



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, April 07, 2022
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Rezoning – #RZS-2021-025 - Northview

DELEGATIONS:

- [2.](#) Appointment of Treasurer

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [3.](#) Public Works/Utilities Monthly Report for March 2022
- [4.](#) Police Departments Monthly Report for March 2022
- [5.](#) Town Treasurer Monthly Report
for March 2022
- [6.](#) Town Manager Monthly Report for March 2022
7. Playground Update
8. Planning Commission Report

CONSENT AGENDA:

- [9.](#) Bills – March 2022

UNFINISHED BUSINESS:

- [10.](#) Rezoning – #RZS-2021-020 - Fairmont

NEW BUSINESS:

- [11.](#) Vehicle Use Policy

INFORMATIONAL ITEMS:

COMMITTEE REPORTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION

ADJOURNMENT



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

AGENDA ITEM: Rezoning – #RZS-2021-025 - Northview

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town Council held a public hearing on March 3rd, continued to April 7th.

ATTACHMENTS:

Staff Report
Application
Applicant's Narrative
Maps
Ordinances

REQUESTED ACTION:

Continue Public Hearing; review project; motion to approve/deny or defer. The decision to approve/deny must be made within one year.



**STAFF REPORT
REZONING #RZS-2021-025**

Request: Rezoning
(B-1 Business to R-3 Residential)

Location: AP Hill Boulevard

Tax Map: #43-A-42C; 43-22-1, 2, & 3

Owner: Northview Properties, LLC

Applicant: Northview LLC

Proposed Density: 3.1 du/ac

Site Size: 42.18 Total; 34.54 acres +/-
(combined for R-3), 6.15 acres (B-2)

Existing Land Use: Vacant

Existing Zoning: B-1, Business

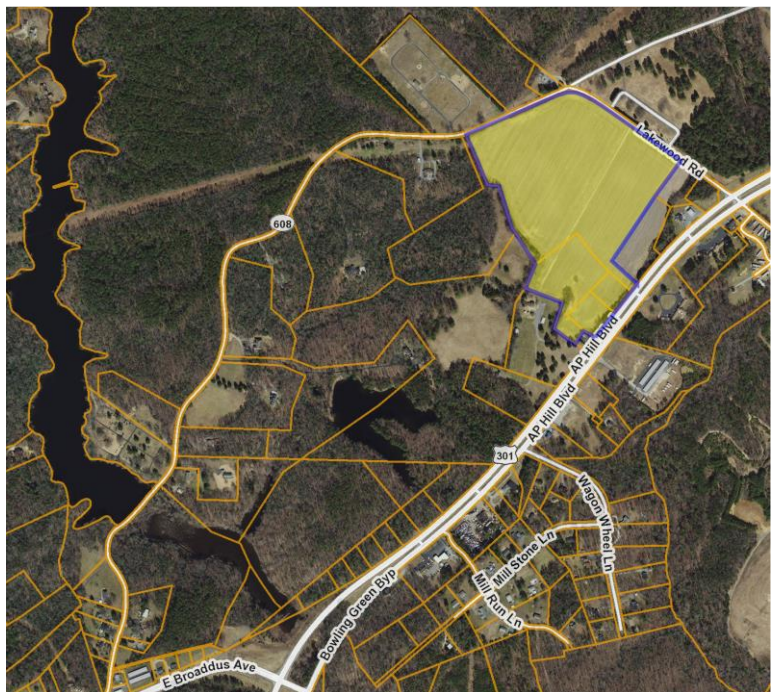
Proposed Use: Residential & Business

Surrounding Land Uses and Zoning:

Northeast: County Boundary and Fort AP Hill; Southeast: Bowling Green Motel, Relax Inn, Village Self-Storage, zoned B-2; Southwest: vacant land & dwellings zoned A-1; Northwest: vacant wooded land and cemetery

The 2021 Comprehensive Plan: Mixed Use (R1, R2, R3, B1, B2, & PUD)

Staff: Allyson Finchum, Town Manager/Zoning Administrator



Background & Summary of Proposal

The applicant is requesting to rezone four parcels totaling 34.54 acres from B-1, Business to R-3, Residential to develop a residential subdivision with 72 single-family houses and 35 townhouse dwellings with a resulting density of 3.1 units per acre. The application for rezoning was submitted for review on November 4, 2021.

- The 42.18-acre site is located at the intersection of Route 301 (AP Hill Boulevard) to the west and Lakewood Road to the north. It is currently undeveloped land.
- The general development plan depicts common area on the perimeter of the development. The total acreage of common area for the residential is 27.7%.
- No recreational features are shown.
- Area for stormwater features is on the southeastern corner of the development adjacent to AP Hill Boulevard.
- Building elevations are not provided.
- The applicant has submitted a narrative which is included in the packet.

Evaluation and Staff Comments

The following comments are provided by staff for consideration by the Planning Commission:

- This development is the second residential rezoning proposed in the annexed area (Fairmont) along Route 301 north. Land use in the area is predominantly vacant or commercial. This application, if approved, continues the transition to residential development along the corridor.
- The future land use map identifies this area as *Mixed-Use*. The applicant has provided both a mixture of residential uses (single-family and multi-family) and a mixture of various use districts - Residential(R) and Business(B).
- The application is for rezoning to R-3 Residential which allows a multi-family use at the highest density provided in the Town of Bowling Green zoning ordinance. The Planning Commission and ultimately Town Council must decide whether low, medium, or high density and single-family and/or multi-family development meet the intent of the Comprehensive Plan for this parcel.
- The Town's appearance and design are noted in the Comprehensive Plan as an important quality of life issue for its residents and as an economic development tool. Details such as exterior elevations of housing and community amenities are not included. Therefore

the developer or builder who ultimately builds the project, will decide the layout, aesthetics and amenities, if any. The Planning Commission and Town Council must decide whether the application adequately addresses the Comprehensive Plan.

- Entrance corridors, including Route 301 north, are identified in the Comprehensive Plan as important for historical, aesthetic, and practical reasons, which serve to visually identify the Town boundary, establish the first impression of the Town for visitors, and is indicative of the Town's commitment to its appearance and attractiveness. The proposed Northview GDP shows a mixture of housing with mostly townhouses as the type most apparent from the road until the commercially zoned parcel between the dwellings and Route 301 is developed. The Comprehensive Plan identifies berms as a possible solution in providing a visual buffer, though no visual buffers have been proffered. Alternatively, the GDP could be redesigned to address this aspect of the Comprehensive Plan.
- The Comprehensive Plan recommends to "minimize the impact of development on major roads by limiting access points and providing side street access and common entrances." It also suggests to "prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible, and locate residential development along internal roads within the development to improve traffic flow and enhance safety."

The GDP identifies three access points; two along Lakewood Road, a secondary road, and one to Route 301, a principal arterial highway. The Route 301 access point is aligned with the cross-over for both northbound and southbound access.

- Based on existing usage, the Town currently has water and sewer availability to support this project if existing undeveloped or underdeveloped lots are not considered. However, about 97% of the currently permitted withdrawal will be utilized at full build out of this project. The Town should consider beginning the process of identifying additional water supply sources (wells) and permits in the near future.
- The Comprehensive Plan recommends to "protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.

The site is relatively flat and appears to be approximately 1000' from a water feature.

- Townhouse developments must contain 6,000 square feet of lot area and usable open space per unit. Usable open space is landscaped areas that provide a park, playground or swimming pool. The BMP area is excluded from the calculations. A more detailed site

plan containing calculations will need to be provided to determine the exact amount of usable open space.

Proffers

The applicant has stated proffers will be submitted prior to public hearing.

Comprehensive Plan Recommendations

The Comprehensive Plan Map shows the future land use for this area as *Mixed Use (R1, R2, R3, B1, B2, & PUD)*. This designation includes a variety of densities, as well as various types of residential and business uses along the corridor.

The Comprehensive Plan identifies the Route 301 North Corridor Area on the northeast side of Bowling Green as one of “three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability.”

Excerpts from the Comprehensive Plan are included in the packet.

Natural and Cultural Resources Impacts

The site is located in the Maracossic Creek (Mattaponi) watershed.

The Chesapeake Bay and storm water regulations provide the framework to protect environmentally sensitive water features.

Traffic Impacts

AP Hill Boulevard is a four-lane divided Principal Arterial Highway. The applicant has provided a general traffic impact statement. The proposed zoning creates an estimated 629 vehicle trips per day (vpd).

Public Utility Impacts

Water

Water lines must be extended throughout this subdivision with an individual tap to each parcel. There is an existing Town water main along AP Hill Boulevard to serve the proposed development.

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 gallons per day (gpd) on average. The current average daily production is 153,000 gpd. This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from Caroline County Fire and Rescue (training, filling trucks, etc.). Current daily reserve is 37,465 which allows for an additional 124 connections at 300 gpd. Approval of any development that exceeds 190,465 gpd is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of a modified withdrawal permit.

If this is the only subdivision approved, it would use approximately 97% of the remaining capacity at total build out. This does not consider development of any undeveloped or underdeveloped land within the Town limits.

The 124-unit capacity figure must take into consideration existing platted vacant lots in town. It may be appropriate for the applicant to consider providing a well site or other assistance towards a future well when required.

Sewer

The Town's current sewer capacity permitted is 250,000 (gallons per day), with 98,000 gpd (39.2%) currently used. There is an existing Town sanitary sewer gravity main along AP Hill Boulevard. Sanitary sewer mains must be extended throughout the subdivision, with an individual lateral to each parcel.

There is ample sewer supply available with less than 40% of the capacity utilized.

Storm water Impacts

The development of 88 residential lots and the corresponding streets/parking areas, with increase in impervious cover and require storm water facilities. The GDP identifies the general location of the proposed stormwater facilities. The storm water requirements may affect the final lot layout/ project design.

School Impacts:

School impacts are not included in the application.

The school system is funded through the Caroline County Board of Supervisors. Taxpayers (Town and County) provide financial resources for the school system, through real estate and other taxes, together with available state and federal funding. Information is included in the Comprehensive Plan about the schools.

Tax Revenue

Included in the narrative is the applicant's fiscal impact statement of the project. The applicant stated R-3 residential development will generate a total annual real estate tax of \$47,840.00 of revenue.

Zoning and Subdivision Ordinance Considerations

R-3 Residential

Townhouses and apartment buildings minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per dwelling unit, townhouse or apartment shall be not less than 6,000 square feet. Such *usable* open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development. The minimum lot size for single-family detached dwellings is 10,000 sf. Over sixty percent of the lots do not meet the minimum lot size requirements.

Subdivision

The development must meet subdivision/zoning ordinance requirements at the time of site plan/subdivision submission. The GDP provided may conflict with one or more of the regulations identified above.

Update

The Planning Commission held a public hearing on December 20, 2021. Concerns and questions that arose in the meeting included:

- Both opposition and support expressed for the project
- Access for all units from the alleyways
- Parking in the alleyways

- Trash collection in the alleyway to allow for the desired effect of front facing aesthetics
- Impervious surface of townhouse lots
- Landscaping of townhouses
- Width of roadway and effect on parking
- Concern with the number of proposed entrances to the development, one on AP Hill and two on Lakewood
- Need for a turn lane located on AP Hill Boulevard and concern due to the speed limit and amount of traffic in that area
- Turn lane requirement for commercial development
- Location of trash collection for single-family dwellings
- Number of businesses able to locate on 6.1 acres of commercial space
- Lack and need for a supermarket
- Phasing of commercial development during the residential development
- possibility to develop shell sites to attract businesses
- Clarification on two corner parcels, 44-A-1B1, and 44-A-1A which are included separately on the GDP and are not included in the rezoning request
- Type of vegetation as a buffer on Lakewood and AP Hill Boulevard
- Access for the 6.1 acres of zoned commercial area
- Concern for the TH units 70-93 abutting the commercial property, acting as a buffer.
- Concern with volume of traffic and on-street parking
- Existing speeding issues on Lakewood Road and safety concern in regard to increased traffic
- Traffic on Lakewood Road
- Adequate water and sewer
- Protection of marsh lands
- Fort AP Hill concerns or questions
- No assurance of development
- What are the benefits added for the Town
- What will the development contribute to the special district tax
- Noted security issues giving address at meetings (not related to proposal)
- Too many unanswered questions
- Who is the proposed developer
- Possible tax increase for existing citizens
- Traffic, VDOT issues
- Water and sewer
- Prefer a grocery store or all commercial development
- Want mom and pop restaurants

- Concern with adequate infrastructure
- Concern with adequate emergency services: Fire, EMS, Police, Education and Schools

On January 31, 2022, the Planning Commission continued the public hearing.

- Concern about lack of infrastructure
- Questioned impact on the Special District Tax
- Appropriate amount of green space must be provided per code
- Want connection of the residential developments on Route 301 by means of pathways or trailways
- Want connection of developments with older part of the community
- Core of town is important
- Appreciation for commercial lots remaining along Route 301
- Concern with the reduction of open space shown on the plan
- Lack of open space for children
- No playgrounds
- Exclusion with these proposed developments
- Concern with water and resources
- Concern of no connectivity and no community
- Commercial land should be a focus
- Concern with traffic
- Concern with water
- Concern with parking
- Concern with resources
- Inquiry about how much of the land would be developable up to the protected wetlands
- Concern with lack of existing playgrounds in the town
- Cookie cutter subdivisions are not desirable

The Commission granted the applicant's request to move the application to the Town Council. By vote of 4-1, no recommendation was submitted based on concerns noted above.

Public Outreach Information:

As required by State Code, this item was advertised in the Free-Lance Star on December 6, 2021 and December 13, 2021 for the Planning Commission public hearing and February 17, 2022 and 24, 2022 for the Town Council public hearing.

The Staff report, as well as all reports for this Planning Commission meeting, were posted on the Town website www.townofbowlinggreen.com on February 28, 2022.

Adjacent notices were mailed first class.

Next Steps:

The Town Council will hold a public hearing on this matter and decide the matter within one year.

RZM

ZP-2021-025

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

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM REVISED:
28 April 2008



Town of Bowling Green Mixed Use Rezoning Application

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

Owner

Northview, LLC

Name

(804) 512-9393

Daytime Telephone Number

PO Box 117, Bowling Green, Virginia 22427

Mailing Address

Property Information

43-A-42C, 43-22-1, 43-22-2, 43-22-3

Tax Map/Parcel Number

B-2

Existing Use/Zoning

0 AP Hill Blvd, Bowling Green, VA 22427

Address/Location (use street names)

None

Existing Structures (number and type)

Rezoning of Property Requested

From Zoning Designation B-2

To Zoning Designations (Check all that apply)

R-1 Number of parcels _____

B-1 Number of parcels _____

R-2 Number of parcels _____

B-2 Number of parcels _____

R-3 Number of parcels 114

M-1 Number of parcels _____

A-1 Number of parcels _____

(Reserved) Number of parcels _____

Going to R-3

*34.54 total acres
3.1 dwelling units
1 per acre*

Water and Sewer

What is your water supply source?

Municipal Private Well

What is your sewage disposal source?

Municipal Septic Tank

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

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

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

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

A copy of a Vicinity Map is attached.

Yes No

Certification by Owner/Applicant

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

Nov. 4, 2021
Date

[Signature]
Owner/Applicant Signature

** FOR TOWN USE ONLY **

Recommendation of Planning Commission

Date Received _____

Recommend Approval

Recommend Disapproval Date _____

Action by Town Council

Date Received _____

Approved

Disapproved Date _____

Recommendation of Director of Public Works

Date Received _____

Recommend Approval

Recommend Disapproval Date _____

Zoning Administrator

Recommend Approval

Recommend Disapproval

Recommend Approval with Conditions (See Attached)

Fee Paid \$ _____

Zoning Administrator Signature

Date

CERTIFICATE OF ZONING COMPLIANCE

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

Zoning Administrator Signature

Date

REMINDER!!

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

ADJACENT PROPERTY OWNERS

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

NAME

STREET ADDRESS

1) Fort AP Hill _____
Mailing Address: 13 AP Hill Drive, Fort AP Hill, VA 22427 _____

2) Greenlawn Cemetery _____ 0 Lakewood Road, Bowling Green, VA 22427
Mailing Address: _____

3) Greenlawn Cemetery & Chapel _____ 17623 Lakewood Road, Bowling Green, VA 22427
Mailing Address: _____

4) Edward L Webb _____ 0 Lakewood Road, Bowling Green, VA 22427
Mailing Address: PO Box 266, Bowling Green, VA 22427 _____

5) Michael N & Carol H Manns _____ 0 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: PO Box 117, Bowling Green, VA 22427 _____

6) Trustees of Bowling Green Christian Fellowship _____ 17573 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: PO Box 1351, Bowling Green, VA 22427 _____

7) Town of Bowling Green _____ 0 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: PO Box 468, Bowling Green, VA 22427 _____

8) Capital Investment Ent LLC _____ 18131 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: 15692 Piedmond Place, Dale City, VA 22193 _____

9) MMJ Real Estate LLC _____ 17600 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: 305 Rose Glen Lane, Kennett Square, PA 19348 _____

10) Bhagat Moreshwarkumar M & Dipti M _____ 18080 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: 3002 Mall Court, Fredericksburg, VA 22401 _____

11) Bhagat Moreshwarkumar M & Dipti M _____ 18138 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: 3002 Mall Court, Fredericksburg, VA 22401 _____

12) Chase Street Hops LLC _____ 18167 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: PO Box 1395, Bowling Green, VA 22427 _____

13) Chase Street Hops LLC _____ 18164 AP Hill Blvd, Bowling Green, VA 22427
Mailing Address: PO Box 1395, Bowling Green, VA 22427 _____

14) Rappahannock Electric Cooperative _____
Mailing Address: PO Box 7388, Fredericksburg, VA 23404 _____

15) _____
Mailing Address: _____

GENERALIZED DEVELOPMENT PLAN - NARRATIVE

Owner/Applicant: Northview Properties, LLC
PO Box 117, Bowling Green, VA 22427

Project Name: “Northview”

Property: Caroline County Tax Parcels 43-A-43C, 43-22-1, 43-22-2, 43-22-3, 44-A-1A, 44-A-1B1, consisting of an approximate total of 42.18 acres, 36.03 acres of which are subject to this rezoning (collectively, the “Property”).

Date: October 18, 2021

GDP: Generalized Development Plan, entitled “Northview”, prepared by Sullivan, Donahoe & Ingalls, dated October 18, 2021.

Rezoning Request: From B-2 to R-3

Rezoning File No.:

Project Overview

The Property identified above consists of 42.18 acres of land which is currently zoned B-2. The Applicant proposes rezoning a 34.54-acre portion of the Property from the Business District (“B-2”) to the Residential District (“R-3”) with the remaining 1.49 acres to be provided in Right-of-Way dedication along the Lakewood Rode (Route 608) frontage. Division 7, Section 3-123 of the Town of Bowling Green (“Town”) Zoning Ordinance states that the purpose of the R-3 district is “composed of certain moderate to medium concentrations of residential uses plus certain open areas where similar development appears likely to occur.”

The objective of the proposed rezoning is to create a multi-use development consisting of seventy-two (72) single family detached dwelling units, thirty-five (35) townhouse units, and one (1) 6.15-acre commercial parcel (which will retain the existing B-2 zoning classification). The R-3 district includes single-family dwellings and townhouses as permitted uses. The GDP reflects approximately 9.98 acres of open space, which accounts for 27.7% of the residential portion of the Property. The open space will be used for natural areas, passive recreation, and stormwater management facilities.

The R-3 district requires a minimum lot size of 12,000 square feet for single family detached dwellings and 6,000 square feet for townhouses. This GDP combines smaller lot sizes with explicitly associated open space parcels to maintain the minimum lot sizes. The 72 single family detached dwelling lots total 16.52 acres and are explicitly associated with open space parcels that total 4.80 acres. This total area of 21.32 acres equals an average area of 12,900 square feet per lot, which is greater than the required minimum. The 35 townhouse lots total 2.18 acres and are

explicitly associated with open space parcels that total 2.92 acres. This total area of 5.10 acres equals an average area of 6,347 square feet per lot, which is more than the required minimum.

Existing water and sanitary sewer are available by connections through either direct connection or through existing easements to the southern and southeastern of the project. All water and sewer lines will be constructed to meet the standards of the Town of Bowling Green and will be maintained by the Town of Bowling Green.

Project Location

The Project will be developed by combining six (6) parcels of land, totaling approximately 42.18 acres, 34.54 of which are subject to this rezoning (6.15 acres of the property will remain B-2). The Project is situated in the Bowling Green voting district. The Project is primarily located along A.P. Hill Blvd, with potential secondary connections being made to Lakewood Road. The existing adjacent property along the AP Hill Blvd frontage is an existing and operating gas station and is also zoned B-2. Two of the southern adjacent properties are zoned A-1; one is developed as a residential dwelling and the other is vacant. The remaining southern property is developed as a pump station and zoned B-2.

The Applicant's proposal is compatible with existing uses in the area, is a good transition between existing uses and will enhance the area's housing stock while maintaining the area's character. Additionally, the Applicant's proposal is in line with the R-3 district which is to provide low-medium density detached, single family dwelling units at a density of approximately 3 units per acre.

Transportation

The proposed 107 houses will have direct access to A.P. Hill Blvd, a four-lane principal arterial road, and Lakewood Road, a local street. Access will be provided by three entrances: one on A.P. Hill Blvd, and two on Lakewood Road. The entrance at A.P. Hill Blvd will be located at an existing median crossing, which is depicted in its current location on the GDP. The proposed lots will generate 729 vehicle trips per day, including 65 during AM Peak Hour and 83 during PM Peak Hour. An estimated 479 vehicles per day will utilize Lakewood Road and an estimated 250 vehicles per day will utilize A.P. Hill Blvd. No additional turn lanes or tapers are warranted as part of this Project.

Project Environmental Items

The Project's design will minimize the impact to the natural topography and mature vegetation located on the Property. No wetlands or RPA features are identified on the County GIS map or on the NWI website. The Applicant will perform all applicable studies for endangered species as is typically necessary for state and federal permitting for the project prior to final site plan approval. There will be a buffer maintained along the frontages along A.P. Hill Blvd and Lakewood Road to maintain the scenic beauty of the Town.

Cultural and Historic Resources

The Property does not appear to have any cultural resources, including civil war era works or cemeteries. As the Property has been previously cleared and tilled over many years, no historic resources remain.

Planning and Zoning

The Project Property is currently zoned Business District (B-2). The surrounding parcels are zoned B-2 and A-1. The Property currently has access to water and sewer.

Comprehensive Plan

The Town's Comprehensive Plan's Future Land Use Map classifies the Property as part of the "Mixed Use" designation, which includes the R-3 and B-2 designations proposed on this land.

Fiscal Impacts

Real Estate Taxes

Once developed, this Project will generate additional real estate tax revenue.

- Real Estate Tax Rate for Town of Bowling Green: \$0.13/\$100
- Potential Single Family Home Price: \$375,000
- Potential Taxes from Single Family Homes: $\$375,000 * (\$0.13/\$100) * 72 = \$35,100$
- Potential Townhouse Price: \$280,000
- Potential Taxes from Townhouses: $\$280,000 * (\$0.13/\$100) * 35 = \$12,740$

Total Annual Real Estate Taxes: \$47,840

Water and Sewer Availability and Connection Fees

- Water Availability Fee: \$6,000/lot
- Sewer Availability Fee: \$6,000/lot
- Water Connection Fee: \$750/lot
- Sewer Connection Fee: \$750/lot
- Total No. of Lots: 107

Total Water and Sewer Availability and Connection Fees: \$1,444,500

Minimum Annual Water and Sewer Usage Fees

- Minimum Bi-Monthly Water Usage Fee: \$40.12/lot
- Minimum Bi-Monthly Sewer Usage Fee: \$86.53/lot
- Total No. of Lots: 107

Total Minimum Annual Water and Sewer Usage Fees: \$81,309.30

Construction

Applicant anticipates close collaboration with the Town during the permitting process to identify and manage environmental conditions and design criteria specific to the Project. Through the permitting process, Applicant will implement all required mitigation measures and Best Management Practices (BMPs) as determined by the Town and regulatory agencies.

Construction is anticipated to begin in 2022 and we believe all lots will be constructed within 2 to 3 years of any rezoning approval, subject to market conditions. Phasing of the Project is not anticipated at this time.

Site Preparation

The Property is currently undeveloped. Construction of the Project would begin with initial clearing and grading (if required). Access to the Project Site would be improved to appropriate construction standards. Road corridors would be surveyed, cleared, and graded to bring equipment, materials, and workers to the areas under construction. Buried electrical lines, and the locations of other facilities may be flagged and staked to guide construction activities. BMPs for stormwater and erosion control would be installed during the site preparation phase and prior to significant grading activities.

Housing

The Project will enhance the Town's stock of new, single family detached dwelling units and townhouse units in this area of the Town. This will provide a new diversity of housing stock to the immediate area. Further, the projected value for units should enhance surrounding property values. We believe that all 107 lots will be developed within 2 to 3 years of any rezoning approval (subject to market conditions).

Public Facilities

The proposed additional lot will have minimal impact on the Town's fire and rescue facilities. The Property is served by the Bowling Green Volunteer Fire Department and the Bowling Green Volunteer Rescue Squad, which are both located approximately 1.25 miles southwest of the Property.

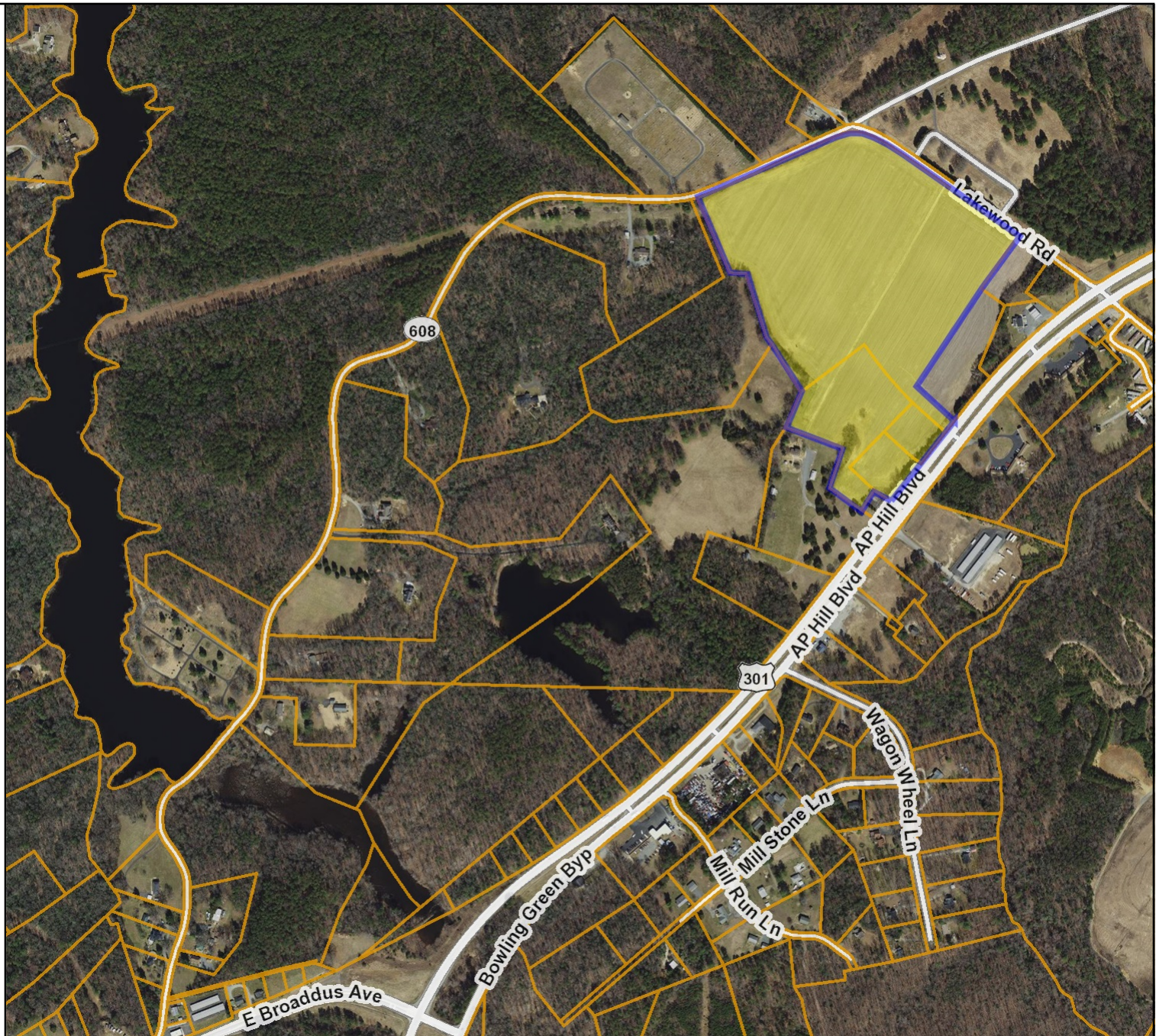
The proposal will have minimal impact on the Police and Sheriff's Office. The Property is served by Bowling Green Police Department and the Caroline County Sheriff's Office, which are both located approximately 1.25 miles southwest of the Property.

Based on a facilities study conducted by Moseley/McClintock in 1999 on behalf of Caroline County, the school children generation factor is 0.492 students per dwelling unit. The Project's 107 dwelling units will generate a net of approximately fifty-three (53) school-age children.

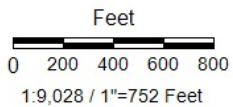
Caroline County, Virginia

Legend

- County Boundary
- Parcels
- Roads (12,000)
- Interstate
- US Highway Primary
- State Highway Primary
- Secondary
- Secondary - 0
- Null
- Roads - Back (12,000)
- Interstate
- US Highway Primary
- State Highway Primary
- Secondary
- Secondary - 0
- Null
- Road Labels



Map printed from Caroline
<https://parcelviewer.geodecisions.com/Caroline/>



Title: Northview 43-A-42C(portion), 43-22-1,2,&3

Date: 12/9/2021

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Caroline County is not responsible for its accuracy or how current it may be.



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

AGENDA ITEM: Appointment of Town Treasurer
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Jackie Nance began working for the Town on March 7, 2022 in the position of Town Treasurer.

ATTACHMENTS:

None.

REQUESTED ACTION:

Council appointment of Jackie Nance as Town Treasurer.



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

AGENDA ITEM: Public Works/Utilities Monthly Report for March 2022

DATE: March 31, 2022

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Working on cross connection prevention program- Part of Virginia Waterworks Regulations
- Update meetings on water meter project- Meters have arrived and work should begin week of April 11th
- Residential and Commercial meters have arrived
- Meeting with Caroline County Staff about repairs- Contact county first, rotate contractors
- Working with Dewberry Engineering on New Well
- Created hydrant flushing log to document usage and separate log created to record leaks and tank cleaning- Part of water audit
- Annual hydrant flushing

Wastewater

- Plant is running ok
- Waiting on review for PER from USDA

Public Works

- Signs were ordered for Police Department and Visitor Center Parking
- Signs ordered for public parking on Chase Street
- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Meeting with Dan Webb and Tammie Gaines to discuss playground
- Mulch added to playground and section cut out for access
- Decals added to Town vehicles
- Fredericksburg Fencing price for gate operator- Rough estimate for gate \$7,400 plus install and for operator \$6,800+ depending on system
- Created fuel logs for town vehicles and equipment

ATTACHMENTS:

- DMR for February

HEADS UP ITEMS:

- Caroline High School Football Team picked up 32 bags of litter on March 26, 2022

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ENVIRONMENTAL QUALITY
 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
 DISCHARGE MONITORING REPORT (DMR)

DEPT. OF ENVIRONMENTAL QUALITY
 (REGIONAL OFFICE)
 Northern Regional Office
 13901 Crown Court
 Woodbridge, VA 22193

NOTE: READ PERMIT AND GENERAL
 INSTRUCTIONS BEFORE COMPLETING THIS
 FORM.

NAME: Bowling Green Wastewater Treatment Plant
 ADDRESS: co Town of Bowling Green
 Bowling Green, VA 22427

FACILITY NAME/ADDRESS (INCLUDE
 FACILITY NAME/LOCATION IF DIFFERENT)
 FACILITY: 219 Anderson Ave
 Bowling Green, VA 22427

PERMIT NUMBER: VA0020737
 DISCHARGE NUMBER: 001

MONITORING PERIOD
 FROM: YEAR 2022 MO 02 DAY 01
 TO: YEAR 2022 MO 02 DAY 28

| Parameter | QUANTITY OR LOADING | | | QUALITY OR CONCENTRATION | | | NO. FREQUENCY SAMPLE LAB | EX. OF ANALYSIS TYPE |
|-----------------|---------------------|---------|---------|--------------------------|---------|---------|--------------------------|----------------------|
| | AVERAGE | MAXIMUM | MINIMUM | AVERAGE | MAXIMUM | MINIMUM | | |
| FLOW | 0.063 | 0.089 | ***** | ***** | ***** | ***** | 0 | CONT |
| pH | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | TRE |
| | REQUIREMENT | NL | ***** | ***** | ***** | ***** | 0 | CONT |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | TRE |
| TSS | REPORTD | 2.04 | 2.34 | 6.0 | 9.0 | ***** | 0 | GRAB |
| | REQUIREMENT | 9.5 | 14 | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| DO | REPORTD | ***** | ***** | 8.4 | ***** | ***** | 0 | GRAB |
| | REQUIREMENT | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| TKN (N-KJRL) | REPORTD | 0.19 | 0.2 | 5.0 | ***** | ***** | 0 | GRAB |
| | REQUIREMENT | 2.8 | 4.2 | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| E-COLI | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REQUIREMENT | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| CBOD5 | REPORTD | 0.07 | 0.12 | 0.33 | 0.67 | ***** | 0 | GRAB |
| | REQUIREMENT | 9.5 | 14 | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| PARAM CODE: 068 | REPORTD | 0.91 | 1.18 | 3.0 | 4.5 | ***** | 0 | GRAB |
| | REQUIREMENT | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| PARAM CODE: 004 | REPORTD | 1.0 | 1.5 | 1.0 | 1.5 | ***** | 0 | GRAB |
| | REQUIREMENT | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| PARAM CODE: 007 | REPORTD | 0.19 | 0.2 | 5.0 | ***** | ***** | 0 | GRAB |
| | REQUIREMENT | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| PARAM CODE: 020 | REPORTD | 0.07 | 0.12 | 0.33 | 0.67 | ***** | 0 | GRAB |
| | REQUIREMENT | 9.5 | 14 | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| PARAM CODE: 159 | REPORTD | 0.63 | 0.89 | 1.0 | 1.5 | ***** | 0 | GRAB |
| | REQUIREMENT | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |
| | REPORTD | ***** | ***** | ***** | ***** | ***** | 0 | GRAB |

| | | | |
|---|-----------------------|--------------------|---------------------------|
| OPERATOR IN RESPONSIBLE CHARGE | Joshua Iby | CERTIFICATE NUMBER | 1965008627 |
| PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT | TYPED OR PRINTED NAME | TELEPHONE | 804-221-1834 |
| TOTAL BOD5(K.G.) | TOTAL FLOW(M.C.) | TOTAL OCCURRENCES | TOTAL FLOWS AND OVERFLOWS |
| GENERAL PERMIT REQUIREMENTS OR COMMENTS: OUTFALL-SPECIFIC COMMENTS: PARAMETER-SPECIFIC COMMENTS: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure the qualified persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. | | | |
| TYPED OR PRINTED NAME | SIGNATURE | Date | 2022-03-07 13:05:19 |



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

AGENDA ITEM: Police Departments Monthly Report March 2022

DATE: 04/01/2022

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for March 2022

46-Total calls for service

16-Assist other agencies

31-Summons / Parking tickets

75-Park walk and talks

1-Larceny

1-Fraud

61-Property checks/ Vacation checks/ Business Checks

1- Animal control

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Town Clerk/Treasurer Council Monthly Report
March 2022

DATE: April 07, 2022

PREPARED BY: Jackie Nance

MONTHLY REPORT / PROJECT UPDATE:

- Attended Weekly Staff Meetings.
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- Worked with past Treasurer on nights and weekends for some training topics.
- Processed Utility files for bi-monthly customer billings, due April 01, 2022.
- Researched multiple utility accounts for billing questions/high usage.
- Attended Keystone software trainings over a few weeks, to include weekend hours.
- Set up new printer for check printing.
- Verified Nacha file formats for bank file uploads.
- Verified various system data files for importing to Keystone software.

ATTACHMENTS:

- Monthly Town Hall Rental Report – March 2022
- Delinquent Tax Report – Current Report
- YTD Budget Report – Current Report

HEADS UP ITEMS: NONE

TOWN HALL RENTALS

| <u>#USES</u> | <u>NAME OF USER</u> | March <u>ACTIVITY</u> | <u>FEES</u> |
|--------------|---------------------------|--------------------------|-------------|
| 7 | Town Hall Activities | Class | \$ 140.00 |
| 1 | Town Council Meeting | Meeting | N/C |
| 1 | Town Council Work Session | Meeting | N/C |
| 1 | Planning Commission W/S | Meeting | N/C |
| 1 | LOVE works project | Meeting | N/C |
| 1 | Planning Commission | Meeting | N/C |
| 1 | Private Event | Baby Shower | \$ 350.00 |
| 1 | Private Event | Birthday Party | \$ 350.00 |
| 1 | Private Event | Dinner | \$ 275.00 |
| 1 | Private Event | Meeting | \$ 575.00 |
| 16 | | Totals | \$ 1690.00 |

2/28/2022

| -TREASURER INVENTORY BALANCE- | | | | | | | | | | |
|-------------------------------|------|------------------|---------------|-----------|--------------|-----------|-----------|-------------|-------------|-------------|
| DEPT | HALF | CLASS | OTHER CHARGES | TAXES | PENALTY PAID | INT. PAID | PAYMENTS | ADJUSTMENTS | BALANCE DUE | TR504 COUNT |
| PP2018 | 1 | MC | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | 1 | PP | .00 | 6,596.18 | 19.76 | 52.18 | 3,034.08 | .00 | 3,562.10 | 181 |
| | 1 | VL | .00 | 5,225.00 | .00 | .00 | 421.53 | .00 | 4,803.47 | 175 |
| | | HALF TOTALS = | .00 | 11,821.18 | 19.76 | 52.18 | 3,455.61 | .00 | 8,365.57 | 356 |
| | | DEPT# TOTALS = | .00 | 11,821.18 | 19.76 | 52.18 | 3,455.61 | .00 | 8,365.57 | 356 |
| PP2019 | 1 | PP | .00 | 10,155.90 | 20.82 | 3.46 | 4,176.37 | .00 | 5,979.53 | 235 |
| | 1 | VL | .00 | 6,265.00 | .00 | .00 | 60.21 | .00 | 6,204.79 | 210 |
| | | HALF TOTALS = | .00 | 16,420.90 | 20.82 | 3.46 | 4,236.58 | .00 | 12,184.32 | 445 |
| | | DEPT# TOTALS = | .00 | 16,420.90 | 20.82 | 3.46 | 4,236.58 | .00 | 12,184.32 | 445 |
| PP2020 | 1 | PP | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | 1 | VL | .00 | 9,936.44 | 4.82 | .26 | 4,546.68 | .00 | 5,389.76 | 283 |
| | | HALF TOTALS = | .00 | 7,560.00 | .00 | .00 | 481.14 | .00 | 7,078.86 | 253 |
| | | DEPT# TOTALS = | .00 | 17,496.44 | 4.82 | .26 | 5,027.82 | .00 | 12,468.62 | 536 |
| PP2021 | 1 | PP | .00 | 17,496.44 | 4.82 | .26 | 5,027.82 | .00 | 12,468.62 | 536 |
| | 1 | VL | .00 | 19,155.99 | 7.06 | .15 | 6,884.99 | .00 | 12,271.00 | 205 |
| | | HALF TOTALS = | .00 | 5,285.00 | .00 | .00 | 280.48 | .00 | 5,004.52 | 177 |
| | | DEPT# TOTALS = | .00 | 24,440.99 | 7.06 | .15 | 7,165.47 | .00 | 17,275.52 | 382 |
| PP | | TOTALS = | .00 | 24,440.99 | 7.06 | .15 | 7,165.47 | .00 | 17,275.52 | 382 |
| | | TOTALS = | .00 | 70,179.51 | 52.46 | 56.05 | 19,885.48 | .00 | 50,294.03 | 1719 |
| | | COMPANY TOTALS = | .00 | 70,179.51 | 52.46 | 56.05 | 19,885.48 | .00 | 50,294.03 | 1719 |

| DEPT. | TOTALS | ADJUSTMENTS | PPTRA CREDIT | ADJUSTED TOTAL |
|-------|--------|-------------|--------------|----------------|
| | .00 | .00 | .00 | .00 |

2/28/2022

-TREASURER INVENTORY BALANCE-

| DEPT | HALF | CLASS | OTHER CHARGES | TAXES | PENALTY PAID | INT. PAID | PAYMENTS | ADJUSTMENTS | BALANCE DUE | PAGE | 1 | TR504 |
|--------|------|----------------|---------------|-------|--------------|-----------|----------|-------------|-------------|------|---|-------|
| RE2000 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2001 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2002 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2003 | 1 | HALF TOTALS = | .00 | 59.08 | .00 | .00 | .00 | .00 | 59.08 | | | 1 |
| | | DEPT# TOTALS = | .00 | 59.08 | .00 | .00 | .00 | .00 | 59.08 | | | 1 |
| RE2004 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2005 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2006 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2007 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2008 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2009 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| RE2010 | 1 | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | | | 0 |

2/28/2022

-TREASURER INVENTORY BALANCE-

PAGE 2 TR504

| DEPT | HALF | CLASS | OTHER CHARGES | TAXES | PENALTY PAID | INT. PAID | PAYMENTS | ADJUSTMENTS | BALANCE DUE | COUNT |
|--------|------|----------------|---------------|----------|--------------|-----------|-----------|-------------|-------------|-------|
| RE2011 | 1 | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| RE2012 | 1 | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| RE2013 | 1 | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| RE2014 | 1 | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| RE2015 | 1 | | .00 | 22.20 | 6.78 | .18 | 14.64- | .00 | 7.56 | 2 |
| | | HALF TOTALS = | .00 | 22.20 | 6.78 | .18 | 14.64- | .00 | 7.56 | 2 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| RE2016 | 1 | | .00 | .65 | .00 | .00 | .00 | .00 | .65 | 1 |
| | | HALF TOTALS = | .00 | .65 | .00 | .00 | .00 | .00 | .65 | 1 |
| | | DEPT# TOTALS = | .00 | .65 | .00 | .00 | .00 | .00 | .65 | 1 |
| RE2017 | 1 | | .00 | .65 | .00 | .00 | .00 | .00 | .65 | 1 |
| | | HALF TOTALS = | .00 | .65 | .00 | .00 | .00 | .00 | .65 | 1 |
| | | DEPT# TOTALS = | .00 | .65 | .00 | .00 | .00 | .00 | .65 | 1 |
| RE2018 | 1 | | .00 | 838.63 | 83.67 | 156.07 | 978.99- | .00 | 140.36- | 4 |
| | | HALF TOTALS = | .00 | 838.63 | 83.67 | 156.07 | 978.99- | .00 | 140.36- | 4 |
| | | DEPT# TOTALS = | .00 | 838.63 | 83.67 | 156.07 | 978.99- | .00 | 140.36- | 4 |
| RE2019 | 1 | | .00 | 249.21 | .00 | .00 | .00 | .00 | 249.21 | 4 |
| | | HALF TOTALS = | .00 | 249.21 | .00 | .00 | .00 | .00 | 249.21 | 4 |
| | | DEPT# TOTALS = | .00 | 249.21 | .00 | .00 | .00 | .00 | 249.21 | 4 |
| RE2020 | 1 | | .00 | 3,476.98 | 103.37 | 85.22 | 1,268.97- | .00 | 2,208.01 | 20 |
| | | HALF TOTALS = | .00 | 3,476.98 | 103.37 | 85.22 | 1,268.97- | .00 | 2,208.01 | 20 |
| | | DEPT# TOTALS = | .00 | 3,476.98 | 103.37 | 85.22 | 1,268.97- | .00 | 2,208.01 | 20 |

2/28/2022

| DEPT | HALF | CLASS | OTHER CHARGES | TAXES | PENALTY PAID | INT. PAID | PAYMENTS | ADJUSTMENTS | BALANCE DUE | TR504 |
|--------|------|----------------|---------------|-----------|--------------|-----------|------------|-------------|-------------|-------|
| RE2021 | 1 | HALF TOTALS = | .00 | 17,478.11 | 57.42 | 7.29 | 12,601.57- | .00 | 4,876.54 | 68 |
| | | DEPT# TOTALS = | .00 | 17,478.11 | 57.42 | 7.29 | 12,601.57- | .00 | 4,876.54 | 68 |
| RE | | TOTALS = | .00 | 22,125.51 | 251.24 | 248.76 | 14,864.17- | .00 | 7,261.34 | 101 |

| | | | | | | | | |
|------------------|-----|-----------|--------|--------|------------|-----|----------|-----|
| COMPANY TOTALS = | .00 | 22,125.51 | 251.24 | 248.76 | 14,864.17- | .00 | 7,261.34 | 101 |
|------------------|-----|-----------|--------|--------|------------|-----|----------|-----|

DEPT. TOTALS .00
 DEPT. TOTALS .00
 PPTRA CREDIT ADJUSTED TOTAL .00

2/28/2022

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

| DEPT | HALF | CLASS | OTHER CHARGES | TAXES | PENALTY PAID | INT. PAID | PAYMENTS | ADJUSTMENTS | BALANCE DUE | COUNT |
|--------|------|----------------|---------------|-----------|--------------|-----------|----------|-------------|-------------|-------|
| TD2011 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2012 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2013 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2014 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2015 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2016 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2017 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2018 | 1 | 01 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | HALF TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| | | DEPT# TOTALS = | .00 | .00 | .00 | .00 | .00 | .00 | .00 | 0 |
| TD2019 | 1 | 01 | .00 | 1,650.94 | 45.96 | 76.78 | 459.67- | .00 | 1,191.27 | 2 |
| | | HALF TOTALS = | .00 | 1,650.94 | 45.96 | 76.78 | 459.67- | .00 | 1,191.27 | 2 |
| | | DEPT# TOTALS = | .00 | 1,650.94 | 45.96 | 76.78 | 459.67- | .00 | 1,191.27 | 2 |
| TD2020 | 1 | 01 | .00 | 4,767.44 | .00 | .00 | .00 | .00 | 4,767.44 | 3 |
| | | HALF TOTALS = | .00 | 4,767.44 | .00 | .00 | .00 | .00 | 4,767.44 | 3 |
| | | DEPT# TOTALS = | .00 | 4,767.44 | .00 | .00 | .00 | .00 | 4,767.44 | 3 |
| TD2021 | 1 | 01 | .00 | 8,502.55 | .00 | .00 | .00 | .00 | 8,502.55 | 5 |
| | | HALF TOTALS = | .00 | 8,502.55 | .00 | .00 | .00 | .00 | 8,502.55 | 5 |
| | | DEPT# TOTALS = | .00 | 8,502.55 | .00 | .00 | .00 | .00 | 8,502.55 | 5 |
| TD | | TOTALS = | .00 | 14,920.93 | 45.96 | 76.78 | 459.67- | .00 | 14,461.26 | 10 |

| | | | | | | | | |
|------------------|-----|-----------|--------------|-------------|--------------|----------------|-----------|----|
| COMPANY TOTALS = | .00 | 14,920.93 | 45.96 | 76.78 | 459.67- | .00 | 14,461.26 | 10 |
| | | | DEPT | ADJUSTMENTS | PPTRA CREDIT | ADJUSTED TOTAL | | |
| | | | DEPT. TOTALS | .00 | .00 | .00 | | |

| ACCT# | DESCRIPTION | BUDGET AMOUNT | APPR. AMOUNT | CURRENT AMOUNT | Y-T-D AMOUNT | BALANCE | UNCOLLECTED |
|-------|-------------|---------------|--------------|----------------|--------------|---------|-------------|
|-------|-------------|---------------|--------------|----------------|--------------|---------|-------------|

FUND #-100 ***GENERAL FUND REVENUE***

| | | | | | | | |
|--------|-----------------------------------|--------------|--------------|------------|------------|------------|--------|
| 11010 | ***REAL ESTATE** | 140,500.00 | 140,500.00 | 137,389.53 | 137,389.53 | 3,110.47 | 2.21 |
| 11011 | ***RT 301 SPECIAL TAX DISTRICT*** | 34,269.00 | 34,269.00 | 25,810.61 | 25,810.61 | 8,458.39 | 24.68 |
| 11020 | ***PUBLIC SERVICE*** | 3,500.00 | 3,500.00 | 3,238.14 | 3,238.14 | 261.86 | 7.48 |
| 11030 | ***PERSONAL PROPERTY*** | 45,500.00 | 45,500.00 | 30,264.51 | 30,264.51 | 15,235.49 | 33.48 |
| 11060 | ***PENALTY & INTEREST*** | 5,000.00 | 5,000.00 | 3,327.70 | 3,327.70 | 1,672.30 | 33.44 |
| 15010 | INTEREST EARNED | 5,000.00 | 5,000.00 | 1,211.00 | 1,211.00 | 3,789.00 | 75.78 |
| 16099 | ***REFUSE COLLECTION FEES*** | 85,729.00 | 85,729.00 | 63,608.26 | 63,608.26 | 22,120.74 | 25.80 |
| 120101 | SALES TAX | 40,000.00 | 40,000.00 | 27,878.19 | 27,878.19 | 12,121.81 | 30.30 |
| 120201 | CONSUMER UTILITY TAX | 30,000.00 | 30,000.00 | 25,447.09 | 25,447.09 | 4,552.91 | 15.17 |
| 120301 | BUSINESS LICENSE | 68,000.00 | 68,000.00 | 104,334.09 | 104,334.09 | 36,334.09 | 53.43 |
| 120501 | VEHICLE LICENSE FEES | 20,000.00 | 20,000.00 | 11,738.78 | 11,738.78 | 8,261.22 | 41.30 |
| 120601 | BANK STOCK TAX | 250,000.00 | 250,000.00 | .00 | .00 | 250,000.00 | 100.00 |
| 121001 | TRANSIENT OCCUPANCY TAX | 2,000.00 | 2,000.00 | 3,466.35 | 3,466.35 | 1,466.35 | 73.31 |
| 121101 | MEALS TAX | 235,000.00 | 235,000.00 | 227,422.01 | 227,422.01 | 7,577.99 | 3.22 |
| 130306 | ***PERMITS, FEES AND LICENSES*** | 3,200.00 | 3,200.00 | 4,962.50 | 4,962.50 | 1,762.50 | 55.07 |
| 140101 | ***RENTALS AND FORFEITURES*** | 20,800.00 | 20,800.00 | 23,818.57 | 23,818.57 | 3,018.57 | 14.51 |
| 150201 | ***RENTALS*** | 11,300.00 | 11,300.00 | 17,069.08 | 17,069.08 | 5,769.08 | 51.05 |
| 220108 | ROLLING STOCK TAX | .00 | .00 | 2.43 | 2.43 | 2.43 | 100.00 |
| 220109 | VA 599 POLICE FUNDING | 24,500.00 | 24,500.00 | 19,107.00 | 19,107.00 | 5,393.00 | 22.01 |
| 220110 | PEPBA REIMBURSEMENT-STATE | 21,900.00 | 21,900.00 | 21,907.50 | 21,907.50 | 7.50 | .03 |
| 220111 | COMMUNICATIONS TAX | 31,500.00 | 31,500.00 | 21,883.49 | 21,883.49 | 9,616.51 | 30.52 |
| 240407 | ***GRANTS*** | 800.00 | 800.00 | 1,329.00 | 1,329.00 | 529.00 | 66.12 |
| 240412 | VERGINIA FIRE PROGRAMS | 15,000.00 | 15,000.00 | .00 | .00 | 15,000.00 | 100.00 |
| 410501 | ***SAVINGS TRANSFER** | .00 | .00 | 515.49 | 515.49 | 515.49 | 100.00 |
| 410502 | TRANSFERS IN | 415,256.00 | 415,256.00 | .00 | .00 | 415,256.00 | 100.00 |
| 999999 | MISCELLANEOUS | .00 | .00 | 1,594.37 | 1,594.37 | 1,594.37 | 100.00 |
| | --FUND TOTAL-- | 1,508,754.00 | 1,508,754.00 | 777,325.69 | 777,325.69 | 731,428.31 | 48.47 |

FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***

| | | | | | | | |
|-------|----------------|-----------|-----------|-----|-----|-----------|--------|
| 18990 | DONATIONS | 10,000.00 | 10,000.00 | .00 | .00 | 10,000.00 | 100.00 |
| | --FUND TOTAL-- | 10,000.00 | 10,000.00 | .00 | .00 | 10,000.00 | 100.00 |

FUND #-400 ***EVENTS AND ACTIVITIES FUND***

| | | | | | | | |
|--------|-----------------------|-----------|-----------|-----------|-----------|-----------|--------|
| 19050 | EVENTS AND ACTIVITIES | 500.00 | 24,000.00 | 22,230.31 | 22,230.31 | 1,769.69 | 7.37 |
| 410501 | USE OF FUND BALANCE | 12,950.00 | 12,950.00 | .00 | .00 | 12,950.00 | 100.00 |
| | --FUND TOTAL-- | 13,450.00 | 36,950.00 | 22,230.31 | 22,230.31 | 14,719.69 | 39.83 |

FUND #-420 ***DEBT SERVICE***

| | | | | | | | |
|--------|---------------------|-----|-----|--------|--------|--------|--------|
| 410501 | USE OF FUND BALANCE | .00 | .00 | 623.98 | 623.98 | 623.98 | 100.00 |
| | --FUND TOTAL-- | .00 | .00 | 623.98 | 623.98 | 623.98 | 100.00 |

4/06/2022

GL060AA

TOWN OF BOWLING GREEN
REVENUE SUMMARY
7/01/2021 - 3/31/2022

TIME 13:28

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| ACCT# | DESCRIPTION | BUDGET AMOUNT | APPR. AMOUNT | CURRENT AMOUNT | Y-T-D AMOUNT | BALANCE | UNCOLLECTED |
|-------|-------------|---------------|--------------|----------------|--------------|---------|-------------|
|-------|-------------|---------------|--------------|----------------|--------------|---------|-------------|

FUND #-500 ***WATER REVENUE***

| | | | | | | | |
|--------|----------------------|--------------|--------------|------------|------------|--------------|--------|
| 16099 | ***WATER REVENUE*** | 2,310,300.00 | 2,310,300.00 | 758,710.98 | 758,710.98 | 1,551,589.02 | 67.15 |
| 410501 | **SAVINGS TRANSFER** | 71,204.00 | 71,204.00 | .00 | .00 | 71,204.00 | 100.00 |
| | -- FUND TOTAL-- | 2,381,504.00 | 2,381,504.00 | 758,710.98 | 758,710.98 | 1,622,793.02 | 68.14 |

FUND #-520 **SEWER OPERATIONS **

| | | | | | | | |
|--------|---------------------------|------------|------------|------------|------------|------------|--------|
| 16099 | SEWER SALES | 642,000.00 | 642,000.00 | 385,486.69 | 385,486.69 | 256,513.31 | 39.95 |
| 410501 | USE OF FUND BALANCE SEWER | 107,255.00 | 107,255.00 | .00 | .00 | 107,255.00 | 100.00 |
| | -- FUND TOTAL-- | 749,255.00 | 749,255.00 | 385,486.69 | 385,486.69 | 363,768.31 | 48.55 |

--FINAL TOTAL--

| | | | | | | | |
|--|--|--------------|--------------|--------------|--------------|--------------|-------|
| | | 4,662,963.00 | 4,686,463.00 | 1,944,377.65 | 1,944,377.65 | 2,742,085.35 | 58.51 |
|--|--|--------------|--------------|--------------|--------------|--------------|-------|

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

| FUND #-100 ***GENERAL FUND EXPENDITURES*** | | | | | | | | |
|--|------------------------------------|--------------|--------------|------------|------------|-----|------------|--------|
| 12110 | COUNCIL AND ADMINSTRATOR EXPENSE | 285,984.00 | 285,984.00 | 233,072.39 | 233,072.39 | .00 | 52,911.61 | 18.50 |
| 12410 | ***PRESIDENT'S EXPENSES*** | 213,094.00 | 213,094.00 | 185,977.06 | 185,977.06 | .00 | 27,116.94 | 12.72 |
| 31100 | ***POLICE DEPT. EXPENSES*** | 187,108.00 | 187,108.00 | 121,362.97 | 121,362.97 | .00 | 65,745.03 | 35.13 |
| 31200 | ***POLICE DEPT RESTRICTED FUNDS*** | 1,000.00 | 1,000.00 | 2,970.29 | 2,970.29 | .00 | 1,970.29 | 197.02 |
| 32000 | ***DONATIONS*** | 17,000.00 | 17,000.00 | .00 | .00 | .00 | 17,000.00 | 100.00 |
| 43100 | ***PUBLIC WORKS*** | 348,867.00 | 348,867.00 | 222,086.10 | 222,086.10 | .00 | 126,780.90 | 36.34 |
| 410501 | ***TRANSFERS OUT*** | 34,270.00 | 34,270.00 | .00 | .00 | .00 | 34,270.00 | 100.00 |
| --FUND TOTAL-- | | 1,087,323.00 | 1,087,323.00 | 765,468.81 | 765,468.81 | .00 | 321,854.19 | 29.60 |

| FUND #-300 ***CIP EXPENDITURES*** | | | | | | | | |
|-----------------------------------|---------------------------------|-----|-----|-----------|-----------|-----|-----------|--------|
| 300100 | ***CAPITAL PROJECTS FUND(GP)*** | .00 | .00 | 30,484.80 | 30,484.80 | .00 | 30,484.80 | 100.00 |
| --FUND TOTAL-- | | .00 | .00 | 30,484.80 | 30,484.80 | .00 | 30,484.80 | 100.00 |

| FUND #-320 ***ECONOMIC DEV AUTH EXPENSES*** | | | | | | | | |
|---|----------------------|-----------|-----------|----------|----------|-----|----------|-------|
| 32100 | EDA LOANS AND GRANTS | 10,000.00 | 10,000.00 | 2,000.00 | 2,000.00 | .00 | 8,000.00 | 80.00 |
| --FUND TOTAL-- | | 10,000.00 | 10,000.00 | 2,000.00 | 2,000.00 | .00 | 8,000.00 | 80.00 |

| FUND #-400 ***EVENTS AND ACTIVITIES*** | | | | | | | | |
|--|--------------------|-----------|-----------|-----------|-----------|-----|----------|-------|
| 71200 | EVENTS COORDINATOR | 13,450.00 | 36,950.00 | 32,570.02 | 32,570.02 | .00 | 4,379.98 | 11.85 |
| --FUND TOTAL-- | | 13,450.00 | 36,950.00 | 32,570.02 | 32,570.02 | .00 | 4,379.98 | 11.85 |

| FUND #-500 ***WATER EXPENDITURES*** | | | | | | | | |
|-------------------------------------|------------------------|--------------|--------------|------------|------------|-----|--------------|-------|
| 500100 | ***WATER OPERATIONS*** | 681,504.00 | 681,504.00 | 288,248.81 | 288,248.81 | .00 | 393,255.19 | 57.70 |
| 500500 | ***WATER CIP*** | 1,700,000.00 | 1,700,000.00 | 573,898.50 | 573,898.50 | .00 | 1,126,101.50 | 66.24 |
| --FUND TOTAL-- | | 2,381,504.00 | 2,381,504.00 | 862,147.31 | 862,147.31 | .00 | 1,519,356.69 | 63.79 |

| FUND #-520 ***SEWER OPERATIONS*** | | | | | | | | |
|-----------------------------------|------------------------|------------|------------|------------|------------|-----|------------|-------|
| 500100 | ***SEWER OPERATIONS*** | 749,256.00 | 749,256.00 | 377,154.20 | 377,154.20 | .00 | 372,101.80 | 49.66 |
| --FUND TOTAL-- | | 749,256.00 | 749,256.00 | 377,154.20 | 377,154.20 | .00 | 372,101.80 | 49.66 |

--FINAL TOTAL-- 4,241,533.00 4,265,033.00 2,069,825.14 2,069,825.14 .00 2,195,207.86 51.46

4/06/2022

GI060AA

TOWN OF BOWLING GREEN
EXPENDITURE SUMMARY
7/01/2021 - 3/31/2022

TIME 13:28

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



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

AGENDA ITEM: Town Manager Monthly Report - March 2022

DATE: April 7, 2022

PREPARED BY: Allyson Finchum

MONTHLY REPORT / PROJECT UPDATE:

- Preparation and Staff for the March 24th Planning Commission Meeting – Discussion of the Comprehensive Plan and Zoning Text Amendments
- Review of Site Plan for ZP 2021-013 Village Self-Storage on Route 301
- Review of Zoning Permits
- Planning and Zoning Inquiries
- Keystone Software Implementation
- Water and Sewer Build-Out Analysis
- Budget Preparation
- ARPA Funds Preparation
- Set-up Visitors Center and Restroom
- Trash Collection Recycling Issue under Review
- Preparation of April 7th, 2022 Town Council Agenda Packet:
Northview Rezoning Public Hearing, Fairmont Rezoning
- Preparation of April 7th, 2022 Town Council Worksession: FY23 Budget
- Training of New Staff

Meetings/Training attended:

- March 3rd Town Council Worksession
- March 3rd Town Council Meeting
- March 24th Planning Commission Meeting
- Weekly Staff Meetings
- Meetings on various topics with:
 - Developers/Citizens
 - Caroline County/Commissioner of the Revenue/State Governmental Agencies
 - Planning Commissioners
 - Town Council Members
- Specific Topics:
 - Keystone Software
 - LOVE Works Sign

Schedule:

- Zoning Ordinance text amendments to allow additional uses in the B-1 business district
- Zoning Ordinance on Food Trucks
- Update of the Comprehensive Plan with Planning Commission



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

AGENDA ITEM: Bills – March 2022
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Jackie Nance, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in March 2022

ATTACHMENTS:

Check Reports:

03/04/2022

03/18/2022

03/25/2022

REQUESTED ACTION:

Approve invoices.

| CHECK# | VEND# | VENDOR | CLASS | DATE | AMOUNT | DISCOUNT |
|--------|--------|---------------------------|-------|-----------|-----------|----------|
| 26832 | 1063 | ALACRITI PAYMENTS, LLC | 000 | 3/04/2022 | 30.37 | .00 |
| 26833 | 600 | BENNETT DEBORAH T | 000 | 3/04/2022 | 70.00 | .00 |
| 26834 | 1094 | BMW CLEANING SERVICES | 000 | 3/04/2022 | 1,175.00 | .00 |
| 26835 | 944 | BREZZELINE | 000 | 3/04/2022 | 212.18 | .00 |
| 26836 | 865 | CASH | 000 | 3/04/2022 | 63.70 | .00 |
| 26837 | 1020 | CONSOLIDATED PIPE & SUP | 000 | 3/04/2022 | 1,475.00 | .00 |
| 26838 | 999999 | COYINGTON MELVIN | 000 | 3/04/2022 | 300.00 | .00 |
| 26839 | 999999 | FORTUNE BRENDA | 000 | 3/04/2022 | 100.00 | .00 |
| 26840 | 237 | GRAINGER | 000 | 3/04/2022 | 94.64 | .00 |
| 26841 | 898 | JAMES MARY | 000 | 3/04/2022 | 140.00 | .00 |
| 26842 | 546 | JOHNSON'S EXTERMINATING | 000 | 3/04/2022 | 625.00 | .00 |
| 26843 | 1115 | JUSTTECH | 000 | 3/04/2022 | 482.91 | .00 |
| 26844 | 1139 | KEYSTONE INFORMATION SYST | 000 | 3/04/2022 | 5,279.54 | .00 |
| 26845 | 999999 | NELSON BRITTNY | 000 | 3/04/2022 | 50.00 | .00 |
| 26846 | 257 | ON SITE PC | 000 | 3/04/2022 | 292.50 | .00 |
| 26847 | 1112 | QUALITY GROUNDS, LLC | 000 | 3/04/2022 | 192.00 | .00 |
| 26848 | 1079 | ROBINSON, FARMER, COX ASS | 000 | 3/04/2022 | 20,500.00 | .00 |
| 26849 | 918 | STAPLES ADVANTAGE | 000 | 3/04/2022 | 788.95 | .00 |
| 26850 | 934 | TOTAL POWER SWEEPING SER | 000 | 3/04/2022 | 2,200.00 | .00 |
| 26851 | 1002 | VACORP | 000 | 3/04/2022 | 92.16 | .00 |
| 26852 | 19 | VERIZON | 000 | 3/04/2022 | 337.61 | .00 |
| 26853 | 44 | VPS | 000 | 3/04/2022 | 33.60 | .00 |
| 26854 | 1131 | W.V. DELOACH HOME IMPROVE | 000 | 3/04/2022 | 1,650.00 | .00 |
| 26855 | 12 | WASTE MANAGEMENT | 000 | 3/04/2022 | 1,863.24 | .00 |
| 26856 | 1146 | WEBB SMITH INTERIORS | 000 | 3/04/2022 | 1,225.00 | .00 |
| | | CLASS TOTAL | | | 38,273.40 | .00 |
| | | ACH TOTAL | | | .00 | |
| | | CHECK TOTAL | | | 38,273.40 | |
| | | EPY TOTAL | | | .00 | |
| | | FINAL TOTAL | | | 38,273.40 | .00 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 38,273.40- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCR | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | G/L ACCOUNT | BATCH INV. DESCRIPTION |
|----------|------------|---------------------------|-----------------|--------------|----------|-------------------|------------|-----------|---------|---------------------------|--------------------------|
| 0000000 | 001063 | ALACRITTI PAYMENTS, LLC | NMXG0313CG24X87 | 3/04/2022 | | 4100-012410-3130- | 30.37 | 26832 | | CREDIT CARD AND BANK FEES | 00919 2022-02 2.5* |
| | | | | | | | .00 | | | | 30.37 |
| | | | | | | | | | | | |
| 0000000 | 000600 | BENNETT DEBORAH T | | 2022-02 | | 4400-071200-1310- | 70.00 | 26833 | | TOWN HALL ACTIVITIES | 00919 YOGA CLASSES |
| | | | | | | | .00 | | | | 70.00 |
| | | | | | | | | | | | |
| 0000000 | 001094 | BMW CLEANING SERVICES | 00000016 | 3/04/2022 | | 4100-043100-7200- | 1,175.00 | 26834 | | TOWN HALL EXPENSES | 00919 CLEANING OFFE SETU |
| | | | | | | | .00 | | | | 1,175.00 |
| | | | | | | | | | | | |
| 0000000 | 000944 | BRERZELINE | | 2022-03 | | 4100-012410-5230- | 129.09 | 26835 | | TELECOMMUNICATIONS | 00919 TH |
| | | | | | | | 83.09 | 26835 | | TELECOMMUNICATIONS | 00919 WMPF |
| | | | | | | | .00 | | | | 212.18 |
| | | | | | | | | | | | |
| 0000000 | 000865 | CASH | COSTCO 3 | 3/04/2022 | | 4100-012110-6021- | 20.00 | 26836 | | PUBLIC RELATIONS | 00919 FLOWERS JUDYS DAD |
| | | | SUBWAY | 3/04/2022 | | 4100-012110-2600- | 9.50 | 26836 | | MAYOR EXPENSES | 00919 JACKIE'S LUNCH |
| | | | USPS 14 | 3/04/2022 | | 4100-012410-5210- | 34.20 | 26836 | | POSTAGE | 00919 W2'S & LOVE SIGN |
| | | | | | | | .00 | | | | 63.70 |
| | | | | | | | | | | | |
| 0000000 | 001020 | CONSOLIDATED PIPE & SUP | 6220190000000 | 3/04/2022 | | 4500-500100-6050- | 1,475.00 | 26837 | | METER/FIRE HYDRANTS | 00919 MBX ROUND |
| | | | | | | | .00 | | | | 1,475.00 |
| | | | | | | | | | | | |
| 0000000 | 999999 | COVINGTON MELVIN | | 2022-02-18 | | 100-000200-3500- | 300.00 | 26838 | | REFUNDS PAYABLE | 00919 THDR 2022-02-18 |
| | | | | | | | .00 | | | | 300.00 |
| | | | | | | | | | | | |
| 0000000 | 999999 | FORTUNE BRENDA | | 2022-02-20 | | 100-000200-3500- | 100.00 | 26839 | | REFUNDS PAYABLE | 00919 THDR 2022-02-20 |
| | | | | | | | .00 | | | | 100.00 |
| | | | | | | | | | | | |
| 0000000 | 000237 | GRAINGER | 9222963408 | 3/04/2022 | | 4100-043100-3311- | 79.64 | 26840 | | VEHICLE MAINT | 00919 LEAF VAC |
| | | | | | | | 15.00 | 26840 | | VEHICLE MAINT | 00919 LEAF VAC |
| | | | | | | | .00 | | | | 94.64 |
| | | | | | | | | | | | |
| 0000000 | 000898 | JAMES MARY | | 2022-02 | | 4400-071200-1310- | 140.00 | 26841 | | TOWN HALL ACTIVITIES | 00919 HAPPY YOGA |
| | | | | | | | .00 | | | | 140.00 |
| | | | | | | | | | | | |
| 0000000 | 000546 | JOHNSON'S EXTERMINATING | | 2022-02 | | 4100-031100-3320- | 50.00 | 26842 | | PROFESSIONAL SERVICES | 00919 PC |
| | | | | | | | 75.00 | 26842 | | PARK MAINTENANCE | 00919 PLAYGROUND |
| | | | | | | | 65.00 | 26842 | | TOWN HALL EXPENSES | 00919 TH |
| | | | | | | | 10.00 | 26842 | | TOWN HALL EXPENSES | 00919 109 COURTHOUSE LN |
| | | | | | | | 425.00 | 26842 | | PROFESSIONAL SERVICES | 00919 PW |
| | | | | | | | .00 | | | | 625.00 |
| | | | | | | | | | | | |
| 0000000 | 001115 | JUSTTECH | | 2022-02 | | 4100-012410-3310- | 482.91 | 26843 | | OFFICE EQUIPMENT | 00919 2022-02 |
| | | | | | | | .00 | | | | 482.91 |
| | | | | | | | | | | | |
| 0000000 | 001119 | KEYSTONE INFORMATION SYST | 208309 | 3/04/2022 | | 4100-012110-5830- | 1,000.00 | 26844 | | COVID-19 EXPENSES | 00919 TRAVEL FEES 01/13- |
| | | | | | | | 2,940.00 | 26844 | | COVID-19 EXPENSES | 00919 FINANCIALS UPGRADE |
| | | | | | | | 1,339.54 | 26844 | | COVID-19 EXPENSES | 00919 01/13 01/14 EXPENS |
| | | | | | | | .00 | | | | 5,279.54 |
| | | | | | | | | | | | |
| 0000000 | 999999 | NELSON BRITNEY | | 2022-02-05 | | 100-000200-3500- | 50.00 | 26845 | | REFUNDS PAYABLE | 00919 THDR 2022-02-05 |
| | | | | | | | .00 | | | | 50.00 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCT# | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | ACH ACCT | DISC. | BATCH INV. DESCRIPTION |
|----------|------------|---------------------------|--------------|--------------|-----------|-------------------|------------|-----------|---------|----------|-------|--|
| 0000000 | 000257 | ON SITE PC | 5274 | 3/04/2022 | | 4100-012410-3320- | 292.50 | 26846 | | | | COMPUTER LICENSES/SUPPORT |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 001112 | QUALITY GROUNDS, LLC | 9736 | 3/04/2022 | | 4100-043100-6007- | 128.00 | 26847 | | | | REPAIR/ MAINT TOWN BUILDINGS 00919 BLACK MULCH |
| | | DISC. TOTAL | | | | | 64.00 | 26847 | | | | REPAIR/ MAINT TOWN BUILDINGS 00919 BLACK MULCH |
| | | | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 001079 | ROBINSON, FARMER, COX ASS | 77943 | 3/04/2022 | | 4100-012410-3120- | 20,500.00 | 26848 | | | | AUDIT |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 000918 | STAPLES ADVANTAGE | 734464508111 | 3/04/2022 | | 4500-500100-6001- | 62.04 | 26849 | | | | OFFICE SUPPLIES/EQUIPMENT |
| | | | 734464508131 | 3/04/2022 | | 4500-500100-6001- | 62.04 | 26849 | | | | OFFICE SUPPLIES/EQUIPMENT |
| | | | 734885434701 | 3/04/2022 | | 4100-012410-6001- | 120.17 | 26849 | | | | OFFICE SUPPLIES & PRINTING |
| | | | 734885434702 | 3/04/2022 | | 4100-012410-6001- | 12.79 | 26849 | | | | OFFICE SUPPLIES & PRINTING |
| | | | 734948205401 | 3/04/2022 | | 4100-012410-6001- | 128.43 | 26849 | | | | OFFICE SUPPLIES & PRINTING |
| | | | 735065971601 | 3/04/2022 | | 4100-012410-6001- | 87.78 | 26849 | | | | OFFICE SUPPLIES & PRINTING |
| | | | 735065971602 | 3/04/2022 | | 4100-012410-6001- | 563.86 | 26849 | | | | OFFICE SUPPLIES & PRINTING |
| | | | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 000934 | TOTAL POWER SWEEPING SHR | 33120 | 3/04/2022 | | 4100-043100-7110- | 2,200.00 | 26850 | | | | PARKING LOT/STREET/SIDWALK M00919 STREET SWEEPER |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 001002 | VACORP | 2022-02 | 3/04/2022 | | 4100-012110-2500- | 19.35 | 26851 | | | | DISABILITY INSURANCE - VML |
| | | | 2022-02 | 3/04/2022 | | 4100-031100-2500- | 17.52 | 26851 | | | | HYBRID DISABILITY INSURANCE |
| | | | 2022-02 | 3/04/2022 | | 4100-043100-2500- | 19.35 | 26851 | | | | HYBRID DISABILITY INSURANCE |
| | | | 2022-02 | 3/04/2022 | | 4500-500100-2500- | 6.45 | 26851 | | | | HYBRID DISABILITY INS |
| | | | 2022-02 | 3/04/2022 | | 4520-500100-2500- | 29.49 | 26851 | | | | HYBRID DISABILITY INS |
| | | | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 000019 | VERIZON | 2022-03 | 3/04/2022 | | 4500-500100-5230- | 16.79 | 26852 | | | | TELECOMMUNICATIONS |
| | | | 2022-03 | 3/04/2022 | | 4500-500100-5230- | 320.82 | 26852 | | | | TELECOMMUNICATIONS |
| | | | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 000044 | VUES | 02220452 | 3/04/2022 | | 4500-500100-5899- | 33.60 | 26853 | | | | MISS UTILITY COSTS |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 001131 | W.V. DELOACH HOME IMPROVE | 20220304 | 3/04/2022 | | 4100-043100-6007- | 1,650.00 | 26854 | | | | REPAIR/ MAINT TOWN BUILDINGS 00919 109 COURTHOUSE IN |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 000012 | MASTER MANAGEMENT | 275612002814 | 3/04/2022 | | 4520-500100-3180- | 1,863.24 | 26855 | | | | SLIDGER REMOVAL |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |
| 0000000 | 001146 | WEBB SMITH INTERIORS | 1457 | 3/04/2022 | | 4100-012110-2600- | 225.00 | 26856 | | | | MAJOR EXPENSES |
| | | DISC. TOTAL | | | | | .00 | | | | | |
| | | | | | | | | | | | | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

THE TOTAL 38,273.40 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

TOWN MANAGER

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCTL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH ACH | BATCH INV. DESCRIPTION |
|----------|------------|--------------------------|-------------|--------------|-----------|-------------------|---------------|---------------|---------|------------------------------|
| 0000000 | 000018 | A & M HOME CENTER | CG7221 | 3/18/2022 | | 4100-043100-6007- | 6.49 | 26862 | | REPAIR/ MAINT TOWN BUILDINGS |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 BATTERY |
| | | | DISC. TOTAL | | | 80.00 | 26863 | | | 00921 PATCH LEAF VAC |
| | | | DISC. TOTAL | | | .00 | EPY PMT TOTAL | | | 80.00 |
| 0000000 | 001110 | ARCO CONSTRUCTION, INC | 3201 | 3/18/2022 | | 4100-043100-6009- | 80.00 | 26864 | | EQUIPMENT/ SUPPLIES |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 PATCH LEAF VAC |
| 0000000 | 000897 | CINTAS CORPORATION | 8405597896 | 3/18/2022 | | 4500-500100-6001- | 79.87 | 26864 | | OFFICE SUPPLIES/EQUIPMENT |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 FIRST AID |
| 0000000 | 001017 | COBE & MAIN | REQUEST #7 | 3/18/2022 | | 4500-500500-3500- | 95,389.05 | 26865 | | 2019 USDA SYSTEM UPGRADE |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 METER PROJECT |
| | | | DISC. TOTAL | | | 818.06 | 26866 | | | 95,389.05 |
| 0000000 | 000010 | DOMINION VIRGINIA POWER | 2022-02 | 3/18/2022 | | 4100-043100-7200- | 95.98 | 26866 | | TOWN HALL EXPENSES |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TH |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4100-043100-7200- | 1,648.39 | 26866 | | TOWN HALL EXPENSES |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 109 COURTHOUSE LN |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4100-043100-5110- | 52.36 | 26866 | | ELECTRICITY-STREETLIGHTS |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 BUT/CHASER ST LIGHT |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4100-043100-5110- | 95.71 | 26866 | | ELECTRICITY-STREETLIGHTS |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 MAIN ST ST LIGHTS |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4500-500100-5110- | 319.45 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 BUT GRAND TANK |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4500-500100-5110- | 487.07 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 CHASER/BUT WTR TWR |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4500-500100-5110- | 891.18 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 WELL #5 |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4520-500100-5110- | 2,006.32 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 WWP |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4520-500100-5110- | 21.03 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 LACY LN PMP STAT |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4520-500100-5110- | 15.38 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 ROGERS CLK PMP STA |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4520-500100-5110- | 133.14 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 CHASE ST PMP STAT |
| 0000000 | 000010 | | 2022-02 | 3/18/2022 | | 4520-500100-5110- | 109.15 | 26866 | | ELECTRICITY |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 SCHOOL RD PMP STAT |
| | | | DISC. TOTAL | | | 6,693.22 | 26867 | | | 6,693.22 |
| 0000000 | 000234 | ENVIROCOMPLIANCE LAB INC | R2160421 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2160442 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2160485 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2160569 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2260586 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2260629 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2260740 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2260766 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2260809 | 3/18/2022 | | 4520-500100-3160- | 115.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 000234 | | R2260900 | 3/18/2022 | | 4520-500100-3160- | 1,290.00 | 26867 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 1,290.00 |
| 0000000 | 000234 | ENVIROCOMPLIANCE LAB INC | R2261117 | 3/18/2022 | | 4520-500100-3160- | 155.00 | 26868 | | TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TESTING |
| 0000000 | 001076 | EXPERT AUTO | 22749 | 3/18/2022 | | 4100-031100-3310- | 702.05 | 26869 | | VEHICLE MAINTENANCE |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 17 FORD BRAKES&OIL |
| 0000000 | 000028 | G & G MILFORD FARM SERV. | 193853 | 3/18/2022 | | 4500-500100-6022- | 27.98 | 26870 | | WATER TESTING |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 TRIGGER TORCH |
| 0000000 | 000028 | | 193929 | 3/18/2022 | | 4520-500100-6007- | 18.31 | 26870 | | REPAIR/ MAINTENANCE |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 PVC & NUTS, SCREWS |
| 0000000 | 000028 | | 193944 | 3/18/2022 | | 4100-043100-6007- | 13.99 | 26870 | | REPAIR/ MAINT TOWN BUILDINGS |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 GRASS SEED |
| 0000000 | 000514 | K I LANGFORD EXCAVATING | 7543 | 3/18/2022 | | 4500-500100-6007- | 5,928.00 | 26871 | | REPAIR/MAINTENANCE |
| | | | DISC. TOTAL | | | .00 CPA PMT TOTAL | .00 | EPY PMT TOTAL | | 00921 13328 FREQ TPK |
| | | | DISC. TOTAL | | | 5,928.00 | 26871 | | | 5,928.00 |

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCTL | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH ACH | BATCH INV. DESCRIPTION |
|----------|------------|--------------------------|--------------|--------------|-----------|-------------------|------------|-----------|---------|--------------------------|
| 0000000 | 000743 | LOCAL SERVICES | 174025 | 3/18/2022 | | 4100-012110-6021- | 141.75 | 26872 | | 00921 2022-03 |
| | | DISC. TOTAL | .00 | | | | .00 | | | 141.75 |
| 0000000 | 000659 | SOSMETAL PRODUCTS INC | 1466278 | 3/18/2022 | | 4520-500100-6007- | 160.48 | 26873 | | 00921 CLEANER FOR UV LIG |
| | | DISC. TOTAL | .00 | | | | .00 | | | 160.48 |
| 0000000 | 000491 | SOUTHERN CORROSION, INC | 15183 | 3/18/2022 | | 4500-500100-6007- | 20,529.49 | 26874 | | 00921 WATER TANK MANAGRM |
| | | DISC. TOTAL | .00 | | | | .00 | | | 20,529.49 |
| 0000000 | 000653 | STEMMLE PLUMBING REPAIR | 197618 | 3/18/2022 | | 4520-500100-6007- | 1,045.00 | 26875 | | 00921 WPTP SEWER JET TRA |
| | | DISC. TOTAL | .00 | | | | .00 | | | 1,045.00 |
| 0000000 | 000148 | THE FREE LANCE STAR | 2022-02 | 3/18/2022 | | 4100-012110-3600- | 575.80 | 26876 | | 00921 TC PH 03/03/22 |
| | | DISC. TOTAL | .00 | | | | .00 | | | 575.80 |
| 0000000 | 000256 | VERIZON WIRELESS | 9899962289 | 3/18/2022 | | 4100-031100-5230- | 174.30 | 26877 | | 00921 PC |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 000256 | VERIZON WIRELESS | 9899962289 | 3/18/2022 | | 4100-043100-5230- | 59.74 | 26877 | | 00921 FM |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 000256 | VERIZON WIRELESS | 9899962289 | 3/18/2022 | | 4100-012110-5250- | 68.14 | 26877 | | 00921 TM |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 000256 | VERIZON WIRELESS | 9899962289 | 3/18/2022 | | 4500-500100-5230- | 59.74 | 26877 | | 00921 WATER |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 000256 | VERIZON WIRELESS | 9899962289 | 3/18/2022 | | 4500-500100-5230- | 32.64 | 26877 | | 00921 **** |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 000256 | VERIZON WIRELESS | 9899962289 | 3/18/2022 | | 4520-500100-5230- | 32.64 | 26877 | | 00921 SEWER |
| | | DISC. TOTAL | .00 | | | | .00 | | | 486.94 |
| 0000000 | 000012 | WASTE MANAGEMENT | 275630902813 | 3/18/2022 | | 4520-500100-3320- | 89.71 | 26878 | | 00921 WPTP DUMPFSTER |
| | | DISC. TOTAL | .00 | | | | .00 | | | 89.71 |
| 0000000 | 001049 | WEX BANK | 79230175 | 3/18/2022 | | 4100-031100-6008- | 391.91 | 26879 | | 00921 FC |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 001049 | WEX BANK | 79230175 | 3/18/2022 | | 4100-043100-6008- | 254.42 | 26879 | | 00921 FM |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 001049 | WEX BANK | 79230175 | 3/18/2022 | | 4500-500100-6008- | 254.43 | 26879 | | 00921 WATER |
| | | DISC. TOTAL | .00 | | | | .00 | | | |
| 0000000 | 001049 | WEX BANK | 79230175 | 3/18/2022 | | 4520-500100-6008- | 254.43 | 26879 | | 00921 SEWER |
| | | DISC. TOTAL | .00 | | | | .00 | | | 1,155.19 |
| 0000000 | 001114 | XEROX FINANCIAL SERVICES | 3098939 | 3/18/2022 | | 4100-012410-3310- | 123.22 | 26880 | | 00921 LESR PAYMENT |
| | | DISC. TOTAL | .00 | | | | .00 | | | 123.22 |
| | | CHECK TOTAL | 134,691.54 | | | | | | | 134,691.54 |
| | | CHECK TOTAL | 134,691.54 | | | | | | | 134,691.54 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 134,691.54 - ROUNDS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

| CHECK# | VEND# | VENDOR | CLASS | DATE | AMOUNT | DISCOUNT |
|--------|--------|---------------------------|-------|-----------|------------|----------|
| 26884 | 114 | BOWLING GREEN ELECTRONICS | 000 | 3/25/2022 | 300.00 | .00 |
| 26885 | 1017 | CORE & MAIN | 000 | 3/25/2022 | 653.41 | .00 |
| 26886 | 1052 | ENCO UTILITY SERVICES FLO | 000 | 3/25/2022 | 608.44 | .00 |
| 26887 | 237 | GRAINGER | 000 | 3/25/2022 | 552.44 | .00 |
| 26888 | 514 | K L LANGFORD EXCAVATING | 000 | 3/25/2022 | 5,970.00 | .00 |
| 26889 | 1139 | KEYSTONE INFORMATION SYST | 000 | 3/25/2022 | 9,552.90 | .00 |
| 26890 | 48 | MID-ATLANTIC LAB | 000 | 3/25/2022 | 60.00 | .00 |
| 26891 | 654 | OLD DOMINION BRUSH | 000 | 3/25/2022 | 995.22 | .00 |
| 26892 | 919 | PRO SHRED SECURITY | 000 | 3/25/2022 | 45.90 | .00 |
| 26893 | 11 | RAPPAHANNOCK ELEC COOP | 000 | 3/25/2022 | 534.94 | .00 |
| 26894 | 999999 | TEAGUE KATTIE | 000 | 3/25/2022 | 100.00 | .00 |
| 26895 | 893 | W W WEBB & ASSOC PLLC | 000 | 3/25/2022 | 95,389.05 | .00 |
| 26896 | 12 | WASTE MANAGEMENT | 000 | 3/25/2022 | 1,192.45 | .00 |
| | | CLASS TOTAL | | | 115,954.75 | .00 |
| | | ACH TOTAL | | | .00 | |
| | | CHECK TOTAL | | | 115,954.75 | |
| | | EPY TOTAL | | | .00 | |
| | | FINAL TOTAL | | | 115,954.75 | .00 |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 115,954.75- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCR. | ACCOUNT NO. | NET AMOUNT | CHECK NO. | ACH PMT | G/L ACCOUNT | DESC. | BATCH INV. DESCRIPTION |
|-------------|------------|---------------------------|--------------|--------------|---------------|-------------------|------------|---------------|---------|-------------|-------------------------------|--------------------------|
| 000000 | 000114 | BOWLING GREEN ELECTRONICS | 19169 | 3/25/2022 | ACH PMT TOTAL | 4100-012110-3152- | 300.00 | 26884 | | | WEB BASED SERVICES | 00922 DOMAIN HOSTING |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 300.00 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 001017 | CORE & MAIN | | 3/25/2022 | ACH PMT TOTAL | 4500-500100-6050- | 653.41 | 26885 | | | METER/PYRE HYDRANTS | 00922 TRANSMITTER FOR ME |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 653.41 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 001052 | ENCO UTILITY SERVICES FLO | 21583 | 3/25/2022 | ACH PMT TOTAL | 4500-500100-5210- | 304.22 | 26886 | | | MAILING COSTS | 00922 JAN-FEB STATEMENTS |
| | | | | | | | 304.22 | 26886 | | | MAILING COSTS | 00922 JAN-FEB STATEMENTS |
| DISC. TOTAL | | | | | | | .00 | EPY PMT TOTAL | | | | 608.44 |
| 000000 | 000237 | GRAINGER | | 3/25/2022 | ACH PMT TOTAL | 4100-043100-6007- | 1.57 | 26887 | | | REPAIR/ MAINT TOWN BUILDINGS | 00922 LEAF VAC PARTS |
| | | | | | | | 154.26 | 26887 | | | JANITORIAL SUPPLIES | 00922 BLEACH, GLOVES |
| | | | | | | | 154.27 | 26887 | | | JANITORIAL SUPPLIES | 00922 BLEACH, GLOVES |
| | | | | | | | 3.14 | 26887 | | | VEHICLE MAINT | 00922 LEAF VAC PART |
| | | | | | | | 5.94 | 26887 | | | VEHICLE MAINT | 00922 LEAF VAC FUSE |
| | | | | | | | 233.26 | 26887 | | | REPAIR/ MAINT TOWN BUILDINGS | 00922 TR BGS FOR DEC TRA |
| DISC. TOTAL | | | | | | | .00 | EPY PMT TOTAL | | | | 552.44 |
| 000000 | 000514 | K I LANGFORD EXCAVATING | 7565 | 3/25/2022 | ACH PMT TOTAL | 4500-500100-6007- | 5,970.00 | 26888 | | | REPAIR/MAINTENANCE | 00922 16055 GRANT CT |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 5,970.00 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 00113 | KEYSTONE INFORMATION SYST | 208335 | 3/25/2022 | ACH PMT TOTAL | 4100-012110-5830- | 8,313.90 | 26889 | | | COVID-19 EXPENSES | 00922 SOFTWARE |
| | | | | | | | 1,239.00 | 26889 | | | COVID-19 EXPENSES | 00922 KEYSTONE SOFTWARE |
| DISC. TOTAL | | | | | | | .00 | EPY PMT TOTAL | | | | 9,552.90 |
| 000000 | 00048 | MID-ATLANTIC LAB | 16533 | 3/25/2022 | ACH PMT TOTAL | 4500-500100-6022- | 60.00 | 26890 | | | WATER TESTING | 00922 24 HR TEST |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 60.00 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 000654 | OLD DOMINION BRUSH | 7942175 | 3/25/2022 | ACH PMT TOTAL | 4100-043100-3311- | 995.22 | 26891 | | | VEHICLE MAINT | 00922 LEAF VAC PARTS |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 995.22 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 000919 | PRO SHRED SECURITY | 44523 | 3/25/2022 | ACH PMT TOTAL | 4100-012110-3140- | 45.90 | 26892 | | | CONTRACTED SERVICES/SHREDDING | 00922 2022-03 |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 45.90 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 000011 | PAPAHANNOCK ELEC COOP | 2022-02 | 3/25/2022 | ACH PMT TOTAL | 4100-043100-5110- | 52.66 | 26893 | | | ELECTRICITY-STREETLIGHTS | 00922 TRANS ON HILL |
| | | | | | | | 311.92 | 26893 | | | ELECTRICITY | 00922 WBL #4 |
| | | | | | | | 23.05 | 26893 | | | ELECTRICITY | 00922 RT 2 WTR TWR RT 2 |
| | | | | | | | 28.48 | 26893 | | | ELECTRICITY | 00922 OAK RIDGE PMP STAT |
| | | | | | | | 91.62 | 26893 | | | ELECTRICITY | 00922 LAKEWOOD PMP STAT |
| | | | | | | | 27.21 | 26893 | | | ELECTRICITY | 00922 CEDAR LN WAREHOUSE |
| DISC. TOTAL | | | | | | | .00 | EPY PMT TOTAL | | | | 534.94 |
| 000000 | 999999 | TEAGUE KATIE | | 3/25/2022 | ACH PMT TOTAL | 100-000200-3500- | 100.00 | 26894 | | | REFUNDS PAYABLE | 00922 THDR 2022-03-20 |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 100.00 |
| DISC. TOTAL | | | | | | | | | | | | |
| 000000 | 000893 | W WEBB & ASSOC PLLC | 210763 | 3/25/2022 | ACH PMT TOTAL | 4500-500500-8220- | 11,310.00 | 26895 | | | ENGINEERING - WATER LINES | 00922 WATER METER INSP |
| | | | | | | | 10,000.00 | 26895 | | | ENGINEERING - WATER LINES | 00922 ASBUILT MAPPING |
| | | | | | | | 74,079.05 | 26895 | | | ENGINEERING - WATER LINES | 00922 PREPARATION WATER |
| DISC. TOTAL | | | | | | | .00 | EPY PMT TOTAL | | | | 95,389.05 |
| 000000 | 000012 | MASTE MANAGEMENT | 275736502814 | 3/25/2022 | ACH PMT TOTAL | 4520-500100-3320- | 1,192.45 | 26896 | | | PROFESSIONAL SERVICES | 00922 SLUDGE |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 1,192.45 |
| DISC. TOTAL | | | | | | | | | | | | |
| | | | | | | | .00 | EPY PMT TOTAL | | | | 115,954.75 |
| DISC. TOTAL | | | | | | | | | | | | |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 115,954.75 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Rezoning – #RZS-2021-020 - Fairmont

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Town Council originally held a public hearing on January 6, 2022. The hearing was continued on February 3rd. The Town Council has one year from the date of the original public hearing to approve or deny the application.

ATTACHMENTS:

None.

REQUESTED ACTION:

Hold Public Hearing; review project; decide whether to 1) defer decision 2) set-up worksession or 3) motion to approve or deny the project.



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

AGENDA ITEM: Vehicle Use Policy
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A proposed Employee Vehicle Use Policy has been drafted to assist in controlling costs of vehicle replacement and fuel.

ATTACHMENTS:

Draft Employee Vehicle Use Policy

REQUESTED ACTION:

Approve/Amend/Deny Vehicle Use Policy

PERSONNEL POLICY
Town of Bowling Green, Virginia

Policy Title: Use of Town Vehicle

Effective Date:

Section No. :

I. PURPOSE

It is the objective of the Bowling Green Town Council to establish standard procedures with respect to the accounting of the use of town owned vehicles, and to follow IRS regulations on the reporting of the taxable value of the commuting fringe benefit to the employee.

II. SCOPE

This policy applies to all employees who are employed in a position that permits them to commute to and from work in a town provided vehicle for valid non-compensatory business reasons. The following vehicles are excluded from this policy, as they are defined by IRS regulations as qualified nonpersonal use vehicles. A qualified nonpersonal use vehicle is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design:

- Clearly marked police vehicles
 - Marking on a license plate is NOT considered a 'clear mark'. Employee must always be on call. Employee must be required by the employer to use the vehicle for commuting. Employer must prohibit personal use (other than commuting) for travel outside of the officer's jurisdiction.
- Unmarked vehicles used by law enforcement officers if the use is officially authorized.
 - Employer must officially authorize personal use and the personal use must be incident to use for law-enforcement purposes; i.e., no vacation use. The employer must be a governmental unit responsible for prevention or investigation of crime.
 - The vehicle must be used by a full-time LAW ENFORCEMENT Officer, i.e. officer authorized to carry firearms, execute warrants, and make arrests. The officer must regularly carry firearms, except when it is not possible to do so because of the requirements of undercover work.

PROCEDURE

A. USAGE STANDARDS

An employee may be permitted to commute to and from work in a town vehicle for valid business reasons provided that the employee resides within twenty (20) miles of the Town of Bowling Green. An employee is not authorized to use the vehicle for uses other than commuting and de minimis personal use.

B. COMPLIANCE

1) An employee who is permitted to drive a town vehicle is required to submit a Town of Bowling Green Government Representation Regarding Use of Vehicle form to the Payroll Department by the 15th of each month, listing commuting trips for the prior calendar month. The value of the commuting trips reported on the form will be added to the employee's taxable income and taxed accordingly in the next payroll cycle.

Representation Regarding Use of Vehicle

The IRS requires employers to include the taxable fringe benefit value of the employee's commuting use of the vehicle on the employee's W-2.

NOTE: Please provide this completed form to the Payroll Department by the 15th working day of each month for personal commutes in the previous month:

Description of Vehicle Driven _____

Reporting period: FROM _____ TO _____

How many round trip commutes did you make in the above period? _____

Number of round trips from line above _____ times \$ _____ = \$ _____.

(This is the monthly taxable value that will be included in your payroll for taxation and reporting purposes)

Employee Printed Name

Employee Signature/ Date

Town Manager Printed Name

Town Manager's signature representing employee is required to commute in above vehicle

Date

Vehicle Compliance Agreement

I acknowledge that, provided that I reside within twenty (20) miles from the Town of Bowling Green, I am permitted to commute in the vehicle listed below due to the on-call nature of my job. I understand that the vehicle assigned to me is a qualified nonpersonal use vehicle and I will not use the vehicle for more than de minimis personal use.

Description of Vehicle Driven _____

Date Vehicle was assigned to me _____

Employee Printed Name

Employee Signature/ Date

Town Manager Printed Name

Town Manager's signature

Date