



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, May 02, 2024  
7:00 PM

#### **CALL TO ORDER AND ESTABLISHMENT OF QUORUM:**

#### **CONSENT AGENDA:**

- [1.](#) Bills – April 2024
- [2.](#) Minutes – March 7, 2024 Town Council Work session
- [3.](#) Minutes – March 7, 2024 Town Council Meeting
- [4.](#) Minutes – February 1, 2024 Town Council Work session
- [5.](#) Minutes – February 1, 2024 Town Council Meeting
- [6.](#) Minutes- Town Council Retreat January 26, 2024
- [7.](#) Event Coordinator Approval, India Adams-Jacobs, Town Manager

#### **DELEGATIONS: 3 MINUTES PER DELEGATION**

#### **PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

#### **MEMBER COMMENTS:**

#### **PUBLIC HEARINGS:**

8. FY25 Budget Public Hearing
9. Zoning Application & B1 Zone Text Amendment- Tattoo Parlor & Body-Piercing Salon, J.C. LaRiviere
10. Fence Ordinance

#### **STAFF REPORTS & PRESENTATIONS:**

- [11.](#) Town Manager's Monthly Report, India Adams-Jacobs, Town Manager
- [12.](#) Deputy Treasurer/Town Clerk Monthly Report for April 2024
- [13.](#) Police Departments Monthly Report April 2024
- [14.](#) Public Works Department Monthly Report for  
April 2024
- [15.](#) Community Development Monthly Report- April 2024

**INFORMATIONAL ITEMS:**

**UNFINISHED BUSINESS:**

- [16.](#) FY25 Proposed Budget, India Adams-Jacobs, Town Manager
- [17.](#) Fence Ordinance, J.C. LaRiviere, Director of Community Development

**NEW BUSINESS:**

- [18.](#) Zoning Application & B1 Zone Text Amendment- Tattoo Parlor & Body-Piercing Salon
- [19.](#) FY22 Audit Engagement Letter Approval, India Adams-Jacobs, Town Manager
- [20.](#) Appointment of Town Treasurer, India Adams-Jacobs

**CLOSED SESSION:**

- 21. I move that the council convene in closed session **pursuant to Va. Code Section 2.2-37011(A)8 to consult with the town's legal counsel regarding (i) the proposed Intergovernmental Support Agreement with Fort Walker and (ii) the proposed agreement with Caroline County for operation of the Town water and sewer system.**

**22. Water/Sewer System Operations Procurement:**

I move that the council convene in closed session **pursuant to Va. Code Section 2.2-37011(A)29 to discuss the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Town.**

**RECONVENE IN OPEN SESSION:**

**ADJOURNMENT:**



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

**AGENDA ITEM:** Bills – April 2024  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Trish Chenault, DeputyTreasurer  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Items purchased and services rendered in April 2024

**ATTACHMENTS:**

April 2024 AP Disbursements Summary  
April 2024 ACH Disbursements Summary

**REQUESTED ACTION:**

Approve/Deny

TOWN OF BOWLING GREEN  
CHECK DISBURSEMENTS SUMMARY  
04/01/2024 TO 04/30/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
18	A & M Home Center	B52006	8.99	0.00	8.99	59.96	AP*30920		04/12/24
		C105409	15.99	0.00	15.99				
		C106394	34.98	0.00	34.98				
		TOTAL	59.96	0.00	59.96				
1271	Automation Personnel Servic	917103	607.50	0.00	607.50	1,822.50	AP*30921		04/12/24
		917732	607.50	0.00	607.50				
		918502	607.50	0.00	607.50				
		TOTAL	1,822.50	0.00	1,822.50				
905	B&h Site Improvement Inc	24-0037	180.00	0.00	180.00	180.00	AP*30922		04/12/24
1257	Berkley Investments Llc	WO#5INVOICE#3	17,602.25	0.00	17,602.25	17,602.25	AP*30923		04/12/24
1094	Bmw Cleaning Services	52	600.00	0.00	600.00	600.00	AP*30924		04/12/24
429	Caroline County Sheriff's O	24-022	138.00	0.00	138.00	138.00	AP*30925		04/12/24
1058	Crystal Springs	23459099031524	17.99	0.00	17.99	17.99	AP*30926		04/12/24
341	Dominion Chemical Co	0324272	533.00	0.00	533.00	533.00	AP*30927		04/12/24
1052	Enco Utility Services Flori	INV64614	607.11	0.00	607.11	607.11	AP*30928		04/12/24
1238	Eurofins Analytics, Llc	85896	115.00	0.00	115.00	705.00	AP*30929		04/12/24
		85930	185.00	0.00	185.00				
		85982	115.00	0.00	115.00				
		85985	115.00	0.00	115.00				
		86046	175.00	0.00	175.00				
		TOTAL	705.00	0.00	705.00				
28	G & G Milford Farm Serv.	203162	23.99	0.00	23.99	405.27	AP*30930		04/12/24
		203227	143.91	0.00	143.91				
		203319	21.99	0.00	21.99				
		203332	119.98	0.00	119.98				
		203466	95.40	0.00	95.40				
		TOTAL	405.27	0.00	405.27				
1256	Hefty Wiley & Gore, P.c.	12901	3,500.00	0.00	3,500.00	3,500.00	AP*30931		04/12/24
1298	Jennifer Ernest	1	687.50	0.00	687.50	687.50	AP*30932		04/12/24

TOWN OF BOWLING GREEN  
CHECK DISBURSEMENTS SUMMARY  
04/01/2024 TO 04/30/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1208	Johns Brothers Security, In	1328685	39.95	0.00	39.95	79.90	AP*30933		04/12/24
		1328686	39.95	0.00	39.95				
		TOTAL	79.90	0.00	79.90				
546	Johnson's Exterminating	03/26/24	625.00	0.00	625.00	625.00	AP*30934		04/12/24
1115	Justtech	151180	176.63	0.00	176.63	176.63	AP*30935		04/12/24
1139	Keystone Information System	209301	326.90	0.00	326.90	326.90	AP*30936		04/12/24
743	Local Services	192587	147.49	0.00	147.49	147.49	AP*30937		04/12/24
179	Luck Stone Corporation Caro	IV-101947759	93.47	0.00	93.47	93.47	AP*30938		04/12/24
1286	Nancy Johnson	04/12/24	100.00	0.00	100.00	100.00	AP*30939		04/12/24
1297	Sheryl Childs	10/06/24	975.00	0.00	975.00	975.00	AP*30940		04/12/24
1300	Tammy Escobar	03/16/24	100.00	0.00	100.00	100.00	AP*30941		04/12/24
291	Usa Blue Book	INV00312350	198.71	0.00	198.71	572.27	AP*30942		04/12/24
		INV00313904	78.70	0.00	78.70				
		INV00314778	218.64	0.00	218.64				
		INV00320818	76.22	0.00	76.22				
		TOTAL	572.27	0.00	572.27				
878	White Oak Electric	3295	1,209.20	0.00	1,209.20	1,209.20	AP*30943		04/12/24
1299	Witmer Public Safety Group	INV455155	477.75	0.00	477.75	477.75	AP*30944		04/12/24
1289	India Adams-jacobs	04/19/2024	250.00	0.00	250.00	250.00	AP*30945		04/22/24
TOTAL:						31,992.19			

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TOWN OF BOWLING GREEN  
CHECK DISBURSEMENTS SUMMARY  
04/01/2024 TO 04/30/2024 AND CHECK.CODE ACH TO ACH

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VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
514	K L Langford Excavating	24111	20,300.00	0.00	20,300.00	21,950.00	ACH*30778		04/19/24
		24128	1,650.00	0.00	1,650.00				
		TOTAL	21,950.00	0.00	21,950.00				
918	Staples Advantage	6000337295	384.10	0.00	384.10	653.95	ACH*30779		04/19/24
		6000660551	269.85	0.00	269.85				
		TOTAL	653.95	0.00	653.95				
41	Visa	03/28/2024	898.01	0.00	898.01	898.01	ACH*30780		04/19/24
44	Vups	03240467	33.35	0.00	33.35	33.35	ACH*30781		04/19/24
TOTAL:						23,535.31			



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

**AGENDA ITEM:** Minutes – March 7, 2024 Town Council Work session

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Trish Chenault, [adminclerk@townofbowlinggreen.com](mailto:adminclerk@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Minutes transcribed from the March 7, 2024 Town Council Work session

**ATTACHMENTS:**

Minutes from March 7, 2024 Town Council Work session

**REQUESTED ACTION:**

Approve Minutes.



## TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORKSESSION MINUTES

### A G E N D A

Thursday, March 7, 2024  
6:00 PM

#### **CALL TO ORDER AND QUORUM ESTABLISHED:**

Mayor Gaines called the meeting to order and noted a quorum was present.

#### **COUNCIL PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member Jean Davis  
Council Member Randy Hageman  
Council Member David Storke  
Council Member Jeff Voit  
Council Member Dan Webb  
Council Member Arthur Wholey

#### **BUSINESS:**

Town Council discussed the following matters:

- Swearing In Ceremony– Council Member John Chinault – Susan Minarchi, Clerk of Court for Caroline County was present at 6:00pm to perform swearing in of Council Member Chinault.
- Breezeline Service Discussion – Two Breezeline representatives attended the meeting. One in person, and another by zoom. They discussed issues that were happening with Breezeline service, and that they have hired a technical group to help with certain areas. They are hoping that the issues that have been happening with service will be corrected soon.

Council Member Davis wanted to know why there is not an office in Bowling Green. One Breezeline representative responded that the need is not necessary at this time.

Council Member Storke questioned if there is a Franchise Agreement with the Town of Bowling Green, and that Breezeline has a building on Towns property. Is Breezeline paying rent for this property? Is there a lease agreement? One Breezeline representative responded that there is no Franchise Agreement, and that they would have to look into the question concerning rent/lease agreement.

Council Member Hageman spoke about the problems he has been having with Breezeline service. One of the Breezeline representatives apologized for the problems, and said that he should not have experienced all the problems he was having.



**INFORMATIONAL ITEMS:**

- Virginia Department of Criminal Justice Services (DCJS) ARPA Grant - The Town Manager went over the grant with Council. The Town has received an allocation of \$10,000 in non-competitive grants from DCJS. The Town has to either use the grant or lose it. The grant is 100% reimbursable. Approved purchases included two rifles with optics, a vehicle cage to transport arrestees safely, and a new police radio. Staff recommends proceeding with the grant procurement terms, and closing out of the grant by the close of the fiscal year.

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council motioned to approve the authorization of the Town Manager to execute all grant documentation, procurement, and reimbursement in association with the DSCJ ARPA grant.

**ADJOURNMENT**

The Town Council closed the Work session.



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

**AGENDA ITEM:** Minutes – March 7, 2024 Town Council Meeting

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Trish Chenault, [adminclerk@townofbowlinggreen.com](mailto:adminclerk@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Minutes transcribed from the March 7, 2024 Town Council Meeting

**ATTACHMENTS:**

Minutes from March 7, 2024 Town Council Meeting

**REQUESTED ACTION:**

Approve Minutes.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
DRAFT MINUTES**

March 7, 2024  
7:00 p.m.  
Town Hall

**ROLL CALL AND QUORUM ESTABLISHED:**

Mayor Gaines called the meeting to order and noted a quorum was present.  
The Pledge of Allegiance was recited.

Mr. Hanley, resident, was present to start the meeting with a prayer.

**MEMBERS PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member John Chinault  
Council Member Jean Davis  
Council Member Randy Hageman  
Council Member David Storke  
Council Member Jeff Voit  
Council Member Dan Webb

**CONSENT AGENDA:**

- Planning Commission Workplan Adoption – Vice Mayor Coyle asked why there is a need for the workplan to be adopted. The Community Development Director advised Council that the goal of the workplan is to ensure that the Planning Commission, Town Council, and staff are united in the goals for the Planning Commission to achieve in the upcoming year. One of the goals is working toward getting a real zoning map adopted.

On the motion of Council Member Webb, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council motioned to approve the adoption of the Planning Commission workplan.

- Bills – The Mayor asked for a motion to approve the bills.

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council motioned to approve the bills as presented.

**PUBLIC COMMENTS:**

Bonnie Cannon, resident, spoke about the IGSA contract with Fort Walker. Ms. Cannon does not feel the Town should get involved with the IGSA being as though the county chose not to participate. She feels the Town does not have the staff to handle the job. Ms. Cannon also brought up to Council about the 5000-gallon water limit for utility bills. Feels this needs to be lowered.

Rick Hanley, resident, thanked Council for taking care of the trash situation. He also spoke about the Harvest Festival, and how he appreciates the Town having it. Mr. Hanley participated last year.

**MEMBER COMMENTS:**

Council Member Hageman thanked the Town Manager for having one-on-one meetings with Council Members and also thanked staff for their hard work. He also welcomed new Council Member Chinault.

Council Member Voit also thanked staff, and thanked residents Cannon and Hanley for their comments.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

Town Manager's Monthly Report for February 2024

- The Town Manager went over her report with Council. She spoke about the tobacco tax and that the Town has received \$3,355.54 for January 2024. Mayor Gaines asked how many businesses we are collecting from, to which the Town Manager said about 7.
- 

Town Treasurer/Finance Department Monthly Report for February 2024

- No questions/comments

Police Department Monthly Report for February 2024

- No questions/comments

Public Works/Utilities Monthly Report for February 2024

- No questions/comments

**PUBLIC HEARING:**

- Special Use Permits #24-001 & #24-002 - Krista Manns was present to speak about the permits. She thought they were grandfathered in from when Kathy Hancock had the property on 205 Main Street (#24-001). She stated she thought both properties had actually been grandfathered in.

**NEW BUSINESS:**

Town Council discussed the following matters:

- Special Use Permits Application #24-001 & #24-002 – The staff received two special use applications in January from Mr. Jason Manns for properties at 205 Main Street (24-001), and 132 E. Broadus Ave (24-002). The additional requirements for #24-001 is that the residential use be secondary to the primary business use. The additional requirement for #24-002 is that the two-family dwelling must be created by conversion of an existing single-family dwelling. The existing structure meets the definition of this in the Zoning Ordinance.

On the motion of Council Member Webb, seconded by Vice Mayor Coyle, which carried a vote of 7-0, the Town Council motioned to approve special use applications SUP #24-001 and SUP #24-002.

**Roll Call Vote:**

Vice-Mayor Valarie Coyle = Aye

John Chinault = Aye

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

- IGSA with Fort Walker/U.S. Army – The purpose of the IGSA is to reduce U.S. Army costs related to compliance with federal procurement requirements and provide a new stream of revenue to the Town. The Town would be paid a 10% administrative fee for each procurement. Diane Smith with Fort Walker was present to answer any questions from Council. Fort Walker would like to move forward with an agreement with the Town.

Vice Mayor Coyle asked if the Town is guaranteed the 10%, to which Ms. Smith stated yes. Ms. Smith also advised that the Town would be paid within 30 days.

On the motion of Council Member Webb, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council authorized the Town Manager to execute the IGSA with the U.S. Army.

- Appointment of Matt Benjamin to the Planning Commission – Mr. Benjamin applied for the Planning Commission vacancy. Council was provided with his application for consideration and appointment to serve a four-year term.

On the motion of Council Member Voit, seconded by Vice-Mayor Coyle, which carried a vote of 7-0, the Town Council approved the appointment of Matt Benjamin to the Planning Commission for a four-year term.

**UNFINISHED BUSINESS:**

Council Member Storke advised Council that Kevin Wightman, Caroline County Building Official had been to Town Hall concerning the mold situation and Mr. Wightman evaluated the building and stated vents needed to be placed on the roof for ventilation.

**INFORMATIONAL ITEMS:**

Fort Walker is holding a Community Leader Reception on January 25, 2024 from 6:00-8:00pm at the Fort Walker Lodge on Travis Lake. The Mayor and Council members were invited.

**CLOSED SESSION:**

On the motion of Council Member Storke, and seconded by Council Member Voit, which carried a vote of 7-0, the Town Council motioned to go into closed session pursuant to VA code sec 2.2-3711A8 for consultation with legal counsel regarding the proposed MOU with the county for operations and management of the Town's water and sewer system.

**RECONVENE IN OPEN SESSION:****CERTIFICATION**

On the motion of Council Member Storke, the Town Council certified in accordance with Section 2.2-3712 of the Code of Virginia that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

**Roll Call Vote:**

John Chinault = Aye

Valarie Coyle = Aye

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

**ADJOURNMENT:**

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council motioned to adjourn the Town Council Meeting.



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

**AGENDA ITEM:** Minutes – February 1, 2024 Town Council Work session

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Trish Chenault, [adminclerk@townofbowlinggreen.com](mailto:adminclerk@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Minutes transcribed from the February 1, 2024 Town Council Work session

**ATTACHMENTS:**

Minutes from February 1, 2024 Town Council Work session

**REQUESTED ACTION:**

Approve Minutes.



## TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORK SESSION MINUTES

### A G E N D A

Thursday, February 1, 2024  
6:00 PM

#### **CALL TO ORDER AND QUORUM ESTABLISHED:**

Mayor Gaines called the meeting to order and noted a quorum was present.

#### **COUNCIL PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member Jean Davis  
Council Member Randy Hageman  
Council Member David Storke  
Council Member Jeff Voit  
Council Member Dan Webb

#### **BUSINESS:**

Town Council discussed the following matters:

Water Moratorium-Resolution – Council Member Storke stated that the Town needs to lift the Water Moratorium. Council Member Storke stated that if all the vacant parcels wanted to connect at once, it would use up all of the Town's water. DEQ said that the Town did not have water when there was discussion concerning the Habit for Humanity building 15 homes. Stantec said that the Town has water.

Council Member Webb stated that with all the expenses coming up for the Town, the Town needs to continue to grow, and that the Town should never reserve water. The water should be on a first come first serve basis. Council Member Webb agrees with Council Member Storke to lift the Water Moratorium.

Vice Mayor Coyle would like more updated information from Stantec to see where the Town stands with its water supply.

On the motion of Council Member Storke, seconded by Council Member Webb, with a vote of 6-0, the Town Council motioned to immediately remove the Water Moratorium.



**Roll Call:**

Valarie Coyle = Aye  
Jean Davis = Aye  
Randy Hageman = Aye  
David Storke = Aye  
Jeff Voit = Aye  
Dan Webb = Aye

Joey Schiebel, Director of Public Works/Utilities for Caroline County was present and went over a handout concerning the emergency utility operations for the Town of Bowling Green. Spoke about immediate action items, and wanted approval for the county to move forward with designs for well #5. He asked for \$55,000 to be approved by Council.

On the motion of Council Member Storke, seconded by Vice Mayor Coyle, which carried a vote of 6-0, the Town Council motioned to move forward with designs for well #5 with an approved amount of \$55,000.

**Roll Call:**

Valarie Coyle = Aye  
Jean Davis = Aye  
Randy Hageman = Aye  
David Storke = Aye  
Jeff Voit = Aye  
Dan Webb = Aye

Events Discussion – The Town Manager discussed with Council having events this year (2024). The need to start planning asap for events was stressed to Council. Council agreed for the Town Manager to start planning events for 2024. Council did mention that they would like to have bands booked that would play for free at Music on the Green.

**CLOSED SESSION:**

On the motion of Council Member Storke, seconded by Council Member Voit, which carried a vote of 6-0, the Town Council motioned to move the item #'s 3 and 4 under closed session to Item #'s 15 and 16 on the Agenda for the Town Council Meeting following the work session.

**ADJOURNMENT:**

The Town Council closed the work session.



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

**AGENDA ITEM:** Minutes – February 1, 2024 Town Council Meeting

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Trish Chenault, adminclerk@townofbowlinggreen.com

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Minutes transcribed from the February 1, 2024 Town Council Meeting

**ATTACHMENTS:**

Minutes from February 1, 2024 Town Council Meeting

**REQUESTED ACTION:**

Approve Minutes.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
DRAFT MINUTES**

February 1, 2024  
7:00 p.m.

**ROLL CALL AND QUORUM ESTABLISHED:**

Mayor Gaines called the meeting to order and noted a quorum was present.  
The Pledge of Allegiance was recited.

**MEMBERS PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member Jean Davis  
Council Member Randy Hageman  
Council Member David Storke  
Council Member Jeff Voit  
Council Member Dan Webb

Mr. Hanley, resident, gave a prayer at the beginning of the meeting.

**PUBLIC COMMENTS:**

Mr. Sam Frye, resident, who is with the Bowling Green Vet Alliance applauded Council for listening to the Town's citizens. He referenced the Pedicab business being approved to operate in the Town.

Mr. Hanley, resident, spoke about the trash issues. He also thanked the staff and Chief of Police for their hard work.

Ms. Cooke, resident, spoke about trash issues. She stated that her recycle can has not been picked up since Thanksgiving. Wanted to know who can help with this issue? Ms. Cooke does not feel like she should have to pay for trash since she has not been provided the service.

Ms. Straight, resident, spoke about her concerns with her water bill. Said she should not be charged a minimum bill since she uses less than 5000 gallons of water. Stated it is not fair to go off of 5000 gallons, as a lot of residents do not even use half of that.

Ms. Cannon, Town resident, agreed with Ms. Straight concerning the minimum of 5000 gallons. She would like the Town to do something also about the minimum usage.

**MEMBER COMMENTS:**

Council Member Voit thanked everyone for coming to the meeting, and voicing their concerns about trash.

Council Member Storke spoke concerning the trash and water concerns. Stated that the USDA were the ones that advised the Town to go up on the water rates.

Mayor Gaines also spoke about the concerns with trash not being picked up. He stated that the Town Manager and himself will personally go to GFL's office.

Town Manager also spoke about the concerns with trash and advised that she will be doing a google form online that you can fill-out concerning any issues with trash, and that she is continuing to work with GFL to get things corrected.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

Town Administration (Town Manager) Monthly Report for January 2024

- No questions/comments

Town Clerk/Treasurer Council Monthly Report for January 2024

- No questions/comments

Police Department Monthly Report for January 2024

- Council Member Hageman thanked the Chief of Police for his hard work.

Public Works/Utilities Monthly Report for January 2024

- No questions/comments

**CONSENT AGENDA:**

On the motion of Council Member Voit, seconded by Vice Mayor Coyle, which carried a vote of 6-0, the Town Council motioned to approve the Consent Agenda as presented with the correction to item #9 (1-4-24 minutes-2 typo errors)

**UNFINISHED BUSINESS:**

Town Council discussed the following matters:

- Audit Process and Update (FY21) – The Town Manager went over the audit process. The Town is missing a lot of information for 2021, but we are finding information on FY22 and FY23.

On the motion of Council Member Hageman, seconded by Council Member Voit, which carried a vote of 6-0, the Town Council motioned to remove item #12 from unfinished business on the agenda.

**NEW BUSINESS:**

- FY24/25 Budget Process – The Town Manager presented to Council a calendar with the budget process outlined for their review.

On the motion of Council Member Hageman, seconded by Council Member Voit, which carried a vote of 6-0, the Town Council motioned to accept the FY24/25 budget process.

- Town Hall Hours of Operation – The Town Manager would like to close the Town Hall business office Tuesdays and Thursdays while completing the audit process.

On the motion of Council Member Storke, seconded by Vice Mayor Coyle, which carried a vote of 6-0, the Town Council motioned to approve the modified schedule of the business office to open Monday, Wednesday and Friday, and closed Tuesday and Thursday.

**CLOSED SESSION:**

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council voted to convene in closed session pursuant to Section 2.2-3711(A) (1) of the Code of Virginia for the discussion, consideration, or interviews of prospective candidates for appointment to fill the vacant Town Council seat through the end of the current term, which expires December 31, 2024.

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to convene in closed session to discuss the MOU with Caroline County regarding the Town of Bowling Green's Water and Sewer System as authorized by Virginia Code section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

**RECONVENE IN OPEN SESSION:**

On the motion of Council Member Webb, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to reconvene in open session.

**CERTIFICATION:**

"I move that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by Council. Any member of Council who believes that there was a departure from the requirements of clauses (i) and (ii) of this motion, shall so state prior to the vote, indicating the substance of the departure that, in his or her judgement, has taken place."

**Roll Call Vote:**

Vice-Mayor Valarie Coyle = Aye

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

**ADJOURNMENT:**

On the motion of Council Member Storke, seconded by Council Member Davis, which carried a vote of 6-0, the Town Council voted to recess the February 1, 2024 Town Council meeting until Thursday, February 8, 2024 at 5:00pm.

## **Bowling Green Town Council Retreat**

**January 26, 2024**

### **Bowling Green Town Hall**

#### **Notes**

Vice Mayor Valerie Coyle called the meeting to order at 10:15 a.m. In addition to the Vice Mayor, Council members Jean Davis, Randy Hageman, David Storke, Jeff Voit, and Dan Webb were present, along with Town Manager India Adams-Jacobs. Kimball Payne, Executive Manager with the Berkley Group served as retreat facilitator.

Notes for the retreat were captured on flip charts. A transcription of the notes, with clarifying annotations, is attached as an addendum to these notes.

After calling the meeting to order, Ms. Coyle turned the meeting over to the facilitator. Mr. Payne thanked the Council members for speaking with him as a part of his retreat planning. He then referred to the day's agenda and reviewed suggested goals for the retreat as follows:

- Work as a team and develop consensus
- Encourage input from all Council members
- Identify major goals and priorities
- Identify objectives, with assigned responsibility and timelines, to advance the goals
- Craft a work plan for the next 18 to 24 months
- Identify longer term issues
- Understand constraints to progress and identify means to overcome them

He then mentioned some themes that might run through the day including Council roles, responsibilities, dynamics, and processes, Council/Manager roles and relationships, public engagement, and potential limitations that might have to be overcome to accomplish Council's priorities.

Mr. Payne also offered ground rules for the day's discussion.

- Everyone participates; no one dominates
- Engage
- Be honest
- Listen to each other
- Respect different opinions
- No idea is too outlandish
- Seek to understand
- Ask questions
- Seek consensus (formal action at a future Council meeting)
- Silence means consent – speak up if you disagree
- Use the parking lot for issues that may evade consensus or require more background

- Have fun
- We will take breaks when it seems appropriate

Mr. Payne asked if the agenda and goals for the retreat were consistent with Council's expectations. The Council accepted the agenda, goals, and ground rules.

Mr. Payne then shared with Council the common themes, issues raised by more than one Council member during his interviews, that he was sure would come up during the discussion.

- Utilities – the sewer plant, the MOU with Caroline County, the water moratorium, water withdrawal, DEQ, crumbling underground infrastructure.
- Town Council – vacancy, common vision, decision making, communications, relationship with the manager and staff, roles, and responsibilities.
- Growth/development – pros and cons, the Route 301 corridor, the Comprehensive Plan, residential v. commercial growth.
- Finances – revenue sources, budget, CIP, asset management.
- Town operations and staffing.
- Regulations – parking, pedicabs, zoning.
- Fort Walker - IGSA

To start the discussion, the facilitator asked each Council member to answer the following questions:

- *What legacy do you want to leave for the Town of Bowling Green when you conclude your service on Council?*
- *What do you hope the Council accomplishes by the end of the retreat?*

Responses to the second question were captured on flip chart #1. There was consensus that the Council wanted to develop a vision for the Town, to foster decisiveness and accountability, to set expectations for staff, and to improve communications regarding why it makes the decisions that it does.

Mr. Payne then asked Council members to respond to the following questions regarding Town operations:

- *What is the Town doing well?*
- *What is the Town doing not so well?*
- *What is it that the Town is not doing that it should?*
- *What is it that the Town is doing that it should, or could, stop doing?*

Responses to the first question, what was the Town doing well, were captured on flip chart #2. Council members mentioned professional management, a willingness to work towards the resolution of issues, that residents are valued and listened to, and that the Town staff was kind and caring.

To the question about what the Town was not doing well, Council identified the following (flip charts #3 & #4):



- Proactive leadership from Council and staff
- Protocols or knowledge of protocols for Town operations and no cross-training or redundancy on staff
- Communications in general
- Sound financial management practices
- Personnel management
- Capital planning and asset management
- Records retention
- Information Technology
- Documenting protocols and practices
- Staff training
- Employee compensation and benefits

In response to the question about what the Town should start doing, Council offered (flip chart #5):

- Strategic planning
- Collaboration, both internally and regionally
- Economic development – proactive business recruitment and support; utilize an Economic Development Authority (EDA)
- Adopt rules of procedure for Council meetings

The suggestion to reform Council committees was briefly added to the list. Mr. Payne asked the purpose of Council committees and suggested that, if they were formed, there should be a clear charter describing their purpose, responsibility, and authority. He pointed out that Council committees were subject to the same requirements under the Freedom of Information Act (FOIA) as the full Council and would require staff support. He also expressed concerns that committees might subvert the principles of the Council/Manager form of government, that Council should only act on substantive issues as a body, and that all Council members should receive the same information at the same time. With those questions raised by the facilitator, Council removed the suggestion from the list.

Council then addressed the question of what the Town was doing that it could stop doing. Suggestions were to stop having routine work sessions and only have them when a substantive issue needed to be discussed; to stop procrastinating on important decisions; and, to stop interfering with staff operations (flip chart #6). The last suggestion sparked a short discussion with Council reaching consensus that staff, especially the Town Manager, should speak up and address the interfering Council member if that occurred.

Mr. Payne suggested that if Council wanted to develop a strategic plan for the Town, first steps were to craft vision, mission, and values statements, and then to identify major strategic goal areas.

## **Vision**

To start to form the structure of a strategic plan, Mr. Payne asked the Council members to describe the Town of Bowling Green in the future. This would inform the development of a vision statement for the Town. The responses were the following (flip charts #8 & #9):

- ✓ Vibrant, lively, thriving community
- ✓ Sustainable/resilient
- ✓ Connected regionally
- ✓ Walkable/connected neighborhoods
- ✓ A destination for visitors
- ✓ Small town vibe; a village with historic charm
- ✓ A cultural & business center of Caroline County
- ✓ Beautiful public spaces and streetscapes

## **Mission**

Mr. Payne then asked Council what the mission of Town government was. The quick response was, “to serve the citizens.” Mr. Payne asked what sort of services the Town provided. He asked, “Why is Bowling Green a town?” The ensuing discussion brought forth many reasons (flip charts #10 & #11):

- Land use control
- Utilities
- Public safety
- Attractive physical assets
- Amenities, parks
- Independence/self-government
- Sense of community
- Location of services, commerce, & culture
- Solid waste collection

Council recessed for lunch at 12:00 p.m. and reconvened at 12:30 p.m.

## **Values/Operating Principles**

The next component of a strategic plan that Mr. Payne asked Council to address was the “how” of Town operations; the values or operating principles that should be followed in interactions among Council, staff, and the public. Those values form the underpinning of doing things the right way. Council identified the following (flip charts #12 & #13):

- Transparency
- Open communications (two-way)
- Good customer service
- Honesty
- Integrity
- Sound financial management
- Follow thru
- Staff development

- Welcoming
- Facilitative
- Creative/innovative
- Efficiency & effectiveness
- Trust

## Strategic Goal Areas

Since Council had addressed the vision, mission, and values components of a strategic plan, Mr. Payne said that it was time to identify the major strategic goal areas where Council might focus its efforts to improve the Town government and the community. He called them the “Big Rocks.”

During the ensuing discussion, Council identified the following areas (flip charts #14 & #15):

- Sound utility system
- Excellent staff development
- Economic development
- Good/smart growth
- County relations
- Vibrant downtown
- Good government – staff, finances, policies
- Financial management

Mr. Payne suggested that some of the areas could be combined, for example folding “Excellent staff development” into “Good government,” and that short descriptors should be written for each area. He offered to provide some wording for Council to consider in the retreat notes. Council asked that “Financial management” remain a separate area due to its present challenges and importance to effective Town operations.

Some suggested wording follows:

- ❖ **Utilities** – Improve and maintain the Town’s water and sewer system infrastructure, including water supply, treatment facilities and distribution/collection systems.
- ❖ **Excellent Town Staff** – Foster a Town workforce that is well-trained, appropriately compensated, has development opportunities, and demonstrates a dedication to public service.
- ❖ **Economic Development** – Support business development and expansion that enhances the tax base and provided gainful employment.
- ❖ **Smart Growth** – Support development that improves community vitality.
- ❖ **County Relations** – Communicate and collaborate with Caroline County for mutually beneficial results.
- ❖ **Vibrant Downtown** – Act to ensure that the Town remains an attractive, historic, and convenient center for commerce, culture, and services as the County seat.

- ❖ **Government Performance** – Improve organizational efficiency and effectiveness in service delivery through the adoption of appropriate policies, procedures, and practices; adapt and implement best practice.
- ❖ **Financial Management** – Provide fiscally responsible, sustainable, and resilient financial management that addresses both current and future needs.

Given the limited amount of time remaining, and considering the seriousness of the challenges, Council decided to focus on actions in two strategic goal areas, Utilities and Financial Management.

### **Financial Management** (Flip charts #16 & #17)

Council asked for immediate action to define the problems in financial management. The Town Manager reported that she was reviewing the records that she could find and had brought in assistance to help her understand the extent of the issues. One area for particular focus was Billings and Collections, in particular, getting a handle on delinquent accounts. Other actions identified by Council were:

- 1) A top priority is for the Town Manager to hire a Finance Director/Treasurer to focus on Town finances and assist the manager in rectifying the situation. This should be accomplished within 60 days.
- 2) Complete the Fiscal Year 2021 Audit – by July 1<sup>st</sup>.
- 3) Complete the remaining audits, FY 2022, and FY 2023 within 18 months.
- 4) Comply with reporting requirements on the use of ARPA funds; expend funds in accordance with ARPA guidelines (2026)
- 5) Reconcile the Chart of Accounts – ongoing.
- 6) Conduct a forensic, or turnover, audit depending on what is found during the examination of records.
- 7) Adopt financial management and procurement policies – within 18 months.
- 8) Segregate accounts – FY 2025 Budget
- 9) Adjust public office hours.

The Town Manager explained that in order to give staff the time to focus on searching for and examining financial records they needed to be isolated from the interruptions of daily operations. She suggested adjusting the public office hours of the Town Hall to allow staff to focus on fixing the financial problems. Council agreed and authorized the Town Manager to adjust the public hours, asking that the change be effectively communicated to the citizens and that alternative means of service, such as a drop box, be considered.

## Utilities (Flip charts #18 & #19)

Actions identified for this area were:

- 1) Review and finalize the memorandum of understanding (MOU) with Caroline County for the operation of the Town's wastewater treatment plant and utilities(WWTP) – As soon as possible.
- 2) For the longer term, explore and discuss, “Why does the Town own a utility system?” What are the alternatives and possible consequences of different ownership and operations arrangements?
- 3) Receive an update on the status of the new water withdrawal permit from the Virginia Department of Environmental Quality (DEQ) from Stantec – as soon as possible.
- 4) Place on an upcoming agenda potential action to remove the moratorium on connections to the Town's water system. Prepare documents explaining why that action is appropriate.
- 5) Budget funds and take action to fix the Town's water supply well that needs attention – FY 2025.
- 6) Find the report on the Town's utility system that was prepared by the engineering consultant Dewberry, review it, and brief Council.

## Fiscal Year 2025 Budget Preview

The Town Manager took the time remaining for the retreat to brief Council on the development of the Fiscal Year 2025 Budget. She first reviewed the proposed budget calendar, as follows (flip chart #20):

February 1 <sup>st</sup>	Deadline for the input of budget requests to the Manager
February/March	Manager reviews and discusses budget input with stakeholders
March 31 <sup>st</sup>	Manager completes Proposed FY 2025 Budget
April 4 <sup>th</sup>	Formal presentation of Proposed Budget to Town Council
May 2 <sup>nd</sup>	Budget public hearing
June 4 <sup>th</sup>	Deadline for adoption of the FY 2025 Budget

Ms. Adams-Jacobs then reviewed with Council budget drivers that she believed would influence the development of the Fiscal Year 2025 Budget. She covered both the expenditure and revenue sides of the budget (flip charts #21 & #22).

On the expenditure side of the budget the following are relevant:

- Costs related to the MOU with Caroline County, both operating and capital
- Costs for strengthening information technology
- Maintenance and repair costs of Town assets

- Developing a Contingency Fund to help address unexpected costs
- Maintaining appropriate cash reserves/unassigned fund balance
- Staffing costs

Drivers identified on the revenue side of the budget were:

- Billing collection rates
- Special events
- The potential Intergovernmental Service Agreement (IGSA) with Fort Walker to provide procurement services – a proposal will be presented during the budget process.
- Cigarette tax collections

As the scheduled time for the end of the retreat had passed, Mr. Payne thanked the Town Council for its active engagement and for the opportunity for him and the Berkley Group to be of service to the Town of Bowling Green.

After gathering outside for a group photo, Council returned to the room and Vice Mayor Coyle declared the meeting adjourned at 2:40 p.m.

Attachment: Transcription of Flip Chart Notes, with Annotations for Clarity

## **Bowling Green Town Council Retreat**

**January 26, 2024**

### **Transcription of Notes from Flip Charts (w/annotations for clarity)**

#### **Flip Chart #1**

BOWLING GREEN                      1/26/24

#### **TODAY**

- VISION
- DECISECIVENESS/ ACCOUNTABILITY
- STAFF EXPECTATIONS
- COMMUNICATIONS
  - VALUE & INTEREST“WHY”

#### **Flip Chart #2**

#### **DOING WELL**

- PROFESSIONAL MANAGEMENT
- WILLINGNESS TO WORK TO RESOLUTION
- VALUE THE RESIDENTS AND LISTEN TO THEM
- STAFF [is] KIND & CARING

#### **Flip Chart #3**

#### **NOT SO WELL**

- LEADERSHIP (PROACTIVE) – COUNCIL & STAFF
- PROTOCOLS – REDUNDANCY, CROSS TRAINING
- COMMUNICATIONS
- FINANCIAL MGMT.
- PERSONNEL MGMT.
- CAPITAL PLANNING & ASSET MGMT

#### **Flip Chart #4**

##### **NOT SO WELL**

- RECORDS RETENTION
- IT [Information Technology]
- DOCUMENTING PROTOCOLS & PRACTICES
- STAFF TRAINING
- COMPENSATION & INCENTIVES/BENEFITS

#### **Flip Chart #5**

##### **START DOING?**

- STRATEGIC PLANNING
- COLLABORATION – INTERNAL, REGIONAL
- ECON. DEV. – PROACTIVE  
BUS. RECRUITMENT & SUPPORT  
(EDA)
- ~~— COMMITTEES?~~
- RULES OF PROCEDURE

#### **Flip Chart #6**

##### **STOP DOING?**

- ROUTINE WORKSESSIONS
- PROCRASTINATING
- STAFF INTERFERENCE
- SPEAK UP! – CONSENSUS**

#### **Flip Chart #7**

##### **PARKING LOT**

OFFICE HOURS (TO GET WORK DONE)  
COMP. PLAN  
COMMUNICATIONS  
COLLABORATION W/ COUNTY (LAND USE)



### **Flip Chart #8**

#### **VISION**

- VIBRANT, LIVELY, THRIVING COMMUNITY
- SUSTAINABLE/RESILIENT
- CONNECTED REGIONALLY
- WALKABILITY/CONNECTIVITY
- DESTINATION
- SMALL TOWN VIBE
- HISTORIC CHARM, VILLAGE

### **Flip Chart #9**

- A CULTURAL & BUSINESS CENTER OF CAROLINE COUNTY
- BEAUTIFICATION

### **Flip Chart #10**

#### **MISSION**

- TO SERVE THE CITIZENS
- WHY IS BOWLING GREEN A TOWN?
  - LAND USE CONTROL
  - UTILITIES
  - PUBLIC SAFETY
  - ATTRACTIVE PHYSICAL ASSETS
  - AMENITIES, PARKS

### **Flip Chart #11**

#### **WHY A TOWN?**

- INDEPENDENCE/SELF-GOVERNMENT
- SENSE OF COMMUNITY
- LOCATION OF SERVICES, COMMERCE, & CULTURE
- SOLID WASTE COLLECTION

### **Flip Chart #12**

#### **VALUES/ OPERATING PRINCIPLES**

- TRANSPARENCY
- OPEN COMMUNICATIONS (TWO-WAY)
- GOOD CUSTOMER SERVICE
- HONESTY
- INTEGRITY
- SOUND FINANCIAL MGMT.
- FOLLOW THRU

### **Flip Chart #13**

- STAFF DEVELOPMENT
- WELCOMING
- FACILITATIVE
- CREATIVE/INNOVATIVE
- EFFICIENCY – EFFECTIVENESS
- TRUST

### **Flip Chart #14**

#### **“BIG ROCKS”**

#### **STRATEGIC GOAL AREAS**

- SOUND UTILITY SYSTEM
- ~~COMPETENT~~ EXCELLENT STAFF DEVELOPMENT
- ECONOMIC DEVELOPMENT
- GOOD/SMART GROWTH
- COUNTY RELATIONS
- VIBRANT DOWNTOWN

### **Flip Chart #15**

- GOOD GOVT.  
STAFF  
FINANCES  
POLICIES
- FINANCIAL MANAGEMENT

### **Flip Chart #16**

#### **FINANCIAL MGMT.**

##### **IMMEDIATE**

- DEFINE THE PROBLEM
- BILLING & COLLECTIONS (IN DELINQUENT COLL. RATE)
- #1 - HIRE FINANCE DIRECTOR/TREASURER
  - 45-60 DAYS
- COMPLETE [the] FY21 AUDIT(S)  
JULY 1<sup>ST</sup>
- UP TO DATE ON [all] AUDITS
  - 18 MOS.
- ARPA \$ REPORTING

### **Flip Chart #17**

- RECONCILE CHART OF ACCOUNTS – ONGOING
- ADJUST PUBLIC OFFICE HOURS TO ALLOW STAFF TO TOCUS ON FIXING FINANCIAL PROBLEMS
- FORENSIC/TURNOVER AUDIT
- FINANCIAL MANAGEMENT . POLICIES & PROCUREMENT (12-18 MOS.)
- SEGREGATON OF ACCOUNTS

### **Flip Chart #18**

#### **UTILITIES**

- MOU W/ COUNTY – ASAP
- LONGER TERM – DISCUSS “WHY DOES THE TOWN OWN A UTILITY SYSTEM?”
- H2O WITHDRAWAL PERMIT
  - STATUS REPORT
- REMOVE THE MORATORIUM
  - EXPLAIN WHY!

### **Flip Chart #19**

#### **UTIL.**

- FIX ONE WELL BY FY 2025
- FIND THE DEWBERRY REPORT!

### **Flip Chart #20**

BUDGET – FY 2025

1 FEB – INPUT TO MGR  
FEB/MAR DISCUSSION  
END MAR – MGR BUD PROP.  
APR 4 – PRESENTATION  
MAY 2 – P.H. [public hearing]  
JUNE 4 – ADOPTION

### **Flip Chart #21**

#### **DRIVERS**

EXPS. [expenditures] - COUNTY MOU  
- IT COSTS  
- MAINT. & REPAIR COSTS  
- CONTINGENCY  
- RESERVES  
- STAFF

### **Flip Chart #22**

BUDGET CONT.

#### **REVENUES DRIVERS**

- COLLECTION RATES
- EVENTS
- IGSA W/ FORT WALKER  
PROPOSAL W/BUDGET
- CIGARETTE TAX



## Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager; Justin Cecil, Chief of Police  
**SUBJECT:** Event Coordinator Approval- Harvest Festival  
**DATE:** April 24, 2024

### **SUMMARY:**

This memo seeks approval for the appointment of an Event Coordinator for the upcoming Bowling Green Harvest Festival. The festival is a significant event in our community, and having a dedicated coordinator will ensure its success.

### **BACKGROUND:**

The Event Coordinator will oversee all aspects of the festival, including but not limited to vendor coordination, scheduling entertainment, managing volunteers, and ensuring compliance with all necessary permits and regulations in coordination with the Town Manager. Their role will be crucial in ensuring that the festival runs smoothly and is enjoyed by all attendees.

### **FISCAL IMPACT:**

Quotes have attempted to be obtained from three potential event coordinators; after carefully reviewing the qualifications of the proposed Event Coordinator, I believe that they possess the necessary skills and experience to effectively manage this event and have provided the lowest quote in the amount of \$7,500 in comparison to the second highest quote of \$20,000.

### **RECOMMENDATION:**

Staff recommends proceeding the proposed Event Coordinator to ensure the appropriate planning and timelines can be met for the 2024 Harvest Festival in collaboration with Town Staff.

### ***Draft motion:***

I move to authorize the Town Manager to execute an agreement with an Event Coordinator (Shanara Productions LLC) for \$7,500 to be paid from the events fund.



**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Town Manager Monthly Report  
**DATE:** May 2, 2024

I am pleased to present the Town Manager Report for March 2024. This report highlights key activities, projects, and accomplishments last month.

**1. Financial Update:**

- Hired Finance Director/Treasurer, Ms. Tina Staples, Master Government Treasurer (MGT)
- FY21 Pre-Audit/Audit- staff have provided all of the documentation we have for FY21 56/77 items requested by auditors to date
- Keystone module training- Collections
- Beginning compilation of files for FY22
- Held two additional audit meetings with RFCA
- We are still working with Keystone on corrections to our system and future module implementation in collaboration with Caroline County.
- Held meeting with TACS regarding delinquent billing processes and options for collections
- FY25 Budget notices and updates for May 2nd meeting based on feedback from Town Council
- Reviewing Keystone reports with the Finance Director
- Planning for future audits- FY22, FY23 & FY24

**2. Public Works & Utilities:**

- The public works report is enclosed by Public Works Supervisor Shawn Fortune.
- The Town Manager continues to work with Stantec for the water permit and action plan for radiological treatment. Created draft action plan for submittal to Virginia Department of Health (VDH)
- Reviewed eVA regarding Utility System Management RFP and coordinated with Town Attorney

**3. Intergovernmental:**

- Followed up with USDA on the status of audit progress to date
- Met with USDA regarding the water line replacement project
- Coordination with Caroline County and Keystone on module implementation
- Met with Virginia Tourism Commission representative for a site visit to explore opportunities in town; representative will be back for a meeting with the business leaders in June

**4. Government Performance**

- Reviewing and assessing Keystone modules



## Memorandum

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- Town Manager coordinating and reviewing several regulatory reports due April/May 2024
- Chesapeake Bay Act Annual Report, J.C. Lariviere (March 15)
- ARPA Report to U.S. Treasury; Tina Staples/Trish Chinault (April 29)
- CCR- Shawn Fortune, Public Works (May)

5. **Public Safety:**

- The police department report is enclosed by Chief Cecil

6. **Events:**

- Clean Sweep- May 11
- Music on the Green- May 17
- Preparations for Harvest Festival are underway

In conclusion, the town made significant progress in various areas during April 2024. Thank you for your ongoing support and commitment to the town's success.



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

**AGENDA ITEM:** Deputy Treasurer/Town Clerk Monthly Report for April 2024

**DATE:** April 24, 2024

**PREPARED BY:** Trish Chenault, Interim Treasurer

### **MONTHLY REPORT / PROJECT UPDATE:**

- Consolidating and posting all credit card payments with bank statement & Orbipay
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Posting payments
- Town Hall Rentals
- Helping with Audits
- Working on Music on the Green
- Working on Harvest Festival
- Keystone Training



**ATTACHMENTS:**

- Monthly Town Hall Rental Report – April 2024
- YTD FY24 Revenue/Expenditure Report

**HEADS UP ITEMS:**

# **TOWN HALL RENTALS**

April 2024

<b><u>#USES</u></b>	<b><u>NAME OF USER</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FEES</u></b>
1	Private Event	Dinner	\$875.00
1	Private Event	Birthday Party	\$875.00
2		Totals	\$1750.00

TOWN OF BOWLING GREEN  
Revenue & Expenditure Detail Report  
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-011010-0001-0000-000	CURRENT YEAR TAXES	140,000.00	140,000.00	147,673.62	-7,673.62	-5.48	R
100-011010-0002-0000-000	DELINQUENT TAXES	500.00	500.00	919.71	-419.71	-83.94	R
		-----	-----	-----	-----	-----	
Real Estate		140,500.00	140,500.00	148,593.33	-8,093.33	-5.76	
100-011011-0001-0000-000	CURRENT YEAR TAXES	30,000.00	30,000.00	28,811.93	1,188.07	3.96	R
		-----	-----	-----	-----	-----	
Rt 301 Special Tax		30,000.00	30,000.00	28,811.93	1,188.07	3.96	
100-011020-0001-0000-000	CURRENT YEAR	3,200.00	3,200.00	2,001.05	1,198.95	37.47	R
		-----	-----	-----	-----	-----	
Public Service		3,200.00	3,200.00	2,001.05	1,198.95	37.47	
100-011030-0001-0000-000	CURRENT YEAR TAXES	40,000.00	40,000.00	71,569.59	-31,569.59	-78.92	R
100-011030-0002-0000-000	DELINQUENT TAXES	500.00	500.00	1,562.57	-1,062.57	-212.51	R
		-----	-----	-----	-----	-----	
Personal Property		40,500.00	40,500.00	73,132.16	-32,632.16	-80.57	
100-011060-0001-0000-000	PENALTY	2,000.00	2,000.00	0.00	2,000.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,600.00	1,600.00	0.00	1,600.00	100.00	R
		-----	-----	-----	-----	-----	
Penalty & Interest		3,600.00	3,600.00	0.00	3,600.00	100.00	
100-016099-0003-0000-000	TRASH REVENUE	93,500.00	93,500.00	84,888.08	8,611.92	9.21	R
		-----	-----	-----	-----	-----	
Refuse/Water/Sewer Revenues		93,500.00	93,500.00	84,888.08	8,611.92	9.21	
100-120101-0001-0000-000	SALES TAX	35,000.00	35,000.00	35,230.84	-230.84	-0.66	R
		-----	-----	-----	-----	-----	
Sales Tax		35,000.00	35,000.00	35,230.84	-230.84	-0.66	
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	29,271.86	728.14	2.43	R
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Consumer Utility Tax		30,000.00	30,000.00	29,271.86	728.14	2.43	

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100-120301-0001-0000-000	BUSINESS LICENSE	95,000.00	95,000.00	73,763.70	21,236.30	22.35	R
	Business License	95,000.00	95,000.00	73,763.70	21,236.30	22.35	
100-120501-0001-0000-000	VEHICLE LICENSE FEES	0.00	0.00	72.00	-72.00	0.00	R
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES(PP BILL	15,000.00	15,000.00	0.00	15,000.00	100.00	R
	Vehicle License & Registration Fees	15,000.00	15,000.00	72.00	14,928.00	99.52	
100-120601-0001-0000-000	BANK STOCK TAX	250,000.00	250,000.00	0.00	250,000.00	100.00	R
	Bank Stock Tax	250,000.00	250,000.00	0.00	250,000.00	100.00	
100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	1,349.33	1,650.67	55.02	R
	Transient Occupancy Tax	3,000.00	3,000.00	1,349.33	1,650.67	55.02	
100-121101-0001-0000-000	MEALS TAX	250,000.00	250,000.00	342,143.09	-92,143.09	-36.86	R
	Meals Tax	250,000.00	250,000.00	342,143.09	-92,143.09	-36.86	
100-130306-0001-0000-000	ZONING PERMITS/FEES	1,000.00	1,000.00	2,230.00	-1,230.00	-123.00	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	700.00	700.00	90.00	610.00	87.14	R
	Permits, Fees And Licenses	1,700.00	1,700.00	2,320.00	-620.00	-36.47	
100-140101-0001-0000-000	POLICE/COURT FINES	20,000.00	20,000.00	14,230.55	5,769.45	28.85	R
100-140101-0002-0000-000	RETURNED CHECK FEE	100.00	100.00	75.00	25.00	25.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	1,095.00	205.00	15.77	R
	Fines And Forfeiture	21,400.00	21,400.00	15,400.55	5,999.45	28.03	
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	6,000.00	6,000.00	7,105.13	-1,105.13	-18.42	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	17,175.00	-5,175.00	-43.13	R
100-150201-0005-0000-000	TOWN HALL ACTIVITY FEES	500.00	500.00	758.00	-258.00	-51.60	R

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Rentals		18,500.00	18,500.00	25,038.13	-6,538.13	-35.34	
100-189000-0900-0000-000	MISCELLANEOUS	0.00	0.00	2,724.00	-2,724.00	0.00	R
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Other Miscellaneous Revenue		0.00	0.00	2,724.00	-2,724.00	0.00	
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	0.00	24,500.00	100.00	R
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VA Police Funding		24,500.00	24,500.00	0.00	24,500.00	100.00	
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	0.00	21,900.00	100.00	R
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PPTRA State Reimbursement		21,900.00	21,900.00	0.00	21,900.00	100.00	
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	13,403.81	18,096.19	57.45	R
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Communications Tax		31,500.00	31,500.00	13,403.81	18,096.19	57.45	
100-240407-0001-0000-000	LITTER GRANT	1,595.00	1,595.00	5,585.00	-3,990.00	-250.16	R
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ARPA Grant FUNDS		1,595.00	1,595.00	5,585.00	-3,990.00	-250.16	
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	0.00	15,000.00	100.00	R
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VA Fire Program		15,000.00	15,000.00	0.00	15,000.00	100.00	
100-999999-0001-0000-000	MISCELLANEOUS	4,000.00	4,000.00	0.00	4,000.00	100.00	R
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MISCELLANEOUS		4,000.00	4,000.00	0.00	4,000.00	100.00	
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General Fund		1,129,395.00	1,129,395.00	883,728.86	245,666.14	21.75	

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400-019050-0100-0000-000	HARVEST FESTIVAL	15,000.00	15,000.00	19,654.03	-4,654.03	-31.03	R
400-019050-0300-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	0.00	1,000.00	100.00	R
400-019050-0500-0000-000	MISC EVENTS	0.00	0.00	250.00	-250.00	0.00	R
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Events And Activities		16,000.00	16,000.00	19,904.03	-3,904.03	-24.40	
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Events / Activities		16,000.00	16,000.00	19,904.03	-3,904.03	-24.40	
500-016099-0001-0000-000	WATER SALES	460,000.00	460,000.00	418,159.20	41,840.80	9.10	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	1,000.00	1,000.00	705.00	295.00	29.50	R
500-016099-0004-0000-000	WATER RECONNECT FEES	500.00	500.00	21,025.00	-20,525.00	-4,105.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	1,000.00	1,000.00	3,000.00	-2,000.00	-200.00	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	12,000.00	12,000.00	24,000.00	-12,000.00	-100.00	R
500-016099-0012-0000-000	UTILITY INSPECTION FEES	0.00	0.00	210.00	-210.00	0.00	R
500-016099-0015-0000-000	IRRIGATION SYSTEM APPLICATION FEE	100.00	100.00	100.00	0.00	0.00	R
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Refuse/Water/Sewer Revenues		479,600.00	479,600.00	467,199.20	12,400.80	2.59	
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Water Expenditures		479,600.00	479,600.00	467,199.20	12,400.80	2.59	
520-016099-0002-0000-000	SEWER SALES	430,000.00	430,000.00	412,649.60	17,350.40	4.03	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	2,250.00	0.00	0.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	12,000.00	12,000.00	18,000.00	-6,000.00	-50.00	R
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Refuse/Water/Sewer Revenues		444,250.00	444,250.00	432,899.60	11,350.40	2.55	
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Sewer Operations		444,250.00	444,250.00	432,899.60	11,350.40	2.55	
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Revenue		2,069,245.00	2,069,245.00	1,803,731.69	265,513.31	12.83	

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100-012110-1101-0000-000	SALARIES	56,000.00	56,000.00	47,699.77	8,300.23	14.82	X
100-012110-1150-0000-000	PT Salaries and Wages	10,000.00	10,000.00	1,053.75	8,946.25	89.46	X
100-012110-2100-0000-000	FICA	4,284.00	4,284.00	0.00	4,284.00	100.00	X
100-012110-2600-0000-000	MAYOR EXPENSES	0.00	0.00	325.77	-325.77	0.00	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	1,000.00	1,000.00	2,931.98	-1,931.98	-193.20	X
100-012110-3100-0000-000	CONTINGENCY	35,000.00	35,000.00	4,744.96	30,255.04	86.44	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	100.00	100.00	105.02	-5.02	-5.02	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	24,000.00	24,000.00	81,839.88	-57,839.88	-241.00	X
100-012110-3152-0000-000	WEB BASED SERVICES	10,000.00	10,000.00	11,518.97	-1,518.97	-15.19	X
100-012110-3600-0000-000	ADVERTISING	2,000.00	2,000.00	12,615.69	-10,615.69	-530.78	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	493.80	706.20	58.85	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	30,000.00	30,000.00	9,359.25	20,640.75	68.80	X
100-012110-5545-0000-000	CONFERENCE EXPENSES/TRAINING EXPEN	1,000.00	1,000.00	452.77	547.23	54.72	X
100-012110-5810-0000-000	MEMBERSHIP DUES	900.00	900.00	850.00	50.00	5.56	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	604,181.50	-604,181.50	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	0.00	0.00	1,242.05	-1,242.05	0.00	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,000.00	2,000.00	860.44	1,139.56	56.98	X
100-012110-6021-0000-000	PUBLIC RELATIONS	0.00	0.00	2,119.27	-2,119.27	0.00	X
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Council and Town Manager Office		177,484.00	177,484.00	782,394.87	-604,910.87	-340.83	
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100-012410-0000-0000-000	***TREASURER'S EXPENSES***	0.00	0.00	8.55	-8.55	0.00	X
100-012410-1101-0000-000	SALARIES/WAGES	103,540.00	103,540.00	57,761.68	45,778.32	44.21	X
100-012410-2100-0000-000	FICA	7,921.00	7,921.00	0.00	7,921.00	100.00	X
100-012410-2210-0000-000	VRS	14,993.00	14,993.00	0.00	14,993.00	100.00	X
100-012410-2300-0000-000	HEALTH PLAN	21,032.00	21,032.00	0.00	21,032.00	100.00	X
100-012410-2400-0000-000	GROUP LIFE	1,387.00	1,387.00	0.00	1,387.00	100.00	X
100-012410-2500-0000-000	HYBRID DISBILITY INSURANCE	500.00	500.00	0.00	500.00	100.00	X
100-012410-3120-0000-000	AUDIT	21,000.00	21,000.00	24,845.17	-3,845.17	-18.31	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	0.00	0.00	126.91	-126.91	0.00	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	12,000.00	12,000.00	27,486.75	-15,486.75	-129.06	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	4,000.00	4,000.00	2,150.96	1,849.04	46.23	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	22,000.00	22,000.00	41,191.41	-19,191.41	-87.23	X
100-012410-3600-0000-000	LATE FEES & PENALTIES	0.00	0.00	222.97	-222.97	0.00	X
100-012410-5210-0000-000	POSTAGE	2,500.00	2,500.00	160.56	2,339.44	93.58	X
100-012410-5230-0000-000	TELECOMMUNICATIONS	2,500.00	2,500.00	0.00	2,500.00	100.00	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	172.36	1,827.64	91.38	X
100-012410-5810-0000-000	MEMBERSHIP DUES	300.00	300.00	0.00	300.00	100.00	X
100-012410-5840-0000-000	MISCELLANEOUS	0.00	0.00	238.69	-238.69	0.00	X
100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING	2,000.00	2,000.00	5,137.94	-3,137.94	-156.90	X

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Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
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Treasurer		217,673.00	217,673.00	159,503.95	58,169.05	26.72	
100-031100-1101-0000-000	SALARIES/WAGES	105,000.00	105,000.00	91,778.63	13,221.37	12.59	X
100-031100-1150-0000-000	PART-TIME SALARY AND WAGES	6,000.00	6,000.00	2,835.00	3,165.00	52.75	X
100-031100-2100-0000-000	FICA	8,492.00	8,492.00	0.00	8,492.00	100.00	X
100-031100-2210-0000-000	VRS	15,204.00	15,204.00	0.00	15,204.00	100.00	X
100-031100-2300-0000-000	HEALTH PLAN	9,130.00	9,130.00	0.00	9,130.00	100.00	X
100-031100-2400-0000-000	GROUP LIFE	1,407.00	1,407.00	0.00	1,407.00	100.00	X
100-031100-2500-0000-000	HYBRID DISABILITY INSURANCE	233.00	233.00	0.00	233.00	100.00	X
100-031100-2720-0000-000	BUILDING REPAIRS/MAINTENANCE	1,000.00	1,000.00	60.99	939.01	93.90	X
100-031100-3310-0000-000	VEHICLE MAINTENANCE	3,000.00	3,000.00	2,008.63	991.37	33.05	X
100-031100-3312-0000-000	EQUIPMENT REPAIR	200.00	200.00	0.00	200.00	100.00	X
100-031100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	965.00	-965.00	0.00	X
100-031100-5110-0000-000	ELECTRICITY	1,800.00	1,800.00	304.18	1,495.82	83.10	X
100-031100-5230-0000-000	TELECOMMUNICATIONS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-031100-5540-0000-000	EDUCATION/TRAINING	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-031100-5810-0000-000	MEMBERSHIP DUES/SUBSCRIPTIONS	2,000.00	2,000.00	2,322.00	-322.00	-16.10	X
100-031100-6001-0000-000	OFFICE SUPPLIES & PRINTING	1,000.00	1,000.00	727.78	272.22	27.22	X
100-031100-6008-0000-000	VEHICLE FUEL/OIL	6,000.00	6,000.00	1,020.45	4,979.55	82.99	X
100-031100-6010-0000-000	EQUIPMENT/SUPPLIES	5,000.00	5,000.00	64.65	4,935.35	98.71	X
100-031100-6011-0000-000	UNIFORMS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
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Police Department		172,966.00	172,966.00	102,087.31	70,878.69	40.98	
100-031200-0003-0000-000	USE OF E-SUMMONS FEES	3,500.00	3,500.00	3,757.40	-257.40	-7.35	X
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031200-Field2Description		3,500.00	3,500.00	3,757.40	-257.40	-7.35	
100-032000-5650-0000-000	FIRE PROGRAM FUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	X
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032000-Field2Description		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-043100-1101-0000-000	SALARIES	79,835.00	79,835.00	70,256.16	9,578.84	12.00	X
100-043100-1201-0000-000	SALARIES/WAGES- OVERTIME	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-2100-0000-000	FICA	6,108.00	6,108.00	0.00	6,108.00	100.00	X
100-043100-2210-0000-000	VRS	10,402.00	10,402.00	0.00	10,402.00	100.00	X
100-043100-2300-0000-000	HEALTH PLAN	17,845.00	17,845.00	0.00	17,845.00	100.00	X



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100-043100-2400-0000-000	GROUP LIFE	963.00	963.00	0.00	963.00	100.00	X
100-043100-2500-0000-000	HYBRID DISABILITY INSURANCE	209.00	209.00	0.00	209.00	100.00	X
100-043100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	7,753.24	-5,753.24	-287.66	X
100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS	24,000.00	24,000.00	5,904.10	18,095.90	75.40	X
100-043100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-5300-0000-000	INSURANCE	5,000.00	5,000.00	9,359.25	-4,359.25	-87.19	X
100-043100-5540-0000-000	EDUCATION/ TRAINING	500.00	500.00	0.00	500.00	100.00	X
100-043100-5840-0000-000	MISCELLANEOUS	0.00	0.00	746.98	-746.98	0.00	X
100-043100-6001-0000-000	OFFICE SUPPLIES & PRINTING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6005-0000-000	JANITORIAL SUPPLIES	0.00	0.00	32.87	-32.87	0.00	X
100-043100-6006-0000-000	HAND TOOLS	500.00	500.00	0.00	500.00	100.00	X
100-043100-6007-0000-000	REPAIR/ MAINT TOWN BUILDINGS	14,000.00	14,000.00	5,137.85	8,862.15	63.30	X
100-043100-6008-0000-000	VEHICLE FUEL/ OIL	3,000.00	3,000.00	1,436.21	1,563.79	52.13	X
100-043100-6009-0000-000	EQUIPMENT/ SUPPLIES	4,000.00	4,000.00	8,047.45	-4,047.45	-101.19	X
100-043100-6011-0000-000	UNIFORMS/ SAFETY EQUIP	1,500.00	1,500.00	201.66	1,298.34	86.56	X
100-043100-7110-0000-000	PARKING LOT/STREET/SIDEWALK MAINT	7,000.00	7,000.00	3,059.57	3,940.43	56.29	X
100-043100-7120-0000-000	PARK MAINTENANCE/GATEWAY BEAUTIFI	1,500.00	1,500.00	75.00	1,425.00	95.00	X
100-043100-7130-0000-000	REFUSE COLLECTION	98,500.00	98,500.00	17,960.64	80,539.36	81.77	X
100-043100-7140-0000-000	LITTER GRANT	1,200.00	1,200.00	0.00	1,200.00	100.00	X
100-043100-7200-0000-000	TOWN HALL EXPENSES	30,000.00	30,000.00	25,757.88	4,242.12	14.14	X
Public Works		311,562.00	311,562.00	155,728.86	155,833.14	50.02	
General Fund		898,185.00	898,185.00	1,218,472.39	-320,287.39	-35.66	
300-300100-8700-0000-000	REFINANCING AND USDA PROJECTS	0.00	0.00	5,920.63	-5,920.63	0.00	X
300100-Field2Description		0.00	0.00	5,920.63	-5,920.63	0.00	
Capital Improvement		0.00	0.00	5,920.63	-5,920.63	0.00	
400-071200-1210-0000-000	HARVEST FESTIVAL	35,000.00	35,000.00	18,136.64	16,863.36	48.18	X
400-071200-1230-0000-000	MUSIC ON THE GREEN	5,000.00	5,000.00	4,600.00	400.00	8.00	X
400-071200-1250-0000-000	PARADE/HOLIDAY EVENTS	2,000.00	2,000.00	1,741.23	258.77	12.94	X
400-071200-1310-0000-000	TOWN HALL ACTIVITIES	2,000.00	2,000.00	945.00	1,055.00	52.75	X

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Events & Activities		44,000.00	44,000.00	25,422.87	18,577.13	42.22	
Events / Activities		44,000.00	44,000.00	25,422.87	18,577.13	42.22	
500-500100-1101-0000-000	SALARIES	120,221.00	120,221.00	88,313.96	31,907.04	26.54	X
500-500100-1201-0000-000	SALARIES/WAGES-OVERTIME	3,000.00	3,000.00	0.00	3,000.00	100.00	X
500-500100-2100-0000-000	FICA	9,197.00	9,197.00	0.00	9,197.00	100.00	X
500-500100-2210-0000-000	VRS	16,250.00	16,250.00	0.00	16,250.00	100.00	X
500-500100-2300-0000-000	HEALTH PLAN	19,567.00	19,567.00	0.00	19,567.00	100.00	X
500-500100-2400-0000-000	GROUP LIFE	1,504.00	1,504.00	0.00	1,504.00	100.00	X
500-500100-2500-0000-000	HYBRID DISABILITY	191.00	191.00	0.00	191.00	100.00	X
500-500100-3140-0000-000	ENGINEERING/PROF. SERVICES	0.00	0.00	8,781.25	-8,781.25	0.00	X
500-500100-3311-0000-000	VEHICLE MAINT	3,000.00	3,000.00	1,240.01	1,759.99	58.67	X
500-500100-3320-0000-000	COMPUTER LICENSES/SUPPORT	2,000.00	2,000.00	5,381.84	-3,381.84	-169.09	X
500-500100-5110-0000-000	ELECTRICITY	20,000.00	20,000.00	3,912.71	16,087.29	80.44	X
500-500100-5210-0000-000	MAILING COSTS	1,000.00	1,000.00	3,774.72	-2,774.72	-277.47	X
500-500100-5230-0000-000	TELECOMMUNICATIONS	4,200.00	4,200.00	1,582.79	2,617.21	62.31	X
500-500100-5300-0000-000	TOWN INSURANCE-WATER	4,700.00	4,700.00	9,359.25	-4,659.25	-99.13	X
500-500100-5540-0000-000	Education/Training/License/Permit	3,000.00	3,000.00	8,733.46	-5,733.46	-191.12	X
500-500100-5810-0000-000	FEES AND DUES	4,000.00	4,000.00	3,083.00	917.00	22.93	X
500-500100-5820-0000-000	LICENSES AND PERMITS	0.00	0.00	3,180.00	-3,180.00	0.00	X
500-500100-5840-0000-000	MISCELLANEOUS	200.00	200.00	437.99	-237.99	-119.00	X
500-500100-5899-0000-000	Miss Utility Costs	500.00	500.00	0.00	500.00	100.00	X
500-500100-6001-0000-000	OFFICE SUPPLIES/EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6005-0000-000	Janitorial Supplies	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-6006-0000-000	HAND TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	107,141.00	107,141.00	194,658.84	-87,517.84	-81.68	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,229.00	2,229.00	0.00	2,229.00	100.00	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	3,500.00	3,500.00	154.04	3,345.96	95.60	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	3,000.00	3,000.00	395.28	2,604.72	86.82	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	5,000.00	5,000.00	3,608.83	1,391.17	27.82	X
500-500100-6022-0000-000	WATER TESTING	8,000.00	8,000.00	7,889.33	110.67	1.38	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	0.00	53,986.00	100.00	X
Water Operations		414,886.00	414,886.00	344,487.30	70,398.70	16.97	

TOWN OF BOWLING GREEN  
Revenue & Expenditure Detail Report  
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	20,131.86	-20,131.86	0.00	X
Water CIP		0.00	0.00	20,131.86	-20,131.86	0.00	
Water Expenditures		414,886.00	414,886.00	364,619.16	50,266.84	12.12	
520-500100-1101-0000-000	SALARIES	156,481.00	156,481.00	129,427.46	27,053.54	17.29	X
520-500100-1201-0000-000	OVERTIME	3,423.00	3,423.00	0.00	3,423.00	100.00	X
520-500100-2100-0000-000	FICA	11,971.00	11,971.00	0.00	11,971.00	100.00	X
520-500100-2210-0000-000	VRS	21,500.00	21,500.00	0.00	21,500.00	100.00	X
520-500100-2300-0000-000	HEALTH INSURANCE	19,220.00	19,220.00	0.00	19,220.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	1,990.00	1,990.00	0.00	1,990.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	511.00	511.00	0.00	511.00	100.00	X
520-500100-3160-0000-000	TESTING	21,000.00	21,000.00	17,215.00	3,785.00	18.02	X
520-500100-3180-0000-000	SLUDGE REMOVAL	20,000.00	20,000.00	41,936.14	-21,936.14	-109.68	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	2,440.00	-2,440.00	0.00	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	11,701.71	18,298.29	60.99	X
520-500100-5120-0000-000	PROPANE	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	750.00	750.00	0.00	750.00	100.00	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
520-500100-5300-0000-000	INSURANCE	4,250.00	4,250.00	9,359.25	-5,109.25	-120.22	X
520-500100-5540-0000-000	Education/Training/License	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5613-0000-000	VPDES FEES/DEQ	4,000.00	4,000.00	888.64	3,111.36	77.78	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	200.00	200.00	186.47	13.53	6.77	X
520-500100-5899-0000-000	MISS UTILITY COST	500.00	500.00	303.10	196.90	39.38	X
520-500100-6001-0000-000	OFFICE SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	10,000.00	10,000.00	13,567.78	-3,567.78	-35.68	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	19.37	980.63	98.06	X
520-500100-6006-0000-000	SMALL TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	85,000.00	85,000.00	141,709.72	-56,709.72	-66.72	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	2,624.00	2,624.00	0.00	2,624.00	100.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,500.00	2,500.00	959.20	1,540.80	61.63	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	0.00	0.00	287.82	-287.82	0.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	0.00	161,270.00	100.00	X
Water Operations		569,590.00	569,590.00	370,001.66	199,588.34	35.04	

TOWN OF BOWLING GREEN  
Revenue & Expenditure Detail Report  
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
		-----	-----	-----	-----	-----	
Sewer Operations		569,590.00	569,590.00	370,001.66	199,588.34	35.04	
		-----	-----	-----	-----	-----	
Expense		-1,926,661.00	-1,926,661.00	-1,984,436.71	57,775.71	-3.00	
		=====	=====	=====	=====	=====	
Report Total		142,584.00	142,584.00	-180,705.02	323,289.02	226.74	



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

**AGENDA ITEM:** Police Departments Monthly Report April 2024

**DATE:** 04/24/2024

**PREPARED BY:** Chief Justin Cecil Sr.

**MONTHLY REPORT / PROJECT UPDATE:**

Police Activity for April 2024

17-Total calls for service

1- Arrest

14-Assist other agencies

1- Motor Vehicle Accident

8-Summons / Parking tickets

2- Juvenile Complaints

1-Bomb Threat

1- Animal Control

30-Park walk and talks

41-Property checks/ Vacation checks/ Business Checks

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**



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

**AGENDA ITEM:** Public Works Department Monthly Report for April 2024

**DATE:** April 24, 2024

**PREPARED BY:** Shawn Fortune, Public Works Foreman

**MONTHLY REPORT / PROJECT UPDATE:**

- Pump Station Updates
  1. Lacy Lane pump is back online.
  2. Maury Heights new guide rail will be installed on 4/24/2024.
  3. Oakridge Pumpstation I will be getting quotes on replacing the pumps.
- First Quarter Groundwater Withdrawal Report was emailed 4/05/2024 to DEQ.
- Hydrant flushing is completed. We have between 20 to 30 hydrants that need to be repaired or replaced
- Radiological samples for wells 4&5 were collected on 4/22/2024.
- Bac T samples were collected for April... they passed requirements.
- Grass cutting has started.
- April wells sheets have been emailed to the Virginia Dept. of Health.
- Mulch was applied to the playground.

**ATTACHMENTS:**

**HEADS UP ITEMS:**

## Community Development Monthly Report, April 2024

- Drafted and issued public notice for fence ordinance + tattoo parlor- prepared relevant documents for public viewing
- DEQ Chesapeake Bay Act training with King George County Community Development Department
- USDA- analyzed PER, meetings with USDA
- Zoning Violation- Site inspection complete
- Town Attorney meetings- MOU, Code issues, Zoning matters
- Home occupation permits- renewals processed- applications from County residents outside town limits advised to file with County, refunds processed
- Worked with applicant to submit additional documents needed to complete permit application
- SAM registration complete- eligible to receive Federal Funds
- Keystone trainings- Permits module, collections module
- Introductions with County Community development- exploring ways to align and streamline processes for residents and potential business owners
- PC Agenda produced
- PC meeting completed- bylaws adopted, zoning map work ongoing
- Led pre-bid conference for Utility Management RFP, responded to procurement inquiries
- Transient Lodging Tax research- Air BnB inquiry
- Completed & submitted Chesapeake Bay Act Annual Report to DEQ
- Prepared staff reports for Council meetings: Fence ordinance, B1 Text Amendment/Zoning Application
- Analyzed IGSA with US Army at Fort Walker- provided input to Town Manager & Town Attorney
- Stantec Meetings- Exploring funding opportunities for drinking water system improvements



## Memorandum

**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**COPY:** Jeff Gore, Town Attorney; Tina Staples, Finance Director  
**SUBJECT:** Proposed Budget-Fiscal Year 24/25  
**DATE:** May 2, 2024

### SUMMARY:

The State of Virginia requires that localities present a balanced budget for town council consideration and adoption by June 30.

*§ 15.2-2503. Time for preparation and approval of budget; contents. The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general, or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.*

### BACKGROUND:

During the meeting, the Town Manager will highlight the proposed operating and capital budgets presented during the April 4th Town Council meeting. During the meeting, the Town Council directed the Town Manager regarding desired changes to the budget. Those changes included establishing funding for gateway/beautification maintenance, deferring two council members' salaries, and restructuring ARPA funding to prioritize the town hall rehabilitation instead of park playground upgrades in 2025. Staff will pursue grant opportunities for the park playground upgrades at a future date. Adjustments requested by the town council were made to the proposed FY2025 budget, and staff proceeded with the adopted budget timeline and public notices in accordance with the state code.

### ALTERNATIVES:

Not applicable.

### RECOMMENDATION:

The town staff recommends that the Town Council proceed with the budget process outlined in the adopted budget calendar.



***TOWN OF BOWLING GREEN, VIRGINIA***

***PROPOSED GENERAL AND WATER/WASTERWATER BUDGETS***

***FOR JULY 1, 2024, THROUGH JUNE 30, 2025***

Pursuant to Section 15.2-2506 and Section 58.1-3007 of the Code of Virginia, the Bowling Green Town Council will hold a Public Hearing on May 2, 2024, at 7:00 P.M. in Council Chambers located at 117 Butler Street, Bowling Green, Virginia, to consider the following proposed FY 2025 General, Water and Wastewater Budgets. The proposed budget included no increases for real estate or personal property taxes or to water or sewer rates or trash collection rates.

The Town asks for any residents wishing to make a public comment or have any questions or concerns regarding the published budget figures to please submit to the Town office in writing by email [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com), by mail to P.O. Box 68 Bowling Green, VA 22427 or be present at the public hearing.

<b>FY2025 Proposed Budget Summary</b>	
<b>Department or Fund</b>	<b>FY2025 Proposed Budget</b>
Administration	\$ 336,080
Treasurer	\$ 385,019
Police Department	\$ 187,011
Donations Fire Programs	\$ 15,000
Public Works	\$ 360,036
<b>Total General Fund Expenditures (Fund 100)</b>	<b>\$ 1,283,146</b>
Transfers Out From General Fund to Other Funds	\$ 204,500
<b>Total General Fund Expenditures + Transfers Out from General Fund to Other Funds</b>	<b>\$ 1,487,646</b>
<b>Events &amp; Activities (Fund 400)</b>	<b>\$ 32,500</b>
Debt Service (Fund 420)	0.00
<b>Total General Fund Expenditures + Transfers Out from General Fund to Other Funds + Events &amp; Activities</b>	<b>\$ 1,520,146</b>
<b>Total Capital Projects Fund Expenditures (Fund 300)</b>	<b>\$ 365,827</b>
Water Fund (Fund 500)	\$ 551,450
Sewer Fund (Fund 520)	\$ 740,250
<b>Total Enterprise Fund Expenses</b>	<b>\$ 1,291,700</b>
<b>TOTAL EXPENDITURES/EXPENSES ALL FUNDS EXCLUDING TRANSFERS FROM GENERAL FUND TO OTHER FUNDS</b>	<b>\$ 2,973,172</b>
<b>TOTAL EXPENDITURES/EXPENSES ALL FUNDS + TRANSFERS FROM GENERAL FUND TO OTHER FUNDS</b>	<b>\$ 3,177,672</b>

**PROPOSED BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2024**

### Current Rate Proposed Rates

Real Estate: \$0.11/\$100 of asses valuation

Personal Property: \$0.72/\$100 of 100% of assessed valuation

Mobile Homes \$0.10/\$100 of assessed valuation

Machinery/Tools \$0.72/\$100 of assessed valuation

Route 301 Tax District: \$.85/\$100 of assessed valuation

Vehicle Licenses Tax: \$25 for motorcycles/\$30 for cars and light trucks

Solid Waste Collection Bi-Monthly Rate Schedule (in Town Only)

Residential Rate: \$35.09

Commercial Rate (per cubic yard): \$57.75

Meals Tax: 6.00 % of gross receipts

Transient Occupancy Tax: 5.00 %

Cigarette Tax Stamp Tax: \$.40/\$100

RESIDENTIAL			Proposed B1-Monthly Water & Sewer Rates COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out -of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5 000	\$59.97	\$112.49	0-5 000	\$59.97	\$121.52	0-5 000	\$119.95	\$146.09
5 001-10 000	\$3.04	\$5.71	5 001-10 000	\$3.35	\$6.77	5 001-10 000	\$6.69	\$8.14
10 001-20 000	\$3.21	\$6.01	10 001-20 000	\$3.45	\$7.02	10 001-20 000	\$6.92	\$8.44
20 010-30 000	\$3.35	\$6.27	20 001-30 000	\$3.59	\$7.25	20 001-30 000	\$7.15	\$8.72
30 001 & Up	\$3.45	\$6.50	30 001-40 000	\$3.75	\$7.58	30 001-40 000	\$7.47	\$9.11
Out-of-Town								
Gallons	Water	Sewer	40 001-50 000	\$3.85	\$7.83	40 001-50,000	\$7.76	\$9.40
			SO 001-100 000	\$4.00	\$8.11	SO 001-100 000	\$7.96	\$9.75
0-5 000	\$ 119.95	\$127.14	100 001 & Uo	\$4.11	\$8.31	100 001 & Uo	\$8.21	\$9.98
5 001-10 000	\$6.10	\$6.45						
10 001-20 000	\$6.40	\$6.79	Proposed FY 25 Values					
20 010-30 000	\$6.69	\$7.09	No Increase to Water & Sewer Rates					
30 001 & Up	\$6.92	\$7.35						

A budget synopsis is prepared and published for informational and fiscal planning purposes only. A copy of the line-item proposed budget is available for review by appointment at the Town Office located at 117 Butler Street during regular business hours.



# Town of Bowling Green

## *FY 24/25 Budget Calendar*

February 2024	
February 1	Budget process begins
	Internal departments
	Intergovernmental budget requests
March 2024	
March 1	Capital Needs Review
	Budget Development
April 2024	
April 1	Budget estimates to Town Council via email (April 1 <sup>st</sup> )
April 4	Present FY24/25 Budget to Town Council; request Public Hearing
May 2024	
May 2	Public Hearing on CY24 tax rate and FY25 Proposed Budget
June 2024	
June 4	FY25 Budget Approval & Appropriation

To: The Honorable Mayor Gaines and Bowling Green Town Council  
Copy: India Adams-Jacobs, Town Manager & Zoning Administrator  
From: J.C. LaRiviere, Director of Community Development & Partnerships  
Date: May 2<sup>nd</sup>, 2024  
Subject: Fence Ordinance Adoption

**Background:**

The Planning Commission was tasked by Town Council with drafting an ordinance to regulate the construction and maintenance of fences within the Town of Bowling Green. The ordinance has been drafted, and after a duly noticed public hearing, the Planning Commission unanimously recommended the ordinance for adoption by the Town Council at the March 21<sup>st</sup>, 2024, meeting of the Commission. The proposed ordinance is now before Council for consideration at the conclusion of the duly noticed public hearing.

**Issue Before the Council:**

The issue is whether to adopt the proposed ordinance.

**Recommendation:**

Staff recommends that the Town Council vote to adopt the attached resolution to add the proposed fence ordinance to the Town's Zoning Ordinance.

TOWN of BOWLING GREEN  
ORDINANCE No. \_\_\_\_\_

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

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

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

WHEREAS, Town Council previously directed to Planning Commission to prepare and make recommendations on ordinance to regulate the construction and maintenance of fences within the Town; and

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

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

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

That the Town Council hereby declares it to be of public necessity, convenience, general welfare and good zoning practices of the Town to adopt this amendment of Chapter 3, Article I,

of the Zoning Ordinance of the Town Code, establishing standards related to the height, location, materials and maintenance of fences as follows:

## **ORDINANCE OF THE TOWN OF BOWLING GREEN, VIRGINIA, REGULATING THE HEIGHT, LOCATION, MATERIALS AND MAINTENANCE OF FENCES**

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

#### **Section 3- 184 Fences**

##### **a. Purpose**

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

##### **b. Definitions**

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

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

##### **c. Permits**

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

##### **d. Height Restrictions and Setbacks**

The height of a fence shall not exceed the following:

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

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

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

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

#### **e. Materials**

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

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

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

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

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

#### **f. Temporary Fencing**

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

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

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

#### **g. Sight Triangles**

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

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

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

#### **h. Maintenance**

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

#### **i. Attachment to Neighboring Fences**

Should a fence be directly on the property line, the neighboring property owner may construct a fence that attaches to the existing fence by right. To exercise this right, the requesting property owner shall present the Town with either a notarized letter signed by the neighboring property owner or a boundary survey demonstrating that the existing fence is on the property line.

#### **j. Enforcement**

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

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



By: \_\_\_\_\_  
Hon. Mark Gaines, Mayor  
Attest:

\_\_\_\_\_  
Patricia Chenault, Clerk to the Council

To: The Honorable Mayor Gaines & Bowling Green Town Council

Copy: India Adams-Jacobs, Town Manager & Zoning Administrator

From: J.C. LaRiviere, Director of Community Development & Partnerships

Date: May 2<sup>nd</sup>, 2024

Subject: Zoning Text Amendment for B1 Zone- Application For a Use Not Currently Provided For at 100 South Main Street

**Background:**

The Town of Bowling Green received a zoning application for a use not currently provided for under B1 zoning regulations from Mr. Jeremiah Hirsch. This application is for 100 South Main Street, in the B1 zone. The use not currently provided for being requested by the applicant is to establish a tattoo parlor and body-piercing salon. The Planning Commission, after a duly noticed public hearing, voted unanimously at their March 21<sup>st</sup> meeting to provide a positive recommendation on the application and resulting zoning text amendment to Town Council. This recommendation was provided to Council at the April 4<sup>th</sup> Town Council meeting with the request for a public hearing, which satisfied the thirty-day deadline for the Commission to provide their recommendation to Council as required by the special provisions of the Zoning Ordinance, section 3-178, “Uses Not Provided For.”

**Matters Before the Council:**

Section 3-178 does not provide specific factors for the Council to consider in analyzing a use not currently provided for. However, 3-178 dictates that, if the application is approved by Council, the use not currently provided for must be added to either the permitted uses or special uses in the relevant zone. Therefore, staff recommends that the Town Council utilize the factors provided for consideration of a special use permit as guidelines in analyzing this zoning application. Major factors to consider regarding special use permits include whether the proposed use will be detrimental to the character and development of adjacent properties, consistency of the use with the Town code and comprehensive plan, and interference with by-right uses in area.

**Recommendation:**

Staff recommend that, after conducting the duly noticed public hearing, the Town Council approve the zoning application and add the use applied for as a special use in the B1 zoning regulations.



## Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**SUBJECT:** FY22 Audit Engagement Approval- RFCA  
**DATE:** May 2, 2024

### **SUMMARY:**

Town staff is seeking approval for the upcoming audit engagement. As part of our commitment to transparency and accountability, regular audits are essential to ensure the proper management of public funds and resources.

### **BACKGROUND:**

The Town Council is aware that the town is roughly three years behind on audits. This engagement letter is to formally begin the process of the FY22 audit, which covers the financial period of June 1, 2021, to June 30, 2022. Robinson, Farmer, Cox, and Associates (RFCA) will carry out the audit engagement in accordance with the agreed terms and scope of work. This includes reviewing financial statements, internal controls, compliance with regulations, and any other necessary areas for a comprehensive audit.

### **FISCAL IMPACT:**

RFCA has estimated the town's cost at \$22,000. However, hourly costs may be incurred if additional resources are needed to complete the audit outside of the estimated hours of completion.

### **RECOMMENDATION:**

Staff recommends approving the audit engagement RFCA and authorizing them to proceed with the audit process. Your support and cooperation in this matter are greatly appreciated.

### *Draft motion:*

I move to authorize the Town Manager to execute an agreement with an RFCA for an estimated \$22,000 for the FY22 audit and to begin work immediately upon completing the FY21 audit presentation to the Town Council.



ROBINSON, FARMER, COX ASSOCIATES, PLLC  
*Certified Public Accountants*

April 22, 2024

Ms. India Adams-Jacobs, Town Manager  
Town of Bowling Green, Virginia  
117 Butler Street  
Bowling Green, Virginia 22427

We are pleased to confirm our understanding of the services we are to provide for Town of Bowling Green, Virginia for the year ended June 30, 2022.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Town of Bowling Green, Virginia as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Bowling Green, Virginia's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Bowling Green, Virginia's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedules related to Pension and OPEB funding progress

The budgetary comparison information, presented as RSI, will be subjected to the auditing procedures applied in the audit of the basic financial statements and we will provide an in relation to opinion on it in relation to the financial statements as a whole.

**FREDERICKSBURG OFFICE:  
STREET ADDRESS**

10709 Spotsylvania Avenue, Suite 101-A  
Fredericksburg, Virginia 22408  
Phone: (540) 898-8983  
Fax: (540) 898-8986

E-mail: [andrew@rfca.com](mailto:andrew@rfca.com)  
Website: [www.rfca.com](http://www.rfca.com)

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Bowling Green, Virginia's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards, if applicable.
- 2) Combining and individual fund statements
- 3) Supporting schedules

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

#### 1) Statistical Information

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Specifications for Audits of Counties, Cities, and Towns* issued by the Auditor of Public Accounts of the Commonwealth of Virginia; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We also may request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Implementation of new accounting standards

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Our audit of financial statements does not relieve you of your responsibilities.

## Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

## Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Bowling Green, Virginia's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Bowling Green, Virginia's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Bowling Green, Virginia's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## Other Services

### ***Financial Statement and SEFA Preparation***

We will also assist in preparing the financial statements, schedule of expenditures of federal awards (SEFA), and related notes of Town of Bowling Green, Virginia in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined, and other items as listed below. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### ***Virginia Retirement System Examination***

We will examine management's assertion that the census data reported to the Virginia Retirement System ("VRS") by the Town of Bowling Green, Virginia during the year ended June 30, 2022, is complete and accurate. The objectives of our examination are to (1) obtain reasonable assurance about whether management's assertion that the census data reported to the VRS is free from material misstatement based on the requirements to be met by participants in the VRS as defined by the VRS and the Board of Trustees' plan provisions as mandated in the Code of Virginia Section 51.1-136; and (2) to express an opinion as to whether management's assertion that the census data reported to the VRS is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the AICPA. Accordingly, it will include examining, on a test basis, management's records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to Town of Bowling Green, Virginia and the Auditor of Public Accounts of the Commonwealth of Virginia. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

We will plan and perform the examination to obtain reasonable assurance about whether management's assertion that the census data reported to the VRS is free from material misstatement, based on the requirements to be met by participants in the VRS as defined by the VRS and the Board of Trustees' plan provisions as mandated in the Code Section of Virginia Section 51.1-136. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, known and suspected fraud, noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud, noncompliance with laws or regulations,



internal control deficiencies identified during the engagement and uncorrected misstatements that come to our attention, unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the preparation of the subject matter, but the responsibility for the subject matter remains with you.

Management is responsible for the presentation of the census data described above in accordance with the requirements described above; and for selecting the criteria and determining that such criteria are suitable, will be available to intended users, and are appropriate for the purpose of the engagement. Management is responsible for, and agree to provide us with, a written assertion about whether the presentation of the census data described above is presented in accordance with the requirements described above. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us

corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

As an attest client, Robinson, Farmer, Cox Associates cannot retain your documents on your behalf. This is in accordance with the ET 1.295.143 of the *AICPA Code of Professional Conduct*. Town of Bowling Green, Virginia is responsible for maintaining its own data and records.

ShareFile is used solely as a method of exchanging information and is not intended to store Town of Bowling Green, Virginia's information. At the end of the engagement, Robinson, Farmer, Cox Associates will provide Town of Bowling Green, Virginia with a copy (in an agreed-upon format) of deliverables and data related to the engagement.

Upon completion of the engagement, data and other content will either be removed from the ShareFile portal or become unavailable to Robinson, Farmer, Cox Associates within a reasonable time frame as determined by our internal record retention policy.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Town management; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Andrew P. Grossnickle is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to complete our audit on a mutually agreed upon timeline.

Our fees for these services will be \$22,000 if applicable the procedures related to the single audit (federal programs) will be an additional fee of \$3,000 to \$5,000 for each major program. If implementation of GASB 87 significantly impacts the engagement for FY22 we will bill for those additional services based on our standard hourly rates. Our invoice for these fees will be rendered upon completion of the engagement and is payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. ***If significant additional time is necessary in excess of the estimated hours, we will bill the Town at our standard hourly rates.***

## Reporting

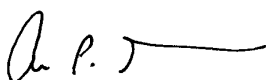
We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Council of Town of Bowling Green, Virginia. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Town of Bowling Green, Virginia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES

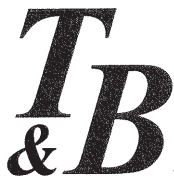


Andrew P. Grossnickle  
Certified Public Accountant  
Member

## RESPONSE:

This letter correctly sets forth the understanding of Town of Bowling Green, Virginia.

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



***Tetrick & Bartlett, PLLC***

**Certified Public Accountants  
Consultants**

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## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Members of Robinson, Farmer, Cox Associates  
and the Peer Review Committee of the Virginia Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates (the firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Robinson, Farmer, Cox Associates has received a peer review rating of *pass*.



Clarksburg, West Virginia  
February 1, 2023

TOWN of BOWLING GREEN  
ORDINANCE No. \_\_\_\_\_

Resolution to appoint the Town Treasurer

WHEREAS, the Town Manager, Ms. India Adams-Jacobs is requesting appointment of Mrs. Kristina Staples as the Town Treasurer for the Town of Bowling Green, Virginia; and

WHEREAS, Mrs. Staples has worked as a Finance Director/Town Treasurer for other municipalities in Virginia over the last seven years; and

WHEREAS, Mrs. Staples has vast knowledge in all aspects of the Treasurer's position. Including, but not limited to local government audits, payroll, utility billing, tax billing, collections, general ledger maintenance and budget development process; and

WHEREAS, Mrs. Staples currently holds the title of Master Governmental Treasurer from the University of Virginia; and

WHEREAS, Mrs. Staples is also an active member of the Treasurer's Association of Virginia and the Government Finance Officers Association.

NOW, THEREFORE, BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL:  
that the Mayor and Town Council hereby recognize and appoint Kristina Staples, MGT as the Town Treasurer for the Town of Bowling Green.

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

By: \_\_\_\_\_  
Hon. Mark Gaines, Mayor

Attest:

\_\_\_\_\_  
Patricia Chenault, Clerk to the Council