may be other amounts due to the locality which have not been assigned to this firm for collection.

Please contact our office to discuss payment of your account. If you have paid these taxes or you are now a debtor in a pending bankruptcy, please disregard this notice. If you are in bankruptcy, please furnish to our office, in writing, the number of your bankruptcy case and the identification of the Court in which it is pending so as to enable us to code your account and avoid further correspondence to you.

\*\*\*Detach Lower Portion and Return with Remittance\*\*\*

CCSTACS01T2

(Do not send cash - please make check or money order payable to Pittsylvania County Treasurer)



PO Box 31800  
 Henrico VA 23294-1800

ADDRESS SERVICE REQUESTED

**tacs** Taxing Authority Consulting Services, P.C.  
 Attorneys At Law  
 (804) 545-2500 • Fax (804) 440-1171 • questions@taxva.com

October 5, 2015

305420-T2 699146297



Ringgold VA 24588-2423

**TAXING AUTHORITY CONSULTING SERVICES PC**  
 PO Box 31800  
 Henrico VA 23294-1800



TACS #: 305420  
 Total Amount Due: \$3 ,974.12

Amount Enclosed: \$ \_\_\_\_\_





**Taxing Authority Consulting Services, P.C.**  
**Attorneys At Law**

**P.O. Box 31800 • Henrico • Virginia • 23294**  
**(804) 545-2500 • Fax (804) 612-0284 • llens@taxva.com**

### **APPLICABLE LAW & NOTICE OF REMEDIES**

#### **SECTION 58.1-3919 (in part) Collection of taxes not paid when due; distress for same.**

The treasurer, after the due date of any tax or other charge collected by such Treasurer, shall call upon each person chargeable with such tax who has not paid the same prior to that time; and upon failure or refusal of such person or agent to pay the same he shall proceed to collect by distress or otherwise.

#### **SECTION 58.1-3952.A. (in part) Collection out of estate in hands of or debts due by third party.**

The treasurer or other tax collector of any county, city or town may apply in writing to any person indebted to or having in his hands estate of a taxpayer for payment of taxes, or other charges collected by the treasurer, more than thirty days delinquent out of such debt or estate. Payment by such person of such taxes, penalties and interest, or other charges either in whole or in part, shall entitle him to a credit against such debt or estate. The taxes, penalties and interest or other charges shall constitute a lien on the debt or estate due the taxpayer from the time the application is received. For each application served the person applied to shall be entitled to a fee of twenty dollars which shall constitute a charge or credit against the debt to or estate of the taxpayer. The treasurer or collector shall send a copy of the application to the taxpayer, with a notice informing him of the remedies provided in this chapter.

If the person applied to does not pay so much as ought to be recovered out of the debt or estate, the treasurer or collector shall procure a summons directing such person to appear before the appropriate court, where proper payment may be enforced. Any person so summoned shall have the same rights of removal and appeal as are provided by law for the enforcement of demands between individuals. For purposes of this section, the term "person" shall include but shall not be limited to individuals, corporations, partnerships, institutions, and other such entities, as well as the Commonwealth and its agencies and political subdivisions.

#### **SECTION 58.1-3980 (in part) Application to commissioner of the revenue or other official for correction.**

A. Any person, firm or corporation assessed by a commissioner of the revenue or other official performing the duties imposed on commissioners of the revenue under this title with local taxes on tangible personal property, machinery and tools, merchants' capital, or a local license tax, aggrieved by any such assessment, may, within three years from the last day of the tax year for which such assessment is made, or within one year from the date of the assessment, whichever is later, apply to the commissioner of the revenue or such other official who made the assessment for a correction thereof.

Sections 58.1-3980 through 58.1-3983 shall also apply to erroneous assessments of real estate if the error sought to be corrected in any case was made by the commissioner of the revenue or such other official to whom the application is made.

B. Notwithstanding the provisions of subsection A, an unpaid tangible personal property tax assessment may be appealed to the commissioner of the revenue or other assessing official at any time during which such assessment is collectible under § 58.1-3940, provided the taxpayer can demonstrate by clear factual evidence that he was not subject to the tax for the year in question. If the assessing official is satisfied that the assessment is erroneous, he shall abate the assessment and notify the treasurer or other collecting official of the abatement...

In the case of an erroneous assessment that has been satisfied in whole or in part through an involuntary payment, an appeal to the assessing official must be made within one year from the date of the involuntary payment. If the assessing official is satisfied that the assessment is erroneous, he shall abate the assessment and notify the treasurer or other collecting official of the abatement.... For purposes of this section, "involuntary payment" means a payment received pursuant to §§ 58.1-3952 or 58.1-520 et seq. (Setoff Debt Collection Act).

#### **SECTION 58.1-3984.A (in part) Application to court to correct erroneous assessments of local levies generally.**

A. Any person assessed with local taxes, aggrieved by any such assessment, may, unless otherwise specially provided by law... (a) within three years from the last day of the tax year for which any such assessment is made, (b) within one year from the date of the assessment, or (c) within one year from the date of the Tax Commissioner's final determination under § 58.1-3703.1 A 5 or § 58.1-3983.1 D, or (d) within one year from the date of the final determination under § 58.1-3981, whichever is later, apply for relief to the circuit court of the county or city wherein such assessment was made.

### **NOTICE OF EXEMPTIONS**

If the funds subject to this lien come exclusively from one or more of the following sources, or another source exempt under Federal or State law, the debtor's funds may be exempt from this lien:

- Social Security or SSI Benefits (42 U.S.C. § 407)
- Federal Retirement Benefits (5 U.S.C. § 8346)
- Workers' Compensation (Code of Virginia § 65.2-531)
- Longshore & Harbor Workers' Compensation Act (33 U.S.C. § 916)
- Public Assistance, Including Section 8 Housing Benefits (Code of Virginia § 63.2-506)
- Veterans' Benefits (38 U.S.C. § 5301)
- Unemployment Compensation (Code of Virginia § 60.2-600)
- Black Lung Benefits (20 C.F.R. § 725.515)



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Attorneys At Law

P.O. Box 31800 • Henrico • Virginia • 23294-1800  
(804) 545-2500 • Fax (804) 612-0284 • [llens@taxva.com](mailto:llens@taxva.com)

**NOTICE OF LIEN AND DEMAND FOR PAYMENT UNDER  
§ 58.1-3919 & § 58.1-3952 OF THE CODE OF VIRGINIA**

10/07/2015

TO: **[REDACTED]**  
ATTN: Payroll Department  
**[REDACTED]**  
**[REDACTED]**

COPY

RE: **[REDACTED]** Fed ID: XXX-XX-XXXX  
TACS#: 165944, Balance Due: \$459.59

Taxing Authority Consulting Services, P.C. has been retained by the City of Danville Treasurer to collect delinquent taxes and other charges owed by the above referenced person(s).

It appears that the Debtor may be employed by you. Therefore, pursuant to Code of Virginia § 58.1-3952, this LIEN is being placed against 25% of the disposable earnings of the Debtor and any amounts earned by the Debtor while this Lien is in place. You are hereby directed to remit such amount to our office, and should continue to remit funds earned, until the balance of this lien is satisfied.

Unless you reply and/or make payment of this Lien within 28 days, a Summons may be issued commanding you to appear before the appropriate court for interrogation under oath and such further proceedings and judgment as may be proper under the provisions of §§ 58.1-3919 and 58.1-3952 of the Code of Virginia.

Please return this form with your response to the address listed above and make your check payable to City of Danville Treasurer.

Please direct any questions about this lien to our office at (804) 545-2500.

\_\_\_\_\_/s/  
By Counsel, Pursuant to Code of Virginia §58.1-3934

**RESPONSE:**

- Payment Enclosed       Full       Partial, Next Payday: 24277
- Debtor still Employed, Next Payday: \_\_\_\_\_
- Debtor left employment, Date left: \_\_\_\_\_
- Prior Garnishment/Lien
- Other \_\_\_\_\_



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If the person applied to does not pay so much as ought to be recovered out of the debt or estate, the treasurer or collector shall procure a summons directing such person to appear before the appropriate court, where proper payment may be enforced. Any person so summoned shall have the same rights of removal and appeal as are provided by law for the enforcement of demands between individuals. For purposes of this section, the term "person" shall include but shall not be limited to individuals, corporations, partnerships, institutions, and other such entities, as well as the Commonwealth and its agencies and political subdivisions.

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A. Any person, firm or corporation assessed by a commissioner of the revenue or other official performing the duties imposed on commissioners of the revenue under this title with local taxes on tangible personal property, machinery and tools, merchants' capital, or a local license tax, aggrieved by any such assessment, may, within three years from the last day of the tax year for which such assessment is made, or within one year from the date of the assessment, whichever is later, apply to the commissioner of the revenue or such other official who made the assessment for a correction thereof.

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B. Notwithstanding the provisions of subsection A, an unpaid tangible personal property tax assessment may be appealed to the commissioner of the revenue or other assessing official at any time during which such assessment is collectible under § 58.1-3940, provided the taxpayer can demonstrate by clear factual evidence that he was not subject to the tax for the year in question. If the assessing official is satisfied that the assessment is erroneous, he shall abate the assessment and notify the treasurer or other collecting official of the abatement...

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- Federal Retirement Benefits (5 U.S.C. § 8346)
- Workers' Compensation (Code of Virginia § 65.2-531)
- Longshore & Harbor Workers' Compensation Act (33 U.S.C. § 916)
- Public Assistance, Including Section 8 Housing Benefits (Code of Virginia § 63.2-506)
- Veterans' Benefits (38 U.S.C. § 5301)
- Unemployment Compensation (Code of Virginia § 60.2-600)
- Black Lung Benefits (20 C.F.R. § 725.515)



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



Date: August 3, 2017  
Agenda Item: Waiving of Site Plan requirements for the relocation of Metro Cast's HUB building

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** Waiving of Site Plan requirements for the relocation of MetroCast's HUB building.

**BACKGROUND / SUMMARY:** Under Section 3-168 it indicates that "the purpose of the site development plan is to facilitate the use of the most advantageous techniques in the development of land in the Town etc." Town Code 3-170(g) gives the Town Council the authority to waive site plan requirements where such waiver is not detrimental to the purpose of the site article.

MetroCast is not developing the property; they are simply removing one building that is at "End of Life" and installing the new building as its replacement. This relocation will include the burial of unsightly cables as well as benefitting the Town by providing additional flat land for future expansion of the Town Park. (See attached drawing.)

As Zoning Administrator I recommend the waiving of the site plan requirement.

**ATTACHMENTS:**

Site drawing.

**REQUESTED ACTION:**

Grant MetroCast its waiver request

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212

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

Name:

Reese Peck

**FOR USE DURING MEETING**

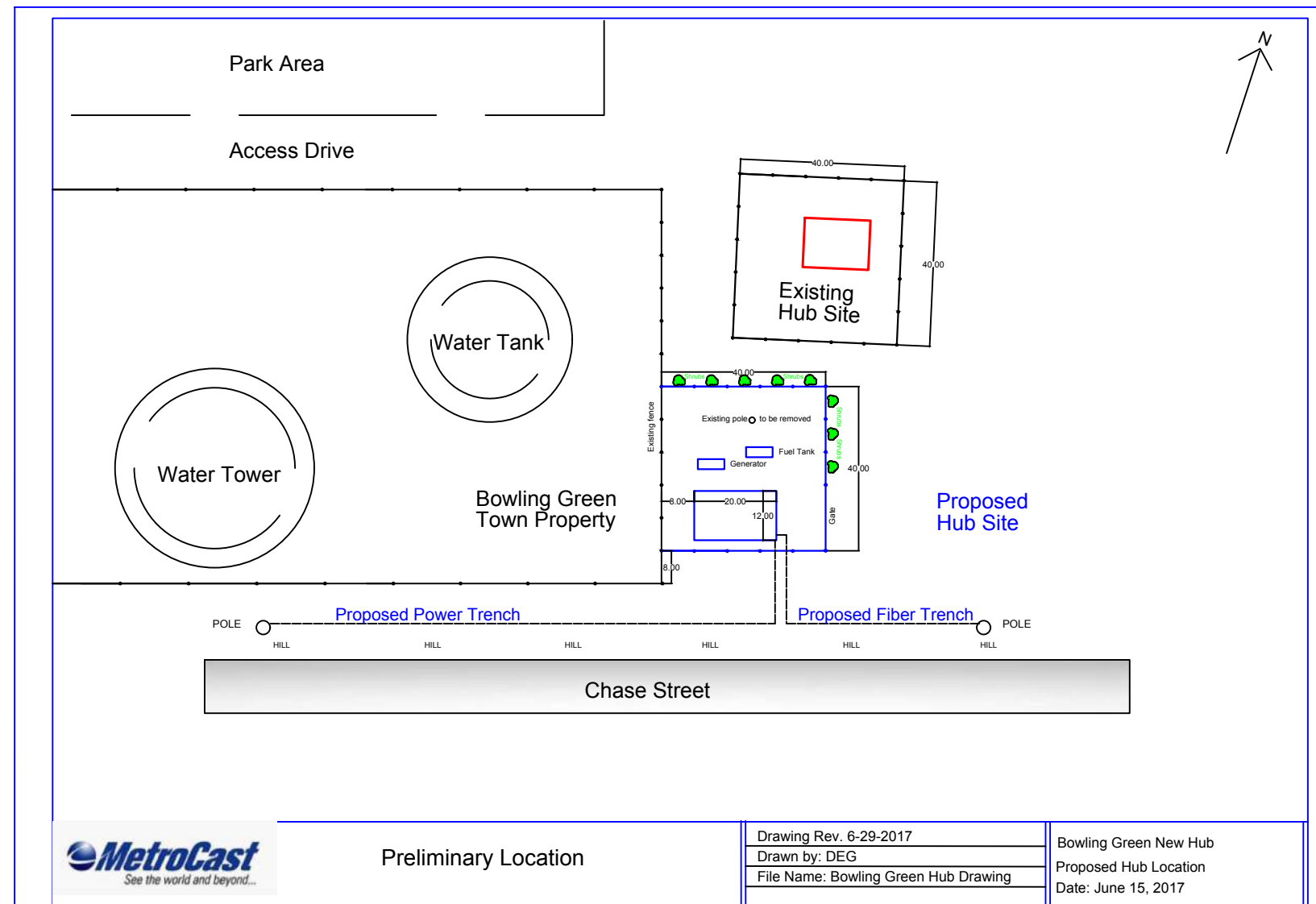
Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>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

**VOTE:**

PASS

NOT PASSED

McDearmon  
Wright  
Rowe  
Satterwhite



Preliminary Location

Drawing Rev. 6-29-2017  
 Drawn by: DEG  
 File Name: Bowling Green Hub Drawing

Bowling Green New Hub  
 Proposed Hub Location  
 Date: June 15, 2017

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



Date: August 3, 2017  
Agenda Item: Adoption of Code Enforcement as presented at work Session

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:**

Adoption of Code Enforcement as presented at work Session

**BACKGROUND / SUMMARY:**

Items that were presented the Town Attorney and discussed Council at the July 20 Work Session.

**ATTACHMENTS:**

1. Code Enforcement Policy
2. Violation Form Letter
3. Compliance Agreement

**REQUESTED ACTION:**

Adopt the Code Enforcement Policy as presented at the July 20 Work Session.

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite



# Code Enforcement Policy

The Code Enforcement Policy, adopted by the Bowling Green Town Council, provides guidelines for enforcement of the Bowling Green Town Code (trash, tall grass, weeds,

inoperable motor vehicles, building code violations, dilapidated housing) and the Zoning Ordinance.

Effective: \_\_\_\_\_

### Our mission

To preserve and improve the physical, social and economic health of the Town of Bowling Green, and enhance the quality of life for our residents and businesses through community-based problem solving, neighborhood-oriented services and public/private cooperation.

### Contact Us

To report a violation, ask about a case or get information about the Code Enforcement Policy, contact \_\_\_\_\_  
at:

## I. Standard Code Enforcement

### A. Purpose

It is the intent of the Town of Bowling Green to promote the health, safety and welfare of the residents of the Town. Part of this responsibility includes protecting neighborhoods from blighting and deteriorating conditions that have a negative impact on area property values and encourage social disorder and crime. This is achieved through ordinances and by establishing a policy to guide enforcement of the ordinances.

## B. Standard Enforcement Policy

Town of Bowling Green residents are encouraged and supported in their efforts to maintain the physical environment of their neighborhoods through standards set in local ordinances.

To assist in this endeavor, the following code enforcement policy has been established to guide the Town in addressing code violations. Code violations include, but are not limited to tall grass/weeds, trash & debris, inoperable motor vehicles, dilapidated structures and zoning violations.

The following actions will be taken:

### 1. Receipt of Complaint

When a complaint is received, the Town will respond in the following manner:

#### a. Immediate Inspection

Within five business days of receipt of a complaint, the Town Manager will conduct an inspection of the property and take photographs. He will also talk with the property owner(s) regarding the alleged violation(s).

b. Violation Letter

If, based upon the Town Manager's inspection and investigation (which may include talking with neighbors), a violation appears to exist, the Town Manager will send a letter to the property owner(s) requesting voluntary compliance (sample letter attached). The letter will request that the property be brought into compliance within fourteen (14) days.

c. Agreement to Bring Property into Compliance

Depending upon the circumstances, the Town Manager shall possess the authority to allow the property owner to enter into a Compliance Agreement (sample attached). This Agreement shall set out specific deadlines for certain actions to be taken. If the property owner does not fully comply with



the Agreement and/or adhere to the timelines, the Town Manager shall refer the matter to the Town Attorney for enforcement action.

With respect to business owners, the Town Manager will make every reasonable effort to cooperatively work with the business owner to support the continuation of the business in the Town of Bowling Green while complying with federal, state and local laws. With respect to business owners, provided that the business owner expresses a willingness to conform to law and regulation, a Compliance Agreement should be utilized in lieu of enforcement action.

LETTERHEAD

DATE

METHOD OF DELIVERY

NAME

ADDRESS

NOTICE OF VIOLATION & CORRECTIVE ORDER

Dear \_\_\_\_\_:

Description of Complaint

On \_\_\_\_\_ the Town of Bowling Green received a complaint regarding \_\_\_\_\_ located at \_\_\_\_\_.

Description of Violation

On \_\_\_\_ I made a visit to \_\_\_\_\_ and I observed \_\_\_\_\_ (photos enclosed). Currently the Property owned by you is in violation of section \_\_\_\_ of the Bowling Green Town Code because \_\_\_\_\_.

Corrective Action Required

Please bring your property into compliance by \_\_\_\_\_ no later than \_\_\_\_\_. If you are not able to bring you property into compliance by \_\_\_\_\_, it may be possible to enter into a Compliance Agreement. Please contact me if you are interested in discussing such a possibility.

You may appeal this Notice & Order to the Bowling Green Board of Zoning Appeals. The appeal paperwork may be obtained by \_\_\_\_\_. The fee is \_\_\_\_\_. If you do not appeal this letter within thirty (30) days, the determination in this letter as to the zoning violation will be final.

Failure to bring your property into compliance will result in this matter being referred to the Town Attorney for enforcement.

Compliance Agreement

I, \_\_\_\_\_, owner of \_\_\_\_\_ (Tax Map \_\_\_\_\_) (the "Property") which is located in the Town of Bowling Green, Virginia (the "Town"), acknowledge that my Property is currently in violation of section \_\_\_\_ of the Bowling Green Town Code because \_\_\_\_\_. In exchange for the Town not proceeding with enforcement action at this time, I agree to:

- 1. \_\_\_\_\_ By:\_\_\_\_\_
- 2. \_\_\_\_\_ By:\_\_\_\_\_

I understand that if I should fail to adhere to any of the provisions in this Agreement, this matter will be referred to the Town Attorney for enforcement. In the event that enforcement action should be necessary, I agree to pay for any and all costs and attorney's fees related to the enforcement action. In signing below, I acknowledge that I understand the terms of this Agreement, I have had enough time to review this Agreement, and that I am entering into this Agreement voluntarily.

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

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



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

Prepared By: Jo-Elsa Jordan

Date: 07/28/17

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

- **Bowling on the Green Virginia Wine Festival**  
Return rental items to Memorable Moments.  
Return checks to wineries with a thank you letter.  
Please see After Action Report attached.
- **Music on the Green**  
Art for marketing graphic.  
Print and distribute posters  
Art for large temporary banners.  
Coordinate with Main Street landlord for banner placement.  
Coordinate with Public Works for installation.  
Booked Dave Tinney Band for 8/25.  
Secure sponsorship of \$500 from Union Bank & Trust  
Create an event on Facebook.
- **Harvest Festival**  
Vendor Recruitment  
Review/Approve vendor applications  
Update Vendor Spreadsheet  
Coordinate with Town Clerk to process vendor paymen  
Distribute sponsorship packages  
Coordinate with volunteers for new Harvest Festival Bike Show  
Apply for ABC License
- **Bowling Green Community Farmers Market**  
Facebook posts  
Correspondence to Virginia Healthy Food Program Director regarding SNAP (EBT) Program  
Coordinate with Public Works to provide a tent and table for SNAP
- **Community Relations**  
WWI WWII Commemoration:  
Working with Caroline County Tourism & Economic Development on WWI/WWII Commemoration event/USO dance in September. (i.e. distribution of sponsorship packages, coordination with the Big Band of Fredericksburg, etc.)  
Establish a committee with members from the Sidney E. King Arts Center, the Caroline Historical Society and Caroline County Economic Development & Tourism.  
Apply for ABC license.  
Correspond with United Service Organizations to gain access to memorabilia for decorations.  
Create ticket purchase option through EventBrite  
Volunteered at the Caroline County Agricultural Fair
- **Economic Development Authority**  
Create minutes from June meeting and distribute to Board members  
Attend meeting on 7/18/17; Take meeting minutes  
Create and mail invitations to August 15<sup>th</sup> meeting. (See attached.)

**Misc.:**

Facebook posts for Town of Bowling Green page

Present at Town Council meeting on 6/1/17

Gained access to Town's server/shared drive on 7/5/17

Staff meetings on Wednesdays

Lend support to the BYPD for National Night Out; Create and distribute an invitation for the Pavilion ribbon-cutting; provide cornhole boards.

Annual contract for consulting services to the Town of Bowling Green provided to the Town Manager.

**Heads Up Items:** Council to determine charitable contribution from the Bowling on the Green Wine Festival to Caroline County Public Schools Education Foundation.



*Please join members of the  
Bowling Green Economic Development Authority,  
Town Manager, Mr. Reese Peck, and Events Coordinator, Ms. Jo-Elsa Jordan,  
for an open forum discussion about improvements to Main Street.*

***Tuesday, August 15, 2017***

***At the Bowling Green Town Hall***

***117 Butler Street, Bowling Green, Virginia***

***6:30 p.m. – 7:30 p.m.***

*As an important member of our business community, your feedback will be  
invaluable as we work together to position the Town of Bowling Green as a  
thriving destination for visitors and residents alike.*

*We look forward to hearing from you!*

*Please RSVP to the Town of Bowling Green Business Offices by Friday, Aug. 11th  
P.O. Box 468, Bowling Green, VA 22427 ♦ (804) 633-6212*

♦ *2017 Bowling on the Green - Virginia Wine Festival* ♦

**AFTER ACTION REPORT**

---

**EVENT:** Bowling on the Green Virginia Wine Festival

**DATE OF EVENT:** Saturday, July 1, 2017

**DATE AAR COMPLETED:** Monday, July 17, 2017

**PRESENTED TO TOWN COUNCIL:** Thursday, August 3, 2017

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

**DESCRIPTION OF THE EVENT:**

The second annual *Bowling on the Green Virginia Wine Festival* was held on the holiday weekend of National Independence Day at the Old Mansion. An admission of \$20 per person included tastings from several Virginia wineries, along with a tasting glass. Celebrating the namesake of Bowling Green was made possible through a collaboration with the Williamsburg Lawn Bowling Club, whose members traveled to Bowling Green and invited guests to learn the traditional game of lawn bowling on the front lawn of the Old Mansion which is claimed to be one of the oldest original “bowling greens” in the country. Additionally, families and children were encouraged to enjoy an assortment of lawn games including corn hole, bocce ball, badminton and crochet. The Caroline YMCA provided children’s activities including a biodegradable water balloon toss, sack races, a bubble station and a prize wheel. Live entertainment by Josh Grisby & County Line. As a condition of the event, a portion of proceeds are to be donated to the Caroline County Public Schools Education Foundation (CCPS).

**BACKGROUND INFORMATION:**

Mayor Satterwhite and the Events Coordinator met with Marialuz Badia Moreno and Nobuo Yoshida, owners of the Old Mansion on Sunday, January 22, 2017 about the second annual Bowling on the Green Virginia Wine Festival. The owners expressed their enthusiasm to host an event again. Because this was the second year and the logistics of the event were understood, all parties agreed that a stronger focus should be on marketing the event. The property owners requested that a website be created exclusively for the event. The goal was established to double the attendance from last year, which saw 374 guests in 2016.

## WHAT TOOK PLACE:

### VIRGINIA WINERIES:

All five (5) wineries from 2016 were invited to come back in 2017. Two (2) of five (5) wineries were unable to attend due to low staffing during the holiday weekend. Five (5) Virginia wineries were recruited including Sassafras Shade, Mattaponi, Caret Cellars, Castle Glen and Horton Vineyards. Please see “Attachment A1” for an example of the vendor contract.

ABC LICENSE: Please see “Attachment A2”.

### MARKETING:

A ‘Save-the-Date’ graphic was generated for winery recruitment and social media marketing. Please see “Attachment A3”.

The main marketing graphic was created to be used for 11x17 posters to be distributed throughout the town, county and region. It was also used for social media. The poster specified certain features such as live entertainment, food vendors, lawn activities and children’s activities. The poster also declared the event to be in support of Caroline County Public Schools Education Foundation and listed the new website. Please see “Attachment A4”

Ten days prior to the event, a series of three (3) social media graphics were released to create buzz about different aspects of the event. See “Attachments A5-7”.

Website: Former Mayor, David Storke, purchased the domain name for [www.bowlingonthegreen.com](http://www.bowlingonthegreen.com). APM Technical Services, a local web developer, was hired to create the website for \$375. The Events Coordinator was responsible for content. The website included details about the event, an option to purchase tickets online thru EventBrite.com, Frequently Asked Questions, history of Old Mansion, history of lawn bowling, a photo gallery and the Events Coordinator’s contact information for questions. Please see “Attachment A8”.

A link to the event website was included on all individual winery websites. Links to the individual wineries were also included on the event website.

Information about the event was uploaded to websites for Bowling Green, Caroline County and Caroline County Public Schools. It could also be found on Virginia.org and Savorva.org.

### Print Advertising:

A 3” x 10” page ad was placed in the Caroline Progress on 06/22/17.

A 2/3 page ad was placed in the 2017 Caroline Magazine Spring Edition. Please see “Attachment A9”.



**THE TOWN OF BOWLING GREEN ♦ P.O. BOX 468 ♦ BOWLING GREEN, VIRGINIA 22427 ♦  
(804) 633-6212**

Free Lance-Star; A strip ad to be placed on the front page of The Weekender was purchased for \$765.00 and scheduled to run on Thursday, June 29, 2017. The ad was mistakenly printed on the front page of main news on Wednesday, June 28, 2017 and not in The Weekender at all. The Event Coordinator pointed out the mistake and negotiated an additional strip ad on the front page of the Region Section, the Friday before the event, free of charge. Please see “Attachment A10”.

Social Media: Facebook posts to promote the event were made regularly on the Town’s page. The Events Coordinator personally paid \$50 to “Boost” several posts, guaranteeing that the post would show up regularly in people’s newsfeeds. One \$20 boost reached 3,120 Facebook users in 4 days. Please see “Attachment A11”.

**PUBLIC RELATIONS:**

A press release for the event was created by the Events Coordinator and distributed in several strategically timed email blasts to the media and various local organizations. Please see “Attachment A12”.

The Free Lance-Star covered the event in an article written on July 1, 2017. Please see “Attachment A13”.

**EVENT SET UP:**

One (1) 10’x20’ tent and one (1) 10’x10’ tent, donated by Union Bank & Trust, were used at the entrance gate on Hoomes Circle. This was for purchasing tickets. A second station was set up adjacent to the purchase tent where volunteers collected tickets, issued tasting glasses and directed people to the I.D./Wristband tent.

A 20’x 20’ tent, ten (10) high top cocktail tables and red velvet ropes with stanchions were ordered from Memorable Moments in Fredericksburg. An assortment of vintage furniture was rented from Paisley & Jade in Richmond including couches, rocking chairs, wicker furniture, a coffee table, benches for the lawn bowlers and five (5) wooden bars from which the wineries would offer tastings.

Wineries were provided with a bar from which to serve and a 12x12 white pop up tent for shade.

The town’s plywood stage was tented and used for the entertainment. The stage was located in the shaded area on the North side of the Old Mansion.

Two (2) 18’ x 100’ bowling lanes were marked for the Williamsburg Lawn Bowling Club.

A food vendor, lawn games and the bathroom trailer was located in the Hoomes Circle side yard. Additionally, a “Wine Check” tent was located in the side yard and served as a holding

area for purchased bottles. The “Wine Check” proved to encourage bottle sales and was also an added convenience for attendees.

**CAROLINE COUNTY PUBLIC SCHOOLS EDUCATION FOUNDATION:**

Town Manager, Reese Peck and the Events Coordinator met with the CCPS EF in April. The Events Coordinator encouraged the group to spread the word about the event in an effort to increase ticket sales, as a portion of proceeds would be donated to CCPS EF. The Coordinator also asked that the school system provide 20 volunteers to help on event day. Posters were distributed to the group and the I.T. representative agreed to post the event on the CCPS website.

**VOLUNTEERS:**

Volunteers were recruited by the Events Coordinator and through CCPS. The CCPS superintendent sent a sign-up sheet to all principals at each school.

The Events Coordinator corresponded with Chief John Marsh with CHS JROTC about securing cadets for directing traffic and guarding the vineyards. Keeping traffic outside of Hoomes Circle was critical, as access was limited to only handicapped folks and residents. CHS committed to having between 4-8 cadets for event day. No cadets reported to duty. Bryan and Rachel Farmer, residents of Bowling Green, arrived in the afternoon with their kids and helped with directing traffic.

Members of Town Staff, including Melissa Lewis and Judy Beazley, volunteered on event day. Please see “Attachment A14” for volunteer assignments.

**PARKING:**

In order to limit guests driving in and out of Hoomes Circle, guests were asked to park at the CCPS School Board Office, where a late model school bus offered free shuttles to and from the event entrance on Hoomes Circle. Parking arrangements were published in the event press release, website and could also be found on social media.

See “Attachment A15” for letter that was given to residents in Hoomes Circle and “Attachment A16” for the parking/shuttle map.

**EVENT DAY:**

A total of 274 tickets were sold. 75 less from 2016. Temperatures peaked at 95 degrees.

**EXPEDITURES AND REVENUES:**

See “Attachment A17”

### **OVERALL CONCLUSIONS OF THE EVENT:**

The event went smoothly and without incident, however attendance did not increase as projected by the Events Coordinator, but rather declined from the previous year. The event was also not profitable, seeing a loss of \$1,289.09. With marketing efforts increased, a website designated to the event and an advance ticket purchase option online, it was disappointing to not have a higher attendance. That said, the folks that came had a positive experience.

### **THINGS TO CONSIDER:**

It is the recommendation of the Events Coordinator to reconsider the date for the event. Because the 4<sup>th</sup> of July fell on a Tuesday, state employees and many companies enjoyed a four day weekend. Perhaps a Kentucky Derby themed event could be considered to take place in May, with a focus on the Old Mansion being a venue for some of America's first thoroughbred horse races.



ATTACHEMENT (A1)

# The Historic Town of BOWLING GREEN VIRGINIA

The *Bowling on the Green Virginia Wine Festival* hosted by the Town of Bowling Green invites

\_\_\_\_\_ (referred to in the contract as "Your winery") to participate in our event Saturday, July 1, 2017, at The Old Mansion, located at 200 South Main Street, Bowling Green, VA 22427.

The purpose of this agreement is to secure our common understanding regarding the mutual responsibility between us and to be in compliance with all VA-ABC regulations.

The Town of Bowling Green agrees to hold the event and provide a space for your winery. The Town of Bowling Green holds a VA-ABC Banquet License for this event. Your Winery is responsible for obtaining a remote license from VA-ABC and to comply with all regulations enforced by VA-ABC.

Your Winery agrees to attend and provide an educational experience to the public with tastings, provide sales by the glass, bottle, or case. Under our personal VA-ABC license and your remote license, we mutually have the privilege to open wine bottles for on-site consumption.

The Town of Bowling Green must take a deposit of \$100.00 as a registration fee with the understanding that Your Winery will be reimbursed the \$100.00 fee based on the reasonable amount of wine poured at this event. If, however Your Winery fails to appear, it shall be non-refundable.

Please sign and mail this agreement with a check in the amount of \$100.00, payable to the Town of Bowling Green to:

The Town of Bowling Green  
ATTN: Town Clerk  
P.O. Box 468  
Bowling Green, VA 22427

Winery Name: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

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

Town of Bowling Green  
Jo-Elsa Jordan, Events Coordinator

\_\_\_\_\_



**VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

2901 Hermitage Road · P O Box 27491 · Richmond VA 23261-7491

License Number:  
**493014**

**ABC BANQUET LICENSE**

State License Fee Paid: \$40.00

License Type:  
**Banquet Special Event (Per Day)**

Banquet Event Dates:  
**07/01/2017**

Banquet Name & Event Address  
**STEPHEN herbert MANSTER**  
**Town of Bowling Green**  
**Bowling Green Mansion**  
**200 N Main St**  
**Bowling Green, VA 22427**  
Caroline County - Territory # 92  
Fredericksburg - Region 5  
(540) 322-5440

By Order of Alcoholic Beverage Control Board

Chairman

**Instructions for Operating under a Banquet License**

The privileges of this license are hereby granted by the Virginia Alcoholic Beverage Control Board to the Licensee named above to operate in accordance with the terms of the license herein designated and the applicable statutes of the Commonwealth of Virginia and regulations of the Board

1. Do not sell or give away any alcoholic beverage to any person who you know or have reason to believe is intoxicated and do not allow any alcoholic beverage to be consumed by such a person in attendance at your banquet. Do not allow any person who you know or have reason to believe is intoxicated to loiter upon your licensed area. Any person who has drunk enough alcoholic beverages to affect his manner, disposition, speech, muscular movements, general appearance or behavior, as to be apparent to observation shall be deemed to be intoxicated.
2. Do not sell or give away any alcoholic beverage to any person who you know or have reason to believe is less than 21 years of age and do not allow any alcoholic beverage to be consumed by such a person in attendance at your banquet.
3. Do not allow any form of illegal gambling to take place during your banquet.
4. Do not possess any illegal gambling apparatus, machine or device upon your licensed premises.
5. Do not be intoxicated or under the influence of a self-administered drug during your banquet.
6. Do not sell or give away any alcoholic beverages on your licensed area during restricted hours.
7. Mixed Beverages under a Mixed Beverage Special Event License must be purchased from a state ABC Store.
8. Do not purchase alcoholic beverages from licensed wholesalers except on the day of the banquet. For those functions held on Saturday or Sunday, purchase may be made on Friday. Payment must be made in cash or a valid check drawn upon a bank account in the name of the licensee or in the name of the group sponsoring the banquet. Each invoice must be signed by the purchasing licensee or his duly authorized agent.
9. Licensed wholesalers may supply, at a reasonable wholesale price, paper or plastic cups upon which advertising matter regarding beer or wine may appear.
10. Alcoholic beverages to be given away may be purchased from retail establishments.
11. Do not sell, give away or allow the consumption of alcoholic beverage in any portion of your licensed area that has not been approved by the Board. (NOTE: Violation of this instruction could result in arrest for Drinking in Public.) Alcoholic beverages must be confined to the building, room or general area for which the license is issued.
12. Do not allow any person who is less than 18 years of age to sell, serve or dispense beer.

**STEPHEN HERBERT MANSTER**  
**TOWN OF BOWLING GREEN**  
**2116 KAREN TERRACE**  
**FREDERICKSBURG VA 22405**

The license privilege is strictly for on premises sale and/or consumption of alcoholic beverages at the address of event.

THE TOWN OF BOWLING GREEN  
2ND ANNUAL

ATTACHMENT 'A3'

BOWLING  
ON THE  
GREEN



VIRGINIA WINE FESTIVAL

SATURDAY JULY 1, 2017

1:00 PM - 6:00 PM

THE OLD MANSION  
200 SOUTH MAIN STREET  
BOWLING GREEN, VA 22427

VIRGINIA WINE, LAWN ACTIVITIES  
FOOD VENDORS, LIVE MUSIC  
& CHILDREN'S ACTIVITIES

ADVANCE TICKETS  
**\$20.00**  
\$25 AT THE GATE

IN SUPPORT OF CAROLINE COUNTY  
PUBLIC SCHOOLS EDUCATION  
FOUNDATION

FOR TICKETS AND INFORMATION, VISIT:  
[WWW.BOWLINGONTHEGREEN.COM](http://WWW.BOWLINGONTHEGREEN.COM)

MUST BE 21 TO DRINK; I.D. REQUIRED.  
18 AND UNDER - FREE ADMISSION

THE TOWN OF BOWLING GREEN

2ND ANNUAL

BOWLING  
ON THE  
GREEN



ATTACHMENT 'A4'

VIRGINIA WINE FESTIVAL

SATURDAY JULY 1, 2017

1:00 PM - 6:00 PM

THE OLD MANSION  
200 SOUTH MAIN STREET  
BOWLING GREEN, VA 22427

VIRGINIA WINE, LAWN ACTIVITIES  
FOOD VENDORS, LIVE MUSIC  
& CHILDREN'S ACTIVITIES

ADVANCE TICKETS  
**\$20.00**  
\$25 AT THE GATE  
IN SUPPORT OF CAROLINE COUNTY  
PUBLIC SCHOOLS EDUCATION  
FOUNDATION

FOR TICKETS AND INFORMATION, VISIT:  
[WWW.BOWLINGONTHEGREEN.COM](http://WWW.BOWLINGONTHEGREEN.COM)

MUST BE 21 TO DRINK; I.D. REQUIRED.  
18 AND UNDER - FREE ADMISSION

ATTACHMENT 'AS'

In Support of Caroline County  
Public Schools Education Foundation

TICKETS: \$20 IN ADVANCE; \$25 AT THE GATE

ENJOY THE  
**FUN**

# BOWLING ON THE GREEN

## VIRGINIA WINE FESTIVAL

Saturday July 1, 2017 • 1:00 pm - 6:00 pm at The Old Mansion

[BowlingOnTheGreen.com](http://BowlingOnTheGreen.com)



ATTACHMENT 'A6'

In Support of Caroline County  
Public Schools Education Foundation  
TICKETS: \$20 IN ADVANCE; \$25 AT THE GATE



LISTEN TO THE  
**MUSIC**

JOSH CRIGSBY & COUNTY LINE

# BOWLING ON THE GREEN

## VIRGINIA WINE FESTIVAL

Saturday July 1, 2017 • 1:00 pm - 6:00 pm at The Old Mansion

[BowlingOnTheGreen.com](http://BowlingOnTheGreen.com)

ATTACHMENT 'A7'

In Support of Caroline County  
Public Schools Education Foundation

TICKETS: \$20 IN ADVANCE; \$25 AT THE GATE

Taste the

**WINE**

# **BOWLING ON THE GREEN**

## **VIRGINIA WINE FESTIVAL**

Saturday July 1, 2017 • 1:00 pm - 6:00 pm at The Old Mansion

**[BowlingOnTheGreen.com](http://BowlingOnTheGreen.com)**





### Frequently Asked Questions

- [What is the festival?](#)
- [Where is the festival held?](#)
- [What time is the festival held?](#)
- [What is the festival's theme?](#)
- [What is the festival's history?](#)
- [What is the festival's mission?](#)
- [What is the festival's vision?](#)
- [What is the festival's purpose?](#)
- [What is the festival's goal?](#)
- [What is the festival's impact?](#)
- [What is the festival's legacy?](#)



### The Old Mansion



### Lawn Bowling in Colonial America



### Photo Gallery





**BOWLING ON THE GREEN**

**VIRGINIA WINE FESTIVAL**

**SATURDAY JULY 1, 2017 1:00 PM - 6:00 PM**

THE OLD MANSION  
200 SOUTH MAIN STREET  
BOWLING GREEN, VA 22427

VIRGINIA WINE, LAWN ACTIVITIES  
FOOD VENDORS, LIVE MUSIC  
& CHILDREN'S ACTIVITIES

ADVANCE TICKETS  
**\$20.00**  
\$25 AT THE GATE

BY SUPPORT OF CAROLINE COUNTY  
PUBLIC SCHOOLS EDUCATION  
FOUNDATION

FOR TICKETS AND INFORMATION, VISIT:  
[WWW.BOWLINGONTHEGREEN.COM](http://WWW.BOWLINGONTHEGREEN.COM)

MUST BE 21 TO DRINK, I.D. REQUIRED.  
18 AND UNDER - FREE ADMISSION

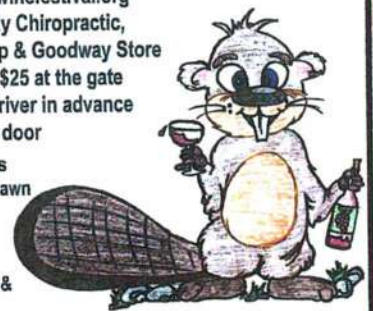
# Beaverdam Wine Festival

April 8th, 2017  
Saturday  
11:00am - 5:00pm

Tastings from Local Virginia Wineries  
Local Music Featuring:  
**Ron Moody & the Centaurs**  
Cobalt Whiskey

Purchase Advanced Tickets:  
[www.beaverdamwinefestival.org](http://www.beaverdamwinefestival.org)  
Montpelier Family Chiropractic,  
Beaverdam Quik Stop & Goodway Store  
\$20 in advance, \$25 at the gate  
\$10 designated driver in advance  
\$15 at door

Cruise-In of Classic Vehicles  
VA Percheron Assoc. Horse Drawn  
Carriage Rides  
Arts & Crafts Vendors  
Food Vendors  
View The Beaverdam Depot &  
Pop's Country Store



Ladysmith Office  
18168 Jeff Davis Hwy.  
Ruther Glen, VA 22546



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Owner/Agent



**Michael "Micky" Tingler**, Agent

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**HOME • AUTO • BUSINESS**

ATTACHMENT 'A10'



2ND ANNUAL

# BOWLING ON THE GREEN

VIRGINIA WINE FESTIVAL

## THE TOWN OF BOWLING GREEN

**SATURDAY JULY 1, 2017 1:00 PM - 6:00 PM**

THE OLD MANSION  
200 SOUTH MAIN STREET  
BOWLING GREEN, VA 22427

VIRGINIA WINE, LAWN ACTIVITIES  
FOOD VENDORS, LIVE MUSIC  
& CHILDREN'S ACTIVITIES

ADVANCE TICKETS  
**\$20.00**  
 \$25 AT THE GATE  
 IN SUPPORT OF CAROLINE COUNTY  
 PUBLIC SCHOOLS EDUCATION  
 FOUNDATION

FOR TICKETS AND INFORMATION, VISIT:  
[WWW.BOWLINGONTHEGREEN.COM](http://WWW.BOWLINGONTHEGREEN.COM)

MUST BE 21 TO DRINK; I.D. REQUIRED,  
18 AND UNDER - FREE ADMISSION

OVERVIEW EDIT PROMOTION

Please rate the effectiveness of this promotion.

You are targeting people who like your Page and their friends, ages 21 - 65+ who live in 1 location.

Show full summary

This promotion will run for 4 days.

Your total budget for this promotion is \$20.00.

3,120 People Reached (2) Engagements \$20.00 Total Spend (2)

Actions People Countries

Photo Clicks 48

Link Clicks 37

Help Center

DESKTOP NEWS FEED

MOBILE NEWS FEED



Town of Bowling Green, VA

Sponsored

Like Page

The Bowling on the Green Virginia Wine Festival was SO MUCH FUN last year and we're doing it again! \*\* SATURDAY, JULY 1ST \*\* Visit the link below to learn more about the event and to purchase discounted tickets in advance! You can also purchase tickets to the event at the Town Hall, The Mix House, Union Bank & Trust, Flower Fashions and A&M Home Center in Bowling Green.

http://bowlingonthegreen.com/



Boost Another Post Close





FOR IMMEDIATE RELEASE

## **2<sup>nd</sup> Annual *Bowling on the Green Virginia Wine Festival* Offers History, Wine, Lawn Sports and Children's Activities**

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

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

**Bowling Green, VA.** – June 12, 2017 - The Town of Bowling Green is hosting its second annual *Bowling on the Green Virginia Wine Festival* on Saturday, July 1, 2017 at Old Mansion, a historic property and also the home of one of the country's original lawn bowling greens. Beginning at 1:00 p.m. and going until 6:00 p.m., guests will enjoy a variety of Virginia wines, live music, food vendors and lawn activities. Additionally, event organizers are partnering with the Caroline YMCA to offer an array of children's activities including a bubble station, patriotic crafts, games and more.

When asked why they decided to open the property to the public, the current owners, Marialuz Moreno Badia and Nobuo Yoshida said, "We wanted to do something for Bowling Green and the people of Caroline County. They have embraced us ever since we moved to the Old Mansion and we thought this was a great opportunity to support the community as the proceeds from this event will benefit the public schools."

Old Mansion is a fitting location for this celebration, as the lawn in front of the house is one of the country's original greens used for lawn bowling, an ancient sport played in England since the 12<sup>th</sup> century. Members of the Williamsburg Lawn Bowling Club will be at the event, eager to bowl on this historic green and to also gain awareness for their sport. When asked about the event, Richard Landauer, past president and current member said, "Last year was a great thing for our organization, so we're doing it again this year! We are letting folks know that this sport,

(more)

while maybe not as popular as it was when Washington and Rochambeau camped at the Old Mansion, it's still alive and well. Also, I like the name association; bowling on the green in Bowling Green. It makes sense!"

The first Bowling on the Green Virginia Wine Festival also served as a commemoration event recognizing the home and its 128 acres as the Commonwealth's first historic property to receive perpetual protection under the authority of the Open-Space Land Act. The Old Mansion easement was donated by 4 siblings of the Cecil family, collateral descendants since the late 18th century of the Hoomes family. George Hoomes held the original 17th century patent, and built the house in 1661. Today, over 600 historic properties and 39,000 associated acres that are protected by preservation easements held or co-held by the Board of Historic Resources and administered by DHR.

Tickets for *Bowling on the Green Virginia Wine Festival* can be purchased for \$20.00 at the Bowling Green Town Hall, A&M Home Center, Union Bank & Trust (Bowling Green branch), Flower Fashions and The Mix House or online at [www.bowlingonthegreen.com](http://www.bowlingonthegreen.com). Tickets may also be purchased on event day at the entrance gate for \$25. The admission fee includes an event wine glass and tastings. Wine by the glass or bottle will be available for purchase from participating Virginia wineries including, Sassafra Shade, Caret Cellars, Castle Glen, Mattaponi and Horton Vineyards.

The farm entrance on the north side of the property will serve as the event entrance and can be accessed from Hoomes Circle. Traffic on Cary Street and Hoomes Circle will be limited to residents for the duration of the event. Visitors are asked to park behind the Caroline County School Board Office, where they will be shuttled to the event entrance. A portion of proceeds from the event will be donated to Caroline County Public Schools Education Foundation.

Media Contact: Jo-Elsa Jordan, Town of Bowling Green; Events Coordinator  
Phone: 804-516-5045  
Email: [bgtownevents@gmail.com](mailto:bgtownevents@gmail.com)

###

[http://www.fredericksburg.com/news/local/caroline/bowling-on-the-green-in-bowling-green-at-the-nd/article\\_17eacca1-8975-54a0-80e4-db41fac2e2c4.html](http://www.fredericksburg.com/news/local/caroline/bowling-on-the-green-in-bowling-green-at-the-nd/article_17eacca1-8975-54a0-80e4-db41fac2e2c4.html)

EDITOR'S PICK

BOWLING GREEN PERFECT SPOT FOR SPORT

## Bowling on the green in Bowling Green at the 2nd annual county wine festival

By ADELE UPHAUS-CONNER THE FREE LANCE-STAR Jul 1, 2017



Peter Hall reacts to one of his shots while lawn bowling with his wife Sissy during the Second Annual Bowling on the Green Virginia Wine Festival at the Old Mansion in Bowling Green on Saturday, July 1, 2017. The Halls are members of the Williamsburg Inn Lawn Bowling Club. **Buy Now**

PETER CIHELKA / THE FREE LANCE-STAR

The third-oldest bowling green in America got a workout Saturday during the second annual Bowling on the Green Virginia Wine Festival, held on the grounds of the Old Mansion in the town of Bowling Green.

"It's lovely because this property itself is the namesake of our town and there's a sense of nostalgia that comes with the property for people here," said Jo-Elsa Jordan, events coordinator for the town and the creator and organizer of the wine festival.

Attendees of the genteel event sipped wine from five central Virginia wineries—including Caroline's own Sassafras Shade Vineyard—under the shade of ancient trees while white-clad men and women played lawn bowling.

"It's a good English game. Wherever you find the English colonies, you find it," said Lew Lecompte, a member of the Williamsburg Inn Lawn Bowling Club, the only club of its kind in Virginia, which was leading the lawn bowling games. "You have to wear white. It's just tradition. It looks nice against the green."

The long swathe of grass in front of the Old Mansion, which was built in 1740 and is the oldest occupied home in Caroline, was originally created as a lawn bowling green, Jordan said. It is the third oldest in the country between one in Williamsburg, Va. and one in New York, she said.

"It's rumored that George Washington and Rochambeau camped here," she said. "So they could very well have played lawn bowling on this green."

The Old Mansion has been in private hands for years, Jordan said, and previous owners have not opened it up to the public. Current owners Marialuz Moreno-Badia and Nobuo Yoshida purchased the property at the end of 2012 and wanted to make it more accessible.

"We know that [the house] is important to the community," Moreno-Badia said. "We wanted to do something to benefit it. We like the community here—it has embraced us. You know, we are foreigners but they have taken us in like family."

Jordan also wanted the event to have a philanthropic side, so a portion of the proceeds from the day will go to the Caroline County Public Schools Education Foundation.

Many community members tried their hand at lawn bowling. Lecompte said it's a gentle and democratic sport because people of all ages, sizes and genders can play it and excel at it.

The basic goal is to roll the bowl, which weighs three or four pounds, as close as possible to a small white ball called a jack. The bowl is not completely round but is flattened on one side, causing it to curve when it rolls. This is called "bias," and overcoming it is where the skill comes in, Lecompte said.

Carolyn Roth of Bowling Green was at the event. She said she came last year and worked hard to understand the game of lawn bowling.

"But I came back this year and found I haven't a clue!" she said. So she was appreciating a glass of blueberry wine in the shade.

Jeff Voit of Caroline was enjoying the game.

"This is better [than lane bowling]," he said. "We're outside and all that good stuff."

Lawn bowling wasn't the only activity on offer. Jeff Diritto was trying to teach his 5-year-old son Vincent croquet. Vincent had decided he didn't want to use his mallet and was rolling his ball through each wicket manually.

"That's what teaching turns into," Diritto said.

He said he just moved to Caroline a year and a half ago and was happy to see events like the wine festival being offered close to home.

Other children were painting a large tree with pink, purple and green handprint leaves on five pieces of canvas. The finished product will hang on the wall at the Caroline YMCA.

Sisters-in-law Mary and Jane McDougal had bought a bottle of Niagara from Horton Vineyards and were settled in for the afternoon.

"I like that [this event] is in Caroline," Mary McDougal said. "I drive by the mansion all the time and it's cool to get to see it. I like that it's very relaxed and easy and I love that it's not crowded."

"We'll probably buy another bottle and we'll probably come again next year," she added.

## BOWLING ON THE GREEN VIRGINIA WINE FESTIVAL – VOLUNTEERS

**EVENT ORGANIZER: Jo-Elsa Jordan; 804-516-5045**

- |   |                  |
|---|------------------|
| 1. *Melissa Lewis (Lead Volunteer) 804-445-3951 | 11. Kerry Smith  |
| 2. *Heather Smith (Lead Volunteer) 804-241-2868 | 12. Kemie Smith  |
| 3. Peter Kwapisz                                | 13. Erin Fisher  |
| 4. Jean Davis                                   | 14. Judy Beazley |
| 5. Matt Chilton                                 | 15. Kurt Chilton |
| 6. Katie Boltz                                  | 16. JROTC #1     |
| 7. Patty Seigmund                               | 17. JROTC #2     |
| 8. Becky Elam                                   | 18. JROTC #3     |
| 9. Ray Hancock                                  | 19. JROTC #4     |
| 10. Michele High                                |                  |

\*Heather Smith FLOATS from 1:00 p.m. – 3:00 p.m.

\*Melissa Lewis FLOATS from 3:00 p.m. – 6:00 p.m.

## DUTIES:

- (5) Set up; (11:30 a.m. – 1:00 p.m.) Heather, Peter, Jo-Elsa, Matt, Kurt
- (2) Main Street and Cary Street
  - (12:30 p.m. – 3:30 p.m. JROTC #1 - #2)
  - (3:30 p.m. – 6:00 p.m. JROTC #3 - #4)
- (3) Ticket Purchase; (12:30 p.m. – 3:00 p.m.) Katie Boltz, Patty Seigmund, Becky Elam
- (3) Ticket Purchase; (3:00 p.m. – 5:30 p.m.) Ray Hancock, Michele High, Anthony McNeill
- (1) Redeem ticket/Issue wine tasting glass; (1:00 p.m. – 3:30 p.m.) Jean Davis, Heather Smith
- (1) Redeem ticket/Issue wine tasting glass; (3:30 p.m. – 6:00 p.m.) Melissa Lewis
- (1) I.D.'s and wristbands (12:45 p.m. – 3:00 p.m.) Judy Beazley
- (1) I.D.'s and wristbands (3:00 p.m. – 5:30 p.m.) Peter Kwapisz
- (2) Vineyard Guards
  - (1:00 p.m. – 3:30 p.m. JROTC #3 - #4)
  - (3:30 p.m. – 6:00 p.m. JROTC #1 - #2)
- (2) Wine Check Attendants (1:00 p.m. – 3:30 p.m.) Kerry Smith, Kemie Smith
- (2) Wine Check Attendants (3:30 p.m. – 6:00 p.m.) Erin Fisher, Kemie Smith
- (5) Clean up (6:00 p.m. – 7:00 p.m.) Melissa, Peter, Jo-Elsa, Matt, Kurt

DUTY:	NAME:	TIME:	DESCRIPTION:
SET UP	Jo-Elsa, Heather, Peter, Matt, Kurt	11:30 – 1:00	Tables, chairs, tents, signage, linens, outdoor furniture, lawn games, food vendors, cash boxes
TRAFFIC CONTROL - INFORMATION	JROTC #1 JROTC #2	12:30 – 3:30	Stationed at Main and Cary St.; Allowing Hoomes Circle and Cary St. residents permitted; Handicapped vehicles permitted; WLBC permitted. Informing event guests that parking and shuttle services are available from the CCPS SBO.
	JROTC #3 JROTC #4	3:30 – 6:00	
TICKET PURCHASE TABLE	Katie Boltz Patty Seigmund Becky Elam	12:30 – 3:00	Ticket Sales; \$25 each. 18 and under may enter for free. *See list of special guests below (no charge). Cash, checks and cards accepted. Checks can be made out to the Town of Bowling Green.
	Ray Hancock Michele High Anthony McNeill	3:00 – 5:30	
REDEEM TICKET & ISSUE WINE GLASS	Jean Davis Heather Smith	1:00 – 3:30	Accept purchased ticket from guest, tearing off bottom portion and issuing a wine glass to the guest. One (1) ticket for one (1) glass.
	Melissa Lewis	3:30 – 6:00	
ID's WRISTBANDS	Judy Beazley Peter Kwapisz	1:00 – 3:00	Located just beyond entrance. Check ID's *Legal to drink if born before or on July 1, 1996. Issue wristband and secure it to the guests RIGHT wrist.
	Peter Kwapisz	3:00 – 5:30	
WINE-CHECK ATTENDANTS	Kerry Smith Kemie Smith	1:00 – 3:30	Accept purchased bottles of wine from patrons, bag the wine and label the bag with the patron's name.
	Erin Fisher Kemie Smith	3:30 – 6:00	
VINEYARD DETAIL	JROTC #3 JROTC #4	12:45 – 3:30	Patrol in front of the grapevines, not permitting anyone within 30' of the grapes.
	JROTC #1 JROTC #2	3:30 – 6:00	
CLEAN UP	Jo-Elsa Peter Melissa Matt Kurt	6:00 – 7:00	Gather all rental items and put under 20x20 tent, pick up any loose trash, collapse pop-up tents, stack tables, folding chairs, pack extra wine glasses. *Leave property in immaculate condition.



# The Historic Town of BOWLING GREEN VIRGINIA

June 12, 2017

Dear Hoomes Circle and Cary Street Residents:

The Town of Bowling Green and the current owners of Old Mansion, Marialuz Moreno Badia and Nobuo Yoshida, are excited to host the second annual *Bowling on the Green Virginia Wine Festival* on **Saturday, July 1<sup>st</sup> from 1pm – 6pm**. Last year was a great community event, in large part thanks to the consideration and cooperation of you and your neighbors.

While this event will not require street closures, the event entrance will be located at the farm entrance to the Old Mansion property on Hoomes Circle. In order to limit traffic in your neighborhood, a couple of volunteers will be stationed at Main Street and Cary Street informing visitors that parking and shuttle services will be available from the Caroline County Public Schools School Board Office. With the exception of shuttle services to and from the event, only residents and handicapped folks will be permitted to enter your neighborhood. Handicapped folks may need to park along Hoomes Circle so that they can be as close as possible to the event entrance. Thank you for your understanding in these special circumstances.

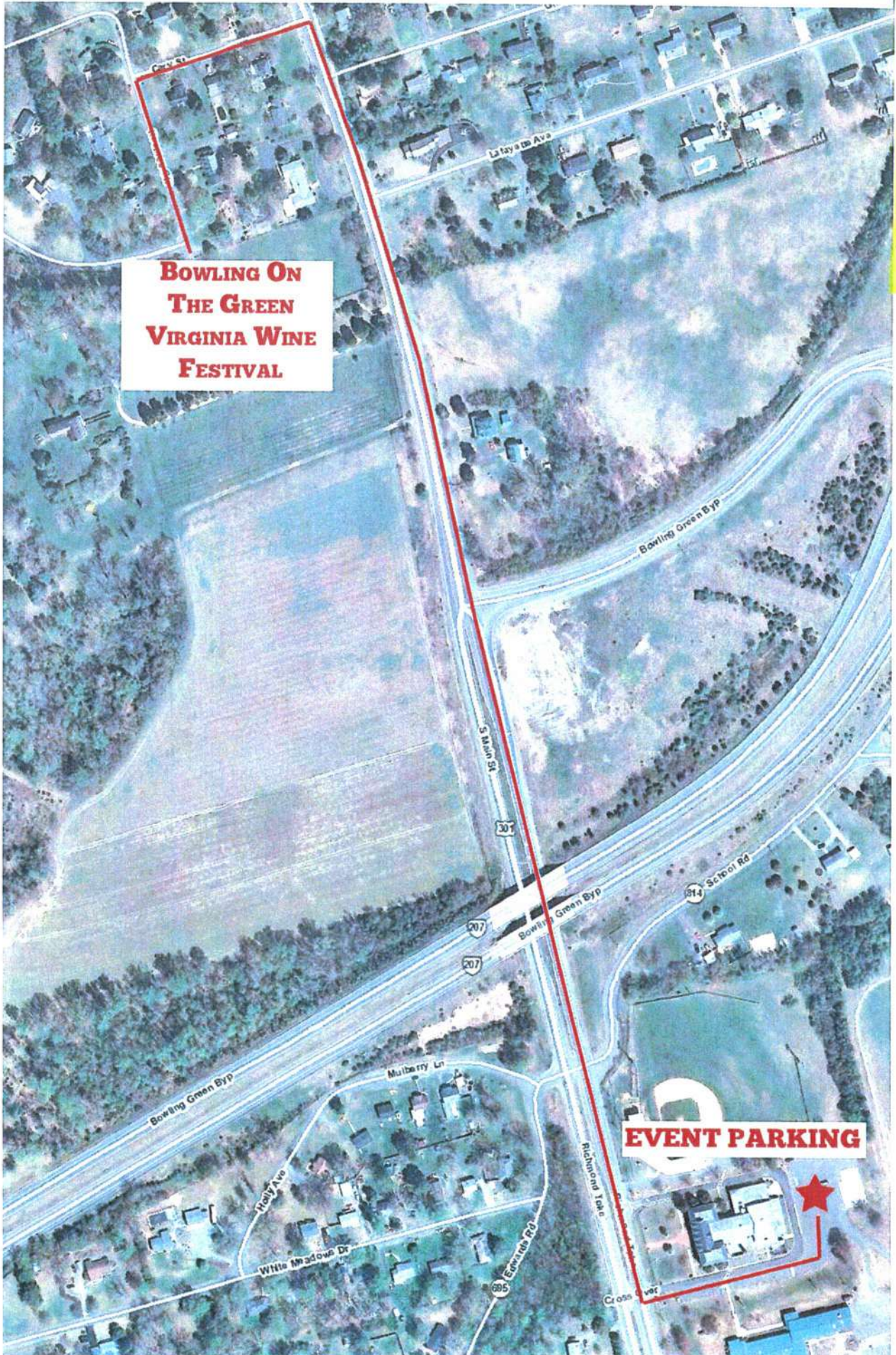
Proceeds from the *Bowling on the Green Virginia Wine Festival* benefit the Caroline County Public Schools Education Foundation. Tickets can be purchased in Town for \$20 at A&M Home Center, Union Bank & Trust, Flower Fashions, The Mix House and the Town Hall Business Offices. Tickets are available online at [www.bowlingonthegreen.com](http://www.bowlingonthegreen.com) or at the gate on event day for \$25.

The Town of Bowling Green thanks you for your patience and understanding as we invite residents and visitors to celebrate this national holiday weekend at Old Mansion.

Respectfully,

Jo-Elsa Jordan  
Events Coordinator, Town of Bowling Green  
(804) 516-5045  
[bgtownevents@gmail.com](mailto:bgtownevents@gmail.com)

# FREE SHUTTLE SERVICE



**BOWLING ON  
THE GREEN  
VIRGINIA WINE  
FESTIVAL**

**EVENT PARKING**

ATTACHMENT A16



2017 BOWLING ON THE GREEN VIRGINIA WINE FESTIVAL - EXPENDITURES REVENUES

ATTACHMENT 'A17'

Expense		
Rentals		
Paisley and Jade	\$1,877.75	
Local Services	\$1,230.00	
Memorable Moments	\$654.00	
		<b>\$3,761.75</b>
Entertainment		
Joshua Grigsby	\$800.00	
		\$800.00
Purchased Items		
Wristbands	\$43.25	
ABC Banquet License	\$55.00	
Wine Glasses	\$569.17	
		<b>\$667.42</b>
Contracted Services		
Justin Seal - Ad Design	\$162.50	
AMP Technical Services	\$375.00	
		<b>\$537.50</b>
Printing and Advertising		
Caroline Progress	\$615.17	
Free Lance-Star	\$765.00	
The UPS Store	\$92.25	
		<b>\$1,472.42</b>
<b>TOTAL EXPENSES</b>		<b>\$7,239.09</b>

Revenue		
	# Sold	\$ Collected
Pre-Sale Cash	158	\$3,160.00
Event Brite Sales	22	\$440.00
Day of Cash Sales	70	\$1,750.00
Day of CC Sales	24	\$600.00
<b>Total Revenue</b>	<b>274</b>	<b>\$5,950.00</b>

Revenue		\$5,950.00
Expense		\$7,239.09
<b>NET REVENUE</b>		<b>-\$1,289.09</b>



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

Prepared By: Melissa Lewis

Date: 7/28/17

Additional and/or Support Materials Attached: Yes  No

**Ongoing:**

- Continuing to coordinate with contractors on work to be done in Town Hall.
- Preparing for VML's worker's compensation Audit.
- Updating and cleaning up budget in Bright Accounting system.
- Working with CPA to reconcile and close out FY17 financial records.
- Archiving FY16 records that have been audited and preparing for FY17 audit
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Updating employee files, enrolling new employees in health insurance, VRS, etc.
- Adjusting utility rates in BAI to reflect 5% rate increase.
- Coordinating with Tara Delaney of the USDA to gather all documents and signatures needed for Police Car Grant.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

**Pending Actions:**

None.

**Decisions Needed:**

None.

**Heads Up Items:**

- Minutes from the June 15<sup>th</sup> and July 6<sup>th</sup> meeting are not yet complete; we hope to have two sets of minutes in the September packets.
- The Business office is scheduled to be painted and have the floors replaced beginning on 8/5, the work may temporarily displace me and Judy but the office will be open for business using the Rappahannock Reception Room and Town Managers office as alternate locations for transaction of business.

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

TOWN HALL RENTALS

July 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
24	Activities Program	Yoga/Pitaiyo	320.00
1	Antoinette Monroe	Wedding Rec	500.00
1	St. James Baptist Ch	Dinner	500.00
1	Mattaponi Baptist Assoc	Dinner	500.00
1	Town Council	Meeting	N/C
1	Town Council	Work Session	N/C
1	Budget Committee	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
1	Water, Sewer & Trash	Meeting	N/C
2	Caroline Remembers USO Dance	Meeting	N/C

---

35

Total

\$1820.00



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

Prepared By: Billy Deavers

Date: 07/28/17

Additional and/or Support Materials Attached: Yes  No

## Ongoing:

### Wastewater Operations:

- Solids inventory at WWTP remains high - Having sludge hauled out.
- Sand has been replaced in sand filter

### Water Operations:

- Meter reading will begin at the end of the month

### Public Works:

- Ordering street sign for Martin Street
- Painting curbs traffic yellow.
- Soliciting bids for Town Hall renovations to include:
  - Roof
  - Window Replacement
  - Door Replacement
- Planters have arrived and will be installed the week of 7/31

## Completed:

### Wastewater Operations:

- Jetted line at Martin Street
- Working on unstoping line at the 301 lift station

### Water Operations:

- Leak repaired at Davis CT
- Elm street leak repaired
- Replacement of various non - functioning meters

## Heads up:

- Redoing electric boxes at lift stations
- Cleaning out #2 AND #3 DRYING BEDS
- Golf cart signs are coming soon.



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

Prepared By: Chief W. Jones

Date: 07/27/17

Additional and/or Support Materials Attached: Yes  No

**Informational Statistics: As of 7/27/17**

The Bowling Green Police Department responded to 15 calls for service. A report was taken regarding one of these calls for service. An investigation is pending regarding that matter. Several property checks were also established. BGPD made 12 traffic stops, during which 10 summonses were given and three warnings were given. Nine warnings were given for fire lane or parking issues. BGPD made no arrests in Town this month.

The Caroline County Sheriff's Office responded to 17 calls for service. One informational report was taken regarding this call for service. CCSO made 4 traffic stops, during which 1 summons was given and one warning was given.

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

**Public Relations:**

- I received new PR items, including pencils, rubber duckies, and other handouts for National Night Out (NNO). I have been working hard to coordinate this event, including working with Public Works, the Caroline County Sheriff's Office, and Caroline EMS, as well as speaking with a Robyn from the Arts Commission about the ribbon cutting and celebration at the Pavilion. I have lined up catering (as has been done in the past) and have scheduled daily posts about "What is Great About National Night Out in Bowling Green". Any sharing of these posts on social media would be greatly appreciated. I would like to thank those who volunteered their time and energy to this effort. Please, invite as many of your neighbors and friends as you like!
- Our monthly appearance at the Farmers Market continues to be successful. I would estimate that we handed out over 75 items, and fielded many questions. The vendors love having us there, and the patrons are very interactive with us. The community continues to respond positively to this opportunity.
- Our crime and safety tips online have focused on scams, and will also focus on parking issues within the Town.
- I attended in-service training on Community Engaged Policing and the methodology for community based policing, crime prevention through analysis and needs assessment, and addressing problem areas and concerns. In addition, this seminar emphasized the importance of teamwork within the community and government for a positive outcome.

**Equipment:**

Thanks to new allocations, including uniforms and equipment, we are better able to mitigate aspects of patrol. All items have not been received yet, but the ones we have received are already being utilized. Our new LIDAR is scheduled to arrive soon.

**Other:**

- I have received feedback regarding parking issues, zoning concerns, and other matters within the Town. These matters are in the process of being addressed. I encourage anyone with a concern or question to bring it to my attention, and encourage others to do so as well. Please feel free to email me at [wjones@townofbowlinggreen.com](mailto:wjones@townofbowlinggreen.com).
- I would also encourage you to 'like' and 'share' the Town of Bowling Green Police Department Facebook page.

**Pending Actions:**

- I met with Shawn and Billy regarding the curb painting, and we came up with a plan of action. The curbs that have already been painted look fantastic.
- I am in the process at the time of this report of corresponding with VDOT handicapped signs for parking enforcement on Main Street.
- I have received an updated quote on the AED's.
- I am working on policies in accordance with Town and Virginia law governing our agency.
- I am in the process of working in a leadership program, during my time off, in order to improve my skill sets as well as to gain new approaches to responsibilities with administrating the police department.
- Vandalism was noted to the tables in the pavilion. This information was noted in a report. Once electricity is run out to the pavilion, we can mount the cameras to the pavilion deterring this behavior and making prosecution much more probable. For NNO, the tables will be covered with tablecloths. I have spoken with Billy, and he has plans to address the vandalism to the tables.
- I have, and will continue to follow-up with the General District Court regarding fine allocations.
- BGPD continues to have a great working relationship with CCSO.

**Decisions Needed:**

None.

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



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

Prepared By: A. Reese Peck

Date: 08/01/17

Additional and/or Support Materials Attached: Yes  No

**Meetings Attended:**

**Town Council:** July 6<sup>th</sup> regular meeting and July 20<sup>th</sup> work session.

**Town Council Subcommittee Meetings:** Budget, Personnel and Water, Sewer and Trash.

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

**Other Meetings:** Reid Engineering

**Main Street & Commercial Corridor Revitalization:**

Hotel – Developer hired architectural firms and project manager. Planters for Main Street arrived. VDOT sidewalk project completed. Public Works painting curbs along Main Street.

**Planning/Zoning/Siting Issues:**

Held Public Hearing on July 17, 2017 on an ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts. Council held a work session on developing a Town Compliance Policy.

**Other:**

Town awarded a \$25,000 USDA grant for the purchase and equipping of a new police car.

**Pending Actions:**

**Decisions Needed:**

301 rezoning request, corner lots fence height, establishment of enterprise zones, collection fee add on, Troy Banks consulting contract and Metro Cast site plan waiver.

**Heads Up Items:**

Citizen concerns on Town Water Connection Policy – see attached letter from Mr. Farmer. Renovation work on Town Hall will be undertaken during the month of August.

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

July 17<sup>th</sup>, 2017

Mr. A. Reese Peck  
Manager – Town of Bowling Green  
117 Butler Street  
PO Box  
Bowling Green, Va. 22407

Dear Mr. Peck;

Thanks for speaking with me the other day and helping me to understand the reasoning for a deposit when setting up a new account with the town. As I explained, I am building a new house on Farmer Drive north of BG and elected to connect to the available town water system instead of digging a well. Previously I was a resident of the town for about 30 years and, as far as I know, have never been late on a payment to the town. Although I fully understand the problems with delinquent accounts I hope the town would consider a provision that waives the deposit requirements for current or past town residents that have established good credit over a period of time.

However, my bigger concern is the town's requirement for an applicant to install and complete the water and meter connection into the town's water main line. There is no mention of this in the town's *Application For Water and/or Sewer Connection* nor the *Application Procedure* as provided. My builder was informed the town only provided the materials and inspected the work, had to arrange for a qualified person to do the installation and passed the costs on to me. We had already paid the \$6,000 Availability Fee and had reasonably assumed the Connection Fee of \$750 would cover the cost of the meter and connections to the main line, especially since the following was noted in the town documents:

#### **Under APPLICATION FORM:**

*“Applicant shall furnish location and grades for top of meter box. It is agreed that if raising or lowering of meter is necessary after initial installation, a charge will be assessed. For sewer connections, the applicant shall be responsible for all costs to bring the lateral service line to the sewer main.”* Although the instructions about meter location/ grade, etc. go into detail, wouldn't the water meter be included in the last sentence if that was also required?

*“Note to Applicant: Plat or Site plan must accompany this application. Connection to be completed by the Town unless otherwise approved by the Public Works Department.”*

#### **Under APPLICATION PROCEDURE:**

*“2C1. A minimum fee (\$750) is paid for all water connections based on the cost to the Town to provide a 3/4” tap and 5/8” water meter. All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer...”* the word “provide” is vague and



could be interpreted as materials and installation. If the intent is to provide materials only, this should be explained here.

Hopefully you can understand how the town's position on water meter installation came as a surprise to myself and my builder. In light of this, I respectfully ask the town to consider reimbursing me for any installation costs if there are any imbedded in the Connection Fee as paid to the town.

I also ask the town to consider reviewing it's Connection Application Form and Information Package to provide a clearer understanding of the water installation responsibilities and requirements for future applicants.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Dirk Farmer". The signature is fluid and cursive, with a large initial "G" and a long, sweeping tail.

G. Dirk Farmer  
PO Box 545  
Bowling Green, Va. 22427  
540-907-8650

AVAILABILITY  
and  
CONNECTION  
APPLICATION  
FORM  
WITH  
INFORMATION  
PACKAGE

Adopted June 29, 2005

Revised July 1, 2007

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**TOWN OF BOWLING GREEN**  
**APPLICATION FOR WATER AND/OR SEWER CONNECTION**

All connections will be subject to the Public Works Department approval. Additional charges will be billed when the Town goes beyond the existing water and/or sewer infrastructure.

**FOR COMMERCIAL ACCOUNTS:** Your consumption may be reviewed every six months. Your availability fee payment is subject to adjustment based on actual use. Rebates for fees paid will be on a case by case basis. Applications for commercial/industrial sewer connection permits may require supplemental information in accordance with Chapter 120, Part 1, of the Code of the Town of Bowling Green.

It is hereby agreed that the charges for water/sewer service at the below address shall be paid at a rate established by the Town and that the service is to be rendered in accordance with its rules and regulations. The charges for water/sewer service shall start with the installation of the meter and shall continue until notice is given in advance and received by the Town to discontinue service. It is further agreed that by this contract, authority is given to the Town and its representatives to have access to its meter at all times without any other permit and further, that the water and sewer service furnished through these facilities shall not extend to other property nor the water therefrom resold in any manner and it is understood and agreed also that the Town does not guarantee continuous service or any specified water pressure. Ownership of service pipe and/or meter herein applied for when installed is hereby vested in the Town, subject to jurisdiction of and control by the Town. Applicant shall furnish location and grades for top of meter box. It is agreed that if raising or lowering of meter is necessary after initial installation, a charge will be assessed. For sewer connections, the applicant shall be responsible for all costs to bring the lateral service line to the sewer main. I agree that no downspouts or gutters from roofs, catch basins or farm tile and lawns footing drains or any other drain used to carry storm water will be allowed to discharge into the Sanitary Sewer, and if such conditions exist at anytime, I hereby agree to have the same remedied at my own expense upon notice thereof. I agree that such charges shall be a lien on such real estate owned by me served by such sewer or water. Nothing in this application supersedes applicable provisions of the Code of the Town of Bowling Green. The Town of Bowling Green is held harmless in the event of a sewer backup.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
PHYSICAL ADDRESS OF CONNECTION

\_\_\_\_\_  
BILLING ADDRESS

TELEPHONES: Residence \_\_\_\_\_ Business \_\_\_\_\_

Note to Applicant: Plat or Site plan must accompany this application. Connection to be completed by the Town unless otherwise approved by the Public Works Department.

This installation to be provided by: Town: \_\_\_\_\_  
Others: \_\_\_\_\_

Connection inspected and approved by: \_\_\_\_\_ on \_\_\_\_\_  
Town work completed on \_\_\_\_\_ Approved by: \_\_\_\_\_

**TOWN OF BOWLING GREEN**  
**APPLICATION FOR WATER AND/OR SEWER CONNECTION**

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

Applicant Name: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_

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

Location: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Subdivision/Other \_\_\_\_\_

Type of Connection:

Water \_\_\_\_\_ Sewer \_\_\_\_\_ # of Meters \_\_\_\_\_ Meter Size(s) \_\_\_\_\_

Date Backflow Preventer (if required) is installed: \_\_\_\_\_

Availability Fees (payable prior to work being scheduled for the connection)      Water \$ \_\_\_\_\_  
Sewer \$ \_\_\_\_\_

Connection & Inspection Fees (to be paid at time of inspection request)      Connection Fee \$ \_\_\_\_\_  
Inspection Fee \$ \_\_\_\_\_  
Administration Fee \$ \_\_\_\_\_  
Total Fees Paid \$ \_\_\_\_\_

Pipe Size for Water Lateral(s) \_\_\_\_\_ Sewer Lateral(s) \_\_\_\_\_

Type of Pipe(s) Water \_\_\_\_\_ Sewer \_\_\_\_\_

Lateral Inspections by Public Works required, call 804-633-9474

**TOWN OF BOWLING GREEN**  
**WATER AND SEWER APPLICATION PROCEDURES/FEEES**  
219 ANDERSON AVENUE  
POST OFFICE BOX 468  
BOWLING GREEN, VIRGINIA 22427  
(804) 633-9474

## APPLICATION PROCEDURE

In order to streamline and reduce confusion with regard to applications for Water and Sewer service, the Department of Public Works is providing to all applicants the following information.

1. **AVAILABILITY FEES:** Availability Fees are assessed for all new or altered connections to the system based on the anticipated consumption of each individual customer. Availability Fees must be paid prior to the work being scheduled for the actual connection(s). A Minimum Availability Fee is assessed or based on a single family dwelling (SFD) consumption of 400 gallons per day or less. The minimum fees for a SFD are \$6,000 for water and \$6,000 for sewer. Availability Fees are subject to increase after one year if a connection(s) has not been made and service provided (meter turned on). Any connection which is under construction would not be subject to any increase that may occur. Approved applications shall become void six (6) months from the date of approval if the applicant has failed to pay the availability fee or has failed to comply with any other applicable requirements of the Code of the Town of Bowling Green.
  - a. Application forms should be picked up from the Town Hall Office, 117 Butler Street, and must be complete in full. Payment should be made to the Town of Bowling Green at the Town Hall.
  - b. The Town Hall will give written notice to the Public Works Department of the receipt of the fees. The department will then schedule an appointment with the applicant for confirmation of the location of the connection(s) and will schedule the construction of the connection(s).
2. **CONNECTION FEES:** Connection Fees are charged for all connections to the system and represent the cost the Town incurs per connection. Connection(s) can be made any time during construction, however the connection fees must be paid for prior to the service being turned on or altered. The following factors should be considered in selecting the time you elect when connection is requested.
  - a. Construction water must be obtained through a fire hydrant meter or the connection to the SFD you are constructing.
  - b. Invoicing any additional Connection Fees will occur after the connection is made, and payment must be received prior to the service being turned on. A minimum fee of \$750 will be paid at time of application approval.

c. Cost:

1. A **minimum fee (\$750)** is paid for all **water connections** based on the cost to the Town to **provide** a 3/4" tap and 5/8" water meter. All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer **plus a 25% Administration Fee.**
2. A **minimum fee (\$750)** is paid for all **sewer connections.** All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer **plus a 25% Administration Fee.**
3. **METER CHARGES:** In addition to an initial charge for any meter larger than a 5/8" meter, a meter charge will be assessed for meters 1" and above, at anytime the meter is replaced for maintenance or repairs. No charge is assessed for 5/8" meters.

Availability Fees and Connection Fees utilize the same Application. If you have applied for service you will need the responsible party's name and address that will make payment for monthly service. This form must be completed to provide that information.

3. **INSPECTION FEES:** The Town Public Works Department is responsible for the inspection of water and sewer laterals from the property line to the point of connection to our utilities. Caroline County Building Department will inspect the water and sewer laterals from the property line to the building. The Town will give written notice to the applicant/agent and the Building Official results of the inspection. **24 hour notice is required for inspections and the connection/laterals must be uncovered. Inspections are performed Monday through Friday, 8:00 am until 2:30 pm.**
  - A. The cost of inspections is as follows:
    1. **\$35.00** if inspection for both laterals requested at the same time or;
    2. **\$35.00** each if inspections are requested separately.
    3. **Re-inspection Fees: \$35.00 each.**
  - B. Inspection Fees will be invoiced with the Connection Fees.
4. **ACCOUNT SETUP FEE: \$15.** This fee is assessed when an account is approved and shall be the same whether water and sewer accounts are opened at the same time or at different times.
5. **DEPOSITS:** In-Town \$100.00 – Out of Town \$150.00. The amount of the deposit is the same whether for a water or sewer account, or both.

6. **USER FEES:** User Fees or bi-monthly charges are assessed based on consumption by each customer. The Town charges a Minimum Fee bimonthly for all consumption between 0 and 5,000 gallons, which is billed to all active accounts. All usage above 5,000 gallons is billed per 1,000 gallons or fractional part thereof.
7. **RECONNECTION FEES: \$25.00.** This fee is assessed when a reconnection is requested when the utilities are disconnected due to non-payment.
8. **PLAN REVIEW:**
  1. **APPLICATION FEE: \$25.** Reviewing plans that exceed the construction normally required for a connection to the water and sewer systems. **Not required for established system.**
    - a. Review by the Public Works Staff, for operability and compliance with the overall Town's water and sewer infrastructure plan, and
    - b. Review for a construction permit. If this were done by the Town under current staffing, our consultants would be used in that a Professional Engineer is required.

The application fee is a basic fee charged in either case and represents the Administration of the plan review and in extremely small (1 page) extensions, the in-house review cost.

2. **PLAN REVIEW:** The actual plan review for extensions in excess of one plan sheet is based on time and the type of review performed. The cost for a construction permit will be based on **time required at \$90.00 per hour** for in-house review. This charge will be in addition to the Application Fee.

### SUMMARY OF FEES

<b>AVAILABILITY FEES</b>	based on maximum meter size, minimum 5/8" - see TABLE A for additional size/cost	Water	\$6,000.00
		Sewer	\$6,000.00
<b>CONNECTION FEES</b>		minimum	\$750.00 each
<b>INSPECTION FEES</b>	both laterals/same time		\$35.00
	water and sewer separately		\$35.00 each
<b>REINSPECTION FEES</b>			\$35.00
<b>PLAN REVIEW APPLICATION FEE</b>	minimum		\$25.00
	or multi-page in house review		\$90/hr + \$25.00
<b>ACCOUNT SETUP FEE</b>			\$15.00
<b>DEPOSITS</b>	In-Town		\$100.00
	Out of Town		\$150.00

**RECONNECTION FEE**

**\$25.00**

**TABLE A**

**WATER AVAILABILITY FEE**

**SEWER AVAILABILTY FEE**

**Nominal Meter Size (inches)**

5/8 or 3/4	\$6,000	\$6,000
1	\$6,500	\$6,500
1 1/2	\$9,500	\$9,500
2	\$12,500	\$12,500
3	\$15,500	\$15,500
4	\$18,000	\$18,500
6	\$21,500	\$21,500
8	\$24,500	\$24,500

**TOWN OF BOWLING GREEN  
PUBLIC WORKS LABOR & EQUIPMENT RATES**

**EQUIPMENT**

PICK-UP TRUCK	\$ 25.00/ 8 HRS.
DUMP TRUCK	\$ 75.00/ 4 HRS.
BACK-HOE	\$150.00/ 4 HRS

Adopted June 29, 2005

Revised July 1, 2007



TRACTOR \$ 45.00/ 4 HRS.

AIR COMPRESSOR \$ 25.00/ 4 HRS.

\* NOTE: All rental equipment will be charged at the same rate as to the Town plus 25%.

\* NOTE: All rates are charged in increments of the hours set forth above, and shall not be pro-rated.

### MATERIAL/PARTS

\* NOTE: All material and parts will be charged at the same cost as to the Town plus 25%.

### PERSONNEL

ENGINEER \$ 90.00/ HR.

TOWN STAFF \$ 18.00/ MANHOUR

\* NOTE: All contractors and/or sub-contractors hired by the Town will be charged at the same rate as to the Town plus 25% including equipment, parts and labor.