

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

**May 3, 2018
7:00 P.M.**

I. CALL TO ORDER AND QUORUM ESTABLISHED:

II. DELEGATIONS:

III. PUBLIC COMMENTS:

IV. STAFF REPORTS & PRESENTATIONS:

- (1) A. Public Works and Utilities Report – April 2018
- (2) B. Police Chief's Report – April 2018
- (3) C. Events Coordinator's Report – April 2018
- (4) D. Clerk/ Treasurer's Report – April 2018
- (5) E. Town Manager's Report – April 2018

V. CONSENT AGENDA:

- (6) A. Bills – April 2018
- (7) B. Minutes – April 5, 2018 Town Council Meeting
- (8) C. Minutes – April 23, 2018 Town Council Work Session
- (9) D. Reschedule Public Hearing for proposed Sign Ordinance

VI. NEW BUSINESS:

- (10) A. Set Public Hearing and authorize Town Manager to advertise SUP-2018-003 – Special Use Permit – 115 E. Broaddus Ave - Gaines
- (11) B. Set Public Hearing and authorize Town Manager to advertise:
 - O-2018-004 – Ordinance to set FY19 Water and Sewer rates
 - O-2018-005 – Ordinance to increase Vehicle License Tax
 - O-2018-006 – Ordinance to allow for Employee Bonuses
- (12) C. Recodification recommendation from Ordinance Committee

VII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

VIII. INFORMATIONAL ITEMS:

- (13) A. Invitation to Caroline County Business Appreciation Reception

IX. ADJOURNMENT



**Town of Bowling Green – Public Works
and Utilities Council Monthly
Report/Project Update
For April 2018**

Prepared By: Billy Deavers

Date: April 30, 2018

Additional and/or Support Materials Attached: Yes No

Ongoing:

Wastewater Operations:

- Sent out Ditch Drive from Oxidation Ditch for repairs
- Battling filamentous and flaking in Secondary Clarifiers, due to seasonal changes.

This includes fluctuating weather temperatures

- Interviewing for open WW Operator Trainee position

Water Operations:

- Started reading meters 4/24/2018, will be completed today 4/30/2018.

Public Works:

- Getting estimates on light pole on Main Street to be replaced/repaired.
- Getting bids on carpeting in Police Station

Completed:

Wastewater Operations:

- Had sand delivered to Plant to refill drying beds as needed
- Pumps were pulled and de-ragged at Heritage Pines lift station once. The contractor built and installed a stainless steel basket inside well to help collect rags. It is raked once a day

Water Operations:

- 3/29/2018 Water Leak at Davis Ct (March's Report was already submitted)

Public Works:

- Fixed tarp cover for dump truck (in-house)
- Assisted with painting at Police Station

Heads up:

- The Caroline High School football team did litter pick-up, and collected two pick up truck beds full of bags (pictures attached)





**Town of Bowling Green – Police Department
Council Monthly Report/Project Update
For April 2018**

Prepared By: Chief David Lipscomb

Date: April 27, 2018

Additional and/or Support Materials Attached: Yes

No

Activity Report:

Total Calls for service: 47

The following is a list of performance for Officer Honeycutt:

9 non-reportable calls for service

9 summonses issued

Started preparation for National Night Out

The following is a list of performance for Chief Lipscomb:

38 calls for service (none reportable)

1 Arrest of a wanted person from Fairfax County. Suspect located during a traffic stop.

66 Summonses issued (Speeding, Expired Inspections, Defective Equipment, Seat Belt)

9 Verbal warnings given, 4 Fire Lane Warnings

8 Driving Suspended

1 Alarm call

5 FMCSA commercial vehicle inspection was conducted with the vehicle being placed out of service for critical safety violations. Three of which had to be towed due to lack of brake application.

Conducted 23 PWT (Park walk and talk)

Assisted Virginia State Police with a motor vehicle crash at the intersection of Rt. 207 at Rogers Clark Blvd. Crash involved two vehicles. One vehicle was a commercial vehicle. No injuries to report.

Attended weekly staff meetings.

Conducted traffic enforcement throughout the Town.

Conducted extra patrols of Town resident's homes who advised they were on vacation.

Washed and vacuumed patrol SUV three times per week.

Checked Virginia State Police sex offender registry for new entries. None located.

Finished painting the interior of the Town Police Department building. Removed remaining carpet in anticipation of having new carpet installed.

Obtained and installed TREDs incident management system to include access to report beam. This software allows Town Police personnel to investigate motor vehicle crashes. The system was mandated years ago as the only DMV reporting system utilized statewide. The Town never accessed this program before. This system was obtained and installed at no cost to the Town.

Assigned personnel to work two Town Hall events that included alcohol.

Completed weekly schedule for Officer Honeycutt.

Assigned Officer Honeycutt to plan for National Night Out in August.

Conducted background checks on two applicants who wished to become auxiliary officers. Background checks consisted with state requirements. These requirements including securing mandated documents. (Birth certificate, high school diploma, copy of driver's license) Applicants required to perform complete physical along with drug screening. Applicants also required to complete FBI fingerprints check. I had to travel to several departments for access to past personnel files. This process requires extensive manhours. This is the first time the Town of Bowling Green Police Department has met these mandated requirements.

Met with representatives from Rappahannock Electric in reference to conducting Commercial Motor Vehicle Safety inspections on all of the Bowling Green District vehicles meeting these classifications. Met with CCSO personnel in reference to obtaining their assistance in this matter.

Prepared for and attended court on various dates.

Met with the Commonwealth's Attorney's Office in reference to the successful conclusion of cases above.

Responded to an "all units respond" call at the Bowling Green Elementary School. This call for service was in relation to two suspects with firearms approaching the school. The school was placed on lockdown. As I conducted a sweep of the outside perimeter I located and detained the suspects matching the description given. The two suspects were turned over to CCSO personnel for further investigation.

Spoke with personnel involved with Festival of Feet. I assigned Officer Honeycutt to the event as the Town Police liaison. Officer Honeycutt utilized students from his criminal justice class to assist with traffic control.

Surplus of Items no longer being utilized:

Nothing to report.

Pending Actions:

Secure funding for the purchase of police equipment to be utilized by auxiliary officers as we incorporate this program into existence.

Secure funding to revamp our parking summons. (Currently none exist)

Decisions Needed:

Heads Up Items:

Working with Town Manager towards solution to a records management system. (RMS)

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



Town of Bowling Green – Events Coordinator (Contractor)
Monthly Report/Project Update
For April 2018

Prepared By: Jo-Elsa Jordan

Date: 4/27/18

Additional and/or Support Materials Attached: Yes X

No

Monthly Activities:

EDA:

Attend EDA meeting on 4/17/18

Provide minutes for EDA review/approval

Press release announcing nomination for census tract Opportunity Zone for Rt. 301 Commercial Corridor and the East side of Main Street in downtown Bowling Green.

Coordinate with Mayor and EDA Chairman for quotes to be used in press release.

Distribute press release to press contacts, Town Council and EDA

Interview with The Free Lance-Star

*See attached

Bowling on the Green Virginia Wine Festival:

Distribute wine festival posters to The Bavarian Chef in Fredericksburg

Poster distribution – Bowling Green businesses and Caroline County

Meeting with Caroline Economic Development and Tourism

Coordinate with CCPS Special Projects Coordinator for volunteers and ticket sales

Facebook posts/promotions/boosts

Guest speaker at monthly Caroline Ruritan meeting to promote wine fest

Meeting with the CCPS Education Foundation for promotion and ticket sales

Update Town website and event calendar

Clean Sweep:

Facebook posts/promotions

Distribute marketing graphic for Clean Sweep (June 2, 2018)

Update Town website and event calendar

*See attached

Festival of Feet:

Coordinate with event organizers and Public Works for requested items provided by the Town (i.e. Traffic cones, tables, chairs, port-o-johns, etc.)

Update Town website with registration form and events calendar

Farmers' Market Facebook posts

Coordinate with FurGet-Me-Knots owner for Grand Opening on 5/20/18; Update website events calendar

General Facebook posts/promotion

Weekly staff meetings on Monday's (1:00 p.m.)

Town Council meeting on 4/5/18

Staff report

Heads Up Items: Grand Opening for FurGet-Me-Knots on 5/20/18; Create press release for Public Works & Utilities





FOR IMMEDIATE RELEASE

Town of Bowling Green Qualifies Under Northam's Opportunity Zones

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

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

Bowling Green, VA. – April 23, 2018; In a press release dated Thursday, April 19th, Governor Northam announced the Town of Bowling Green as one of 212 nominated Opportunity Zones, a revitalization tool resulting from the Federal Tax Cuts and Jobs Act of 2017, allowing investors to receive tax benefits on unrealized capital gains by investing those gains into commercial development and thereby, improving economic conditions. The Town of Bowling Green's Economic Development Authority collaborated with Economic Development and Tourism for Caroline County to gain qualification of the census tract along the Rt. 301 Commercial Corridor and including the East side of Main Street in downtown Bowling Green.

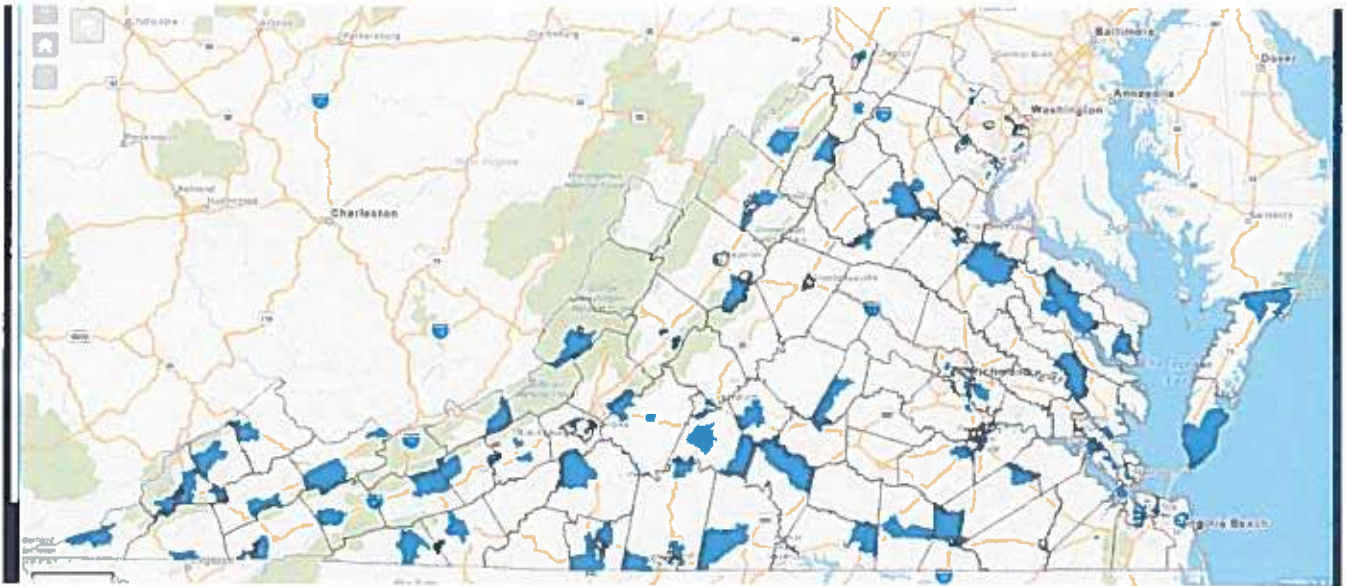
Over 900 census tracts were eligible for nomination, creating a highly competitive arena for jurisdictions across the Commonwealth. "We have been working diligently to create incentives for economic growth and I believe this nomination reflects that," said John Sieg, Chairman of the Bowling Green EDA. He added, "We've implemented enterprise zones and tourism zones in Bowling Green. We've dedicated funds for a façade improvement program on Main Street. Plus, the EDA donated 5.5 acres of land valued at approximately \$400,000 for development along the Rt. 301 corridor."

The Rt. 301 Commercial Corridor is greenfield land along a four-lane highway adjacent to Fort A.P. Hill and feeding into Rt. 207 where travelers can gain access to I-95. As a formidable alternate route to I-95, Rt. 301 is only 20 minutes from the VRE train station and 28 minutes from the nearest Amtrak station,

(more)

making the indications for natural growth optimal. Mayor for the Town of Bowling Green, Jason Satterwhite, stated, "The potential for economic growth and development along the 301 corridor seems inevitable with time and strategic planning, which is why the Town annexed the area and spent 3.1 million dollars extending water and sewer." With Fort A.P. Hill as a primary market, the commercial corridor has recently attracted a 10-12 million dollar investment by a California-based developer for new construction of a hotel and restaurant.

"We are taking a collaborative approach," said Satterwhite. "Town Council, the EDA, Caroline County and the business community are coming together to make growth opportunities available and sustainable to investors. This nomination from our Governor lets us know that the state government supports the initiative as well and we're on the right track."



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Bowling Green
Town Hall

Roper Dr.

Lafayette Ave.

Travis St.

Hoomes Cir

Main St.

Meadow Ln.

Dickinson Ln.

TOWN OF BOWLING GREEN COMMUNITY YARD SALE

Spring

CLEAN SWEEP

Sat., June 2nd

Farmer's Market

**30+
Yard
Sales**

**8 a.m.
1 p.m.**

**Merchant
Specials**

**No
Early
Birds**

Oak Ridge St

Cary St.

Courthouse Ln

Maury St.

Sunset Dr.

Milford St

Chase St

Dorsey Ln

Gill St.

Yard sale spaces available in the Town Hall parking lot for all Caroline County residents.

Call 633-6212 by Wednesday, May 30 to register your sale!

RAIN OR SHINE – Goodwill takes what you don't sell. (No TV's, mattresses or box springs).



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For April 2018**

Prepared By: Melissa Lewis

Date: 4/30/2018

Additional and/or Support Materials Attached: Yes No

Utility Billing:

- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Set up accounts for 17 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Issued work orders for replacement of meters for customers with chronic usage issues.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 51 work orders into Mobile 311 for Public Works and Utilities.
- Worked with customers to understand the proposed new rate structure.
- Loaded and prepared handheld meter reader for meter reading.
- Troubleshoot issues with handheld meter reader, remedied problem, and created step by step directions for Public Works Staff to avoid future complications.

Payroll/Human Resources:

- Received and reviewed employee’s time cards for accuracy.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Reconciled and reported quarterly Federal and State tax withholding.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Met with Public Works and Utilities Superintendent and staff member regarding a personnel issue.
- Converted employees leave and updated accrual based on Personnel Manual changes.
- Reformatted leave tracking spreadsheets to reflect updated accrual rates and converted PTO leave.
- Submitted termination of full time status for two employees to update VRS, ICMA-RC, Nationwide, and VACORP benefits.
- Received inventory and reconciled missing uniforms for terminated employee. Made adjusting entries to employee’s paycheck to cover cost of missing uniforms.
- Submitted new fulltime status for one employee to update VRS.
- Secured quote for insurance benefits for new full-time employee.
- Scheduled meeting with Nationwide Representative to speak to staff about 457 differed comp benefits.
- Received and distributed updated VML workers comp information and materials.

Treasurer/Financial:

- Scheduled audit of FY17 financial records with Davis and Associates.
- Worked extensively with former CPA, Sheila Minor, to provide documentation for discrepancy of carry over fund amounts from FY17 into FY18.
- Worked with current CPA, John Montoro, to complete monthly bank reconciliations for July 1, 2017 to December 31, 2017.
- Responded to USDA's request for financial statements to proceed with grant for Public Works and Utilities trucks.
- Entered numerous Adjusting Entries as identified by former CPA, Lance Wolf, in his preparation of the Financial report.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Provided Department Heads with updated budget summary.

Town Clerk:

- Responded to more than 800 public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for 2 Town Council Meetings.
- Updated the Town's website with current news items, meeting agendas and items, Minutes from December 2016 – current.
- Followed up on insurance claim with VML regarding a claim that was denied in August of 2017.
- Organized kitchen store room to prepare it for use as our immediate storage area. Zoning records will be kept in the area for ease of access, allowing the stage storage area to remain for long term storage.
- Spoke with ServiceMaster about cleaning contract for Business Office and Police Office.
- Met with contractor about set up of Town Hall events and complaints received from rental customers.
- Received and remedied complaints from customers renting Town Hall.
- Currently working on detailed list of expectations for contractor setting up and cleaning Town Hall before and after events.

Meeting attended:

- April 5 Town Council Meeting
- April 23 Work session
- 4 weekly staff meetings
- Numerous meetings via phone with TSYS to initiate credit card processing.

Attachments:

- Town Hall Rental Report
- Tax collection summary

Heads Up Items:

The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

Current and Delinquent Tax Collection
as of 05/01/2018

Tax Year	Due at time of billing	Paid since billing	Total outstanding	% collected
Personal Property				
Delinquent	32137.01	2,412.36	29,724.65	7.51%
2017	63576.71	57,905.20	5,671.51	91.08%
Real Estate				
Delinquent	16811.22	2,343.39	14,467.83	13.94%
2017	139069.07	135,161.69	3,907.38	97.19%
Tax District				
Delinquent	10910.76	6,248.52	4,662.24	57.27%
2017	19777.68	17,708.60	2,069.08	89.54%
Totals	282282.45	221779.76	60,502.69	78.57%

TOWN HALL RENTALS

April 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
20	Activities Program	Yoga/Pitaiyo	600.00
1	Wilson Cindy	Birthday Party	575.00
1	Diamond, Nikki	Wedding & Rec	675.00
1	Hero's Dinner	Dinner	FREE
1	Donald, Casandra	Reception	675.00
1	Town Council Meeting	Meeting	N/C
1	TC Special Meeting	Meeting	N/C
1	Ordinances & Policies	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
1	U.S. Census	Meeting	N/C
1	A. P. Hill	Meeting	N/C
1	Personnel Committee	Meeting	N/C

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING \$
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FUND #-100								
12110	**COUNCIL AND ADMINISTRATOR EXPENSES	195,640.00	199,804.00	166,892.63	166,892.63	.00	32,911.37	16.47
12410	***PRAIRIER'S EXPENSES***	171,620.00	174,588.90	147,039.19	147,039.19	.00	27,549.71	15.77
12500	***OUTSIDE AGENCY/ COMM DONATION***	4,500.00	3,367.10	3,367.10	3,367.10	.00	.00	.00
31100	***POLICE DEPT. EXPENSES***	78,700.00	78,700.00	68,843.41	68,843.41	.00	9,856.59	12.52
32100	***DONATIONS - STATE FUNDS***	10,000.00	11,000.00	11,000.00	11,000.00	.00	.00	.00
32200	***BG/VPD DONATION***	1,000.00	1,000.00	1,000.00	1,000.00	.00	.00	.00
32300	***BG/VS DONATION***	1,000.00	1,000.00	1,000.00	1,000.00	.00	.00	.00
41000	***STREETS/SIDEWALKS***	31,500.00	34,000.00	32,143.73	32,143.73	.00	1,856.27	5.45
42300	***REFUSE COLLECTION EXPENSES***	89,500.00	89,500.00	67,649.95	67,649.95	.00	21,850.05	24.41
43100	***PUBLIC WORKS***	124,820.00	130,820.00	116,303.08	116,303.08	.00	14,516.92	11.09
71310	***TOWN HALL EXPENSES***	33,000.00	30,500.00	25,035.89	25,035.89	.00	5,464.11	17.91
72000	***ACTIVITY PROGRAM***	7,500.00	7,500.00	7,420.00	7,420.00	.00	80.00	1.06
73000	***ECONOMIC DEVELOPMENT & TOURISM***	20,000.00	20,000.00	16,072.46	16,072.46	.00	3,927.54	19.53
81000	***ECONOMIC DEVELOPMENT***	5,000.00	5,000.00	1,350.00	1,350.00	.00	3,650.00	73.00
410501	***TRANSFERS OUT***	275,689.00	483,689.00	351,689.00	351,689.00	.00	132,000.00	27.29
	-- FUND TOTAL--	1,049,469.00	1,270,469.00	1,016,806.44	1,016,806.44	.00	253,662.56	19.96

FUND #-300

300100	***CAPITAL PROJECTS FUND(GP)***	6,490,000.00	6,558,000.00	247,362.22	247,362.22	.00	6,310,637.78	96.22
	-- FUND TOTAL--	6,490,000.00	6,558,000.00	247,362.22	247,362.22	.00	6,310,637.78	96.22

FUND #-400

71100	***HARVEST FESTIVAL***	23,500.00	23,500.00	22,209.35	22,209.35	.00	1,290.65	5.49
	-- FUND TOTAL--	23,500.00	23,500.00	22,209.35	22,209.35	.00	1,290.65	5.49

FUND #-420

500400	***DEBT SERVICES***	78,075.00	78,075.00	78,167.50	78,167.50	.00	92.50-	.11-
	-- FUND TOTAL--	78,075.00	78,075.00	78,167.50	78,167.50	.00	92.50-	.11-

FUND #-500

500100	***WATER OPERATIONS***	210,081.33	280,262.33	233,795.75	233,795.75	.00	46,466.58	16.57
500500	***WATER CIP***	20,181.00	.00	.00	.00	.00	.00	.00
	-- FUND TOTAL--	230,262.33	280,262.33	233,795.75	233,795.75	.00	46,466.58	16.57

FUND #-520

500100	***SEWER OPERATIONS***	409,700.00	430,200.00	356,464.93	356,464.93	.00	73,735.07	17.13
500500	***SEWER CIP***	20,500.00	.00	.00	.00	.00	.00	.00
	-- FUND TOTAL--	430,200.00	430,200.00	356,464.93	356,464.93	.00	73,735.07	17.13

-- FINAL TOTAL--

8,301,506.33 8,640,506.33 1,954,806.19 1,954,806.19 .00 6,685,700.14 77.37



**Town of Bowling Green – Town Manager Town
Council Monthly Report/Project Update
For April 2018**

Prepared By: A. Reese Peck

Date: 4/30/18

Additional and/or Support Materials Attached: Yes

Meetings Attended:

Town Council: April 5th regular meeting. April 23rd budget work session.

Town Council Committees: Policy and Ordinance, Budget and Personnel, and Facilities Committees.

Commission and Authority Meetings: Planning Commission and EDA.

Other Meetings: Administrators Meeting.

Main Street & Commercial Corridor Revitalization:

Governor Northam nominated the 301 Corridor and the east side of Main Street to be an Opportunity Zone.

Planning/Zoning/Siting Issues:

Planning Commission held hearing on SUP-2018-003 – 115 E. Broadus Ave – Gaines Issue three warning on obstructing sidewalks.

Other:

Pending Actions:

Decisions Needed:

Authorization to advertise Public Hearings on budget and rate ordinances. Authorization to advertise a Public Hearing on SUP-2018-003.

Heads Up Items:

I will be issuing maintenance of premises notice to a property on Maury Avenue.
Final 301/207 VDOT Study Recommendation have been made (attached).

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



US 301/Rte 207 Arterial Preservation Plan
Figure 8
Intersections & Median Crossovers
Caroline County

I## - Intersection #
 C## - Crossover #

Crossover #13:
Recommendation: Lengthen existing left-turn lanes on Rte 207
Cost: \$0.4M to \$0.5M

Intersection #15: Colonial Rd with Rte 207
Recommendation: Lengthen existing left and right-turn lanes on northbound Rte 207
Cost: \$0.5M to \$0.6M

Crossover #14:
Recommendation: Modify crossover at intersection of Christmas Tree Ln and Rte 207 to a directional median to allow only lefts from southbound Rte 207
Cost: \$0.4M to \$0.5M

Intersection #16: W Broaddus Ave with Rte 207
Recommendation: Intersection should be evaluated further as development occurs



I-95

Fort AP Hill

301

US 301/Rte 207 Arterial Preservation Plan
Figure 9
Intersections & Median Crossovers
Caroline County

I## - Intersection #
 C## - Crossover #

Town of Bowling Green

W Broaddus Ave

Courthouse Ln

Chase St

I#20

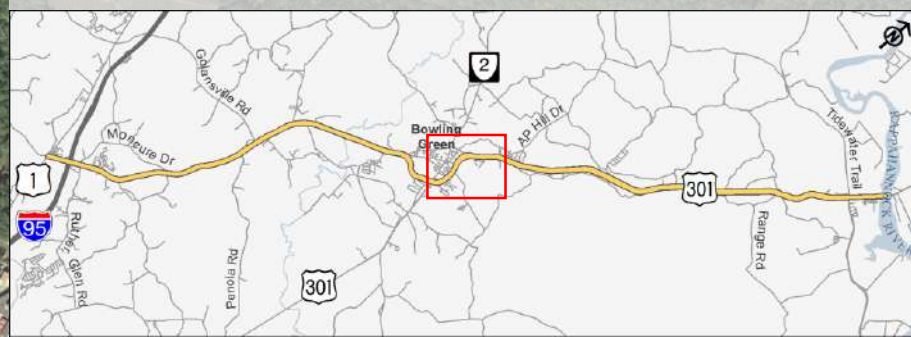
I#19

I#18

I#17

2

301



Intersection #17: Rte 2Ramp with US 301
Recommendation: Construct northbound acceleration lane for vehicles turning left from ramp onto US 301
Cost: \$0.5M to \$0.6M

Intersection #18: Chase St with US 301
Recommendation: See Figures 11 & 12
Cost: \$0.8M to \$1.1M

Intersection #19: Courthouse Ln with US 301
Recommendation: Reconfigure Courthouse Lane to Right-in/Right-out only and close existing crossover – See Figures 11 & 12
Cost: \$0.3M to \$0.4M (Included in Intersection #18 Cost)

Intersection #20: W Broaddus Ave with US 301
Recommendation: Eliminate southbound US 301 left-turn lane and extend median stop bars towards US 301 mainline to improve sight distance
Cost: \$0.1M to \$0.2M

I-95

Fort AP Hill

US 301/Rte 207 Arterial Preservation Plan
Figure 10
Intersections & Median Crossovers
Caroline County

I## - Intersection #
 C## - Crossover #

Crossovers #15-19:
Recommendation: Due to area designated for development, consolidate/remove crossovers and convert area to Restricted Crossing U-Turn Superstreet
Cost: To Be Determined as Development Occurs

Intersection #21: Lakewood Rd with US 301
Recommendation:
Short-term: Extend US 301 existing turn-lanes. Evaluate US 301 northbound right-turn lane for future Army expansion
Long-term: Evaluate ongoing development and need to reconfigure to Restricted Crossing U-Turn
Cost: To Be Determined as Development Occurs

C#15

C#16

C#19

C#18

C#17

I#21

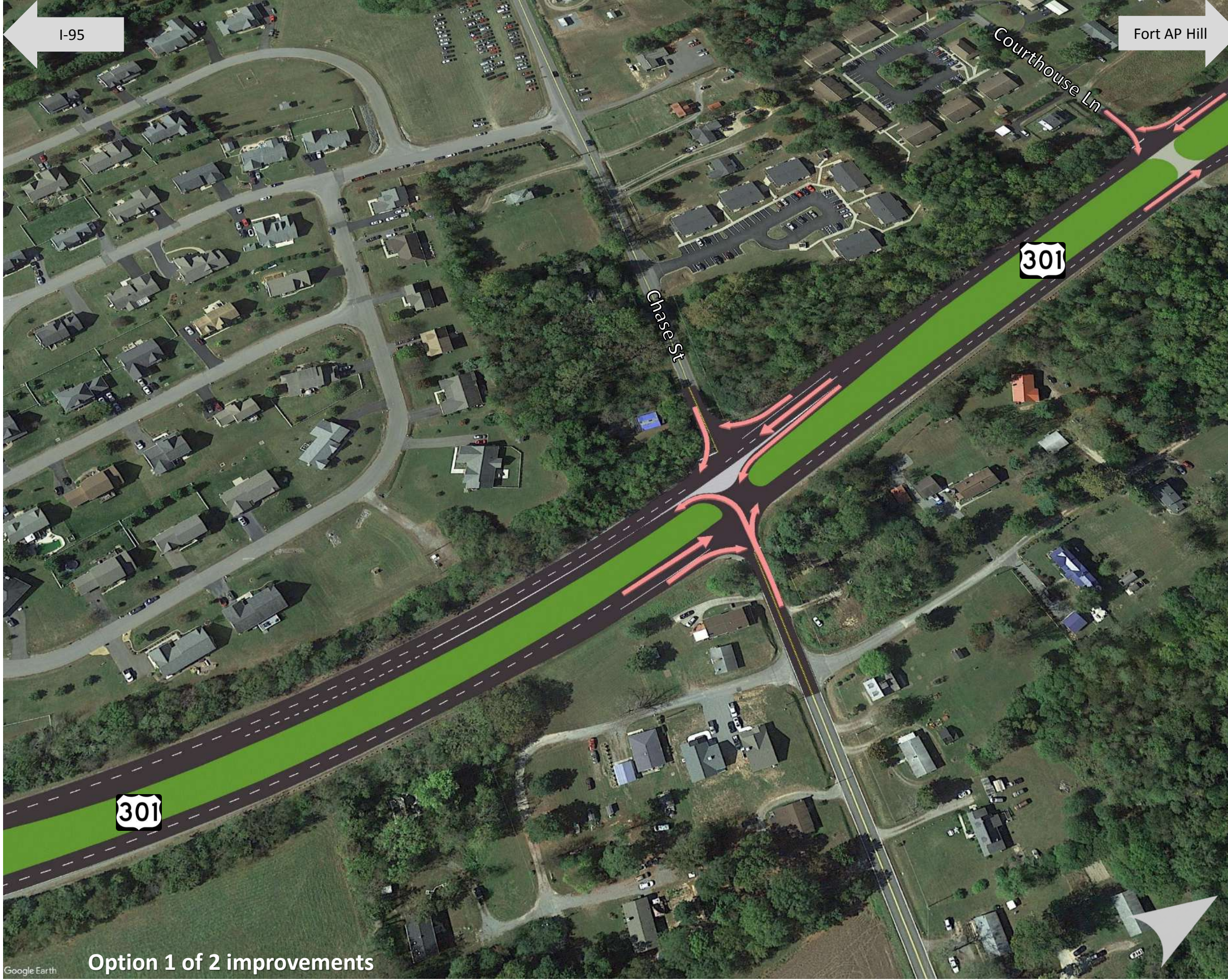
W Broaddus Ave

Courthouse Ln

Chase St

Lakewood Rd





**US 301/Rte 207 Arterial Preservation Plan
Figure 11
Intersection #19 & #20:
US 301 with Chase St
US 301 with Courthouse Ln
Continuous Green-T (CGT)
Improvement Type: Economic
Development, Safety**

Recommendation: Reconfigure intersection at Chase St with Rte 207 to unsignalized continuous green-T. Construct acceleration lane for westbound left-turn movements onto southbound Rte 207. Existing Courthouse Lane (Intersection #20) will be closed and reconfigured to transversable median for emergency vehicles. Existing right-turn lanes at Courthouse Ln and Chase St on Rte 207 will be extended.

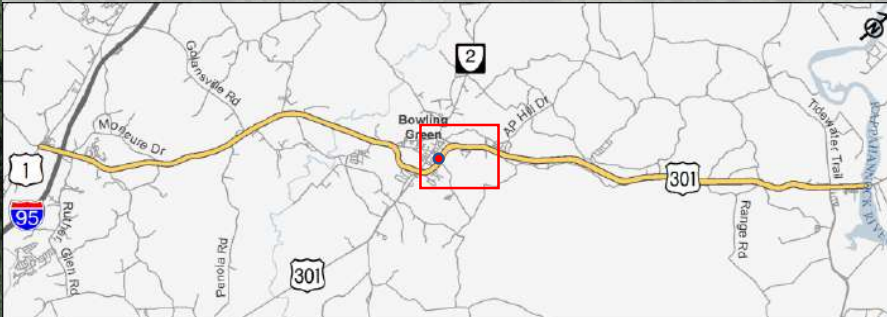
ROW Impacts: Acceleration lane and island are with existing ROW. Right-turn lane extensions will have minimal ROW impacts.

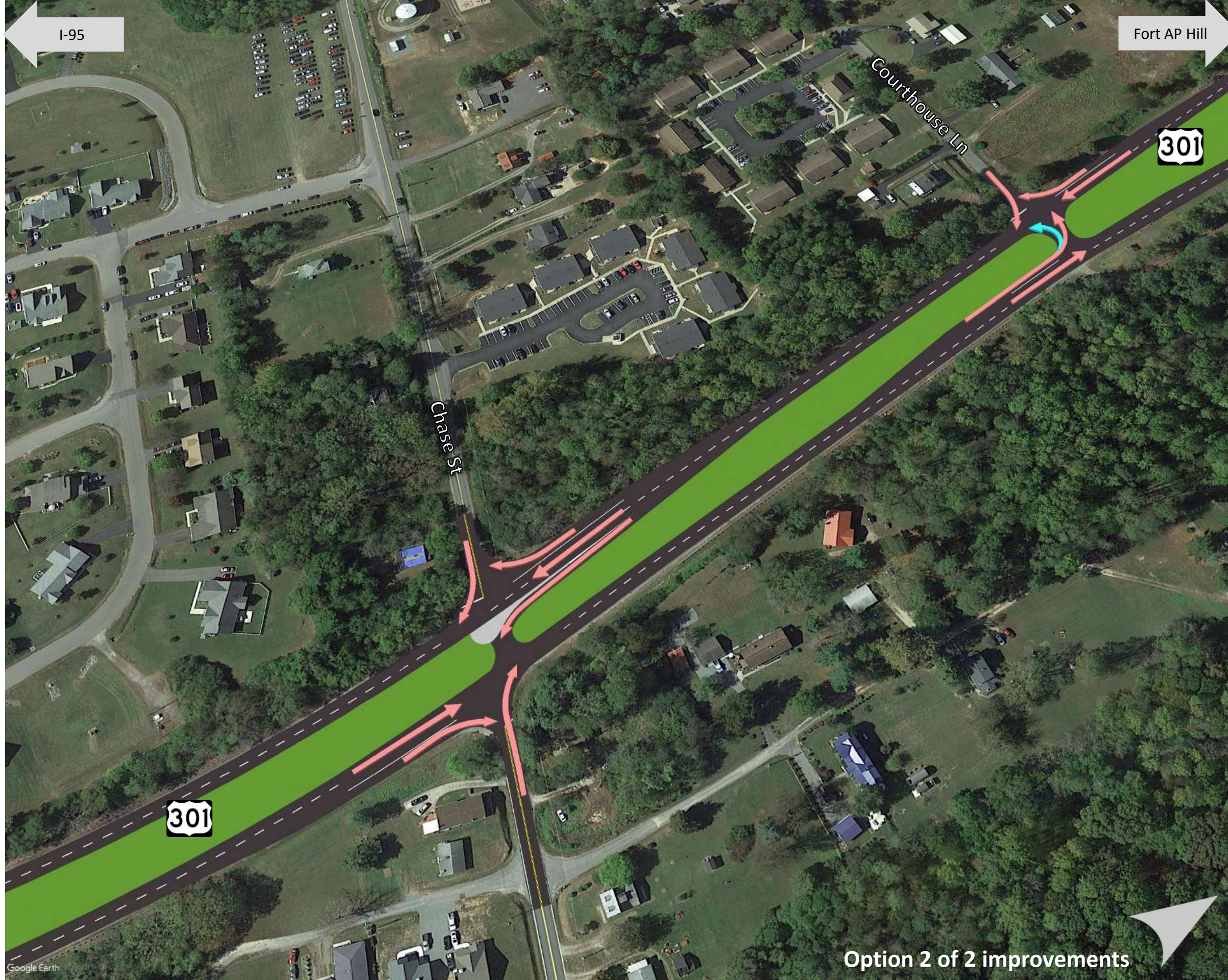
Traffic Operations & Safety:

Traffic Operations	Reduced delay times for vehicles traveling westbound onto Rte 207 southbound
Safety	Channelization of left-turn vehicles from the side street reduces the potential for angle crashes

Cost: \$0.8M to \$1.1M

Standard Movements





**US 301/Rte 207 Arterial Preservation Plan
Figure 12
Intersection #19 & #20:
US 301 with Chase St
US 301 with Courthouse Ln
Improvement Type: Economic
Development, Safety**

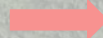
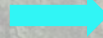
Recommendation: Reconfigure intersection at Chase St with Rte 207 to only permit southbound left-turn movements. Reconfigure Courthouse Lane intersection (Intersection #20) to permit lefts and u-turns from northbound US 301. Existing right-turn lanes at Courthouse Ln and Chase St on Rte 207 will be extended.

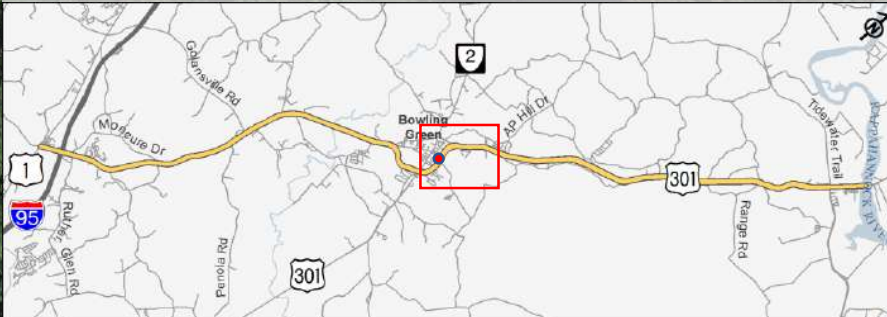
ROW Impacts: Right-turn lane extensions will have minimal ROW impacts.

Traffic Operations & Safety:

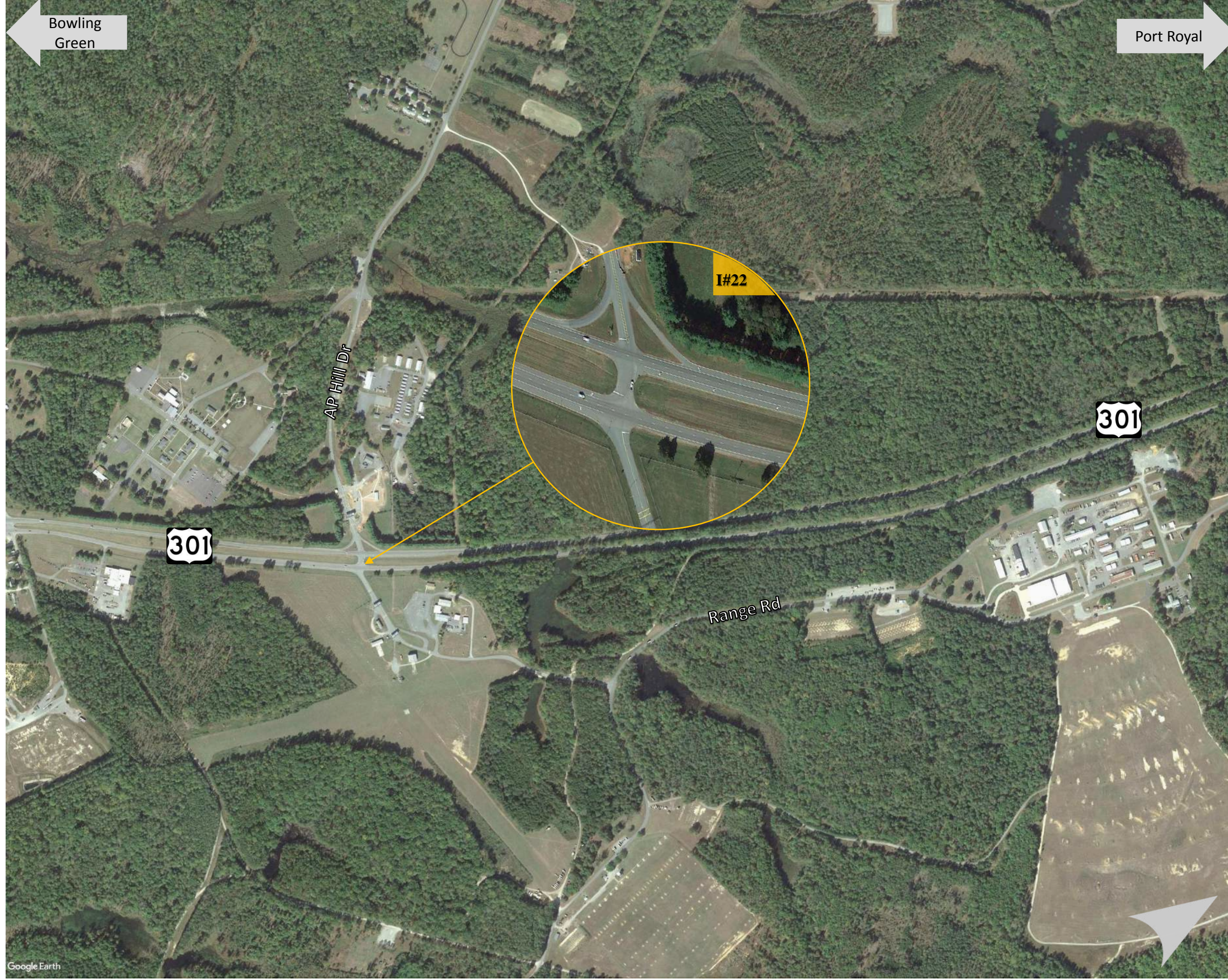
Traffic Operations	Minimal Improvements
Safety	Reduction of turn-movements reduce the number of conflict points at an intersection, thus reducing the risk of a crash

Cost: \$0.8M to \$1.1M

-  Standard Movements
-  Re-routed left turn movements



Option 2 of 2 improvements



US 301/Rte 207 Arterial Preservation Plan
Figure 13
Intersections & Median Crossovers
Caroline County

I## - Intersection #
C## - Crossover #

Intersection #22: AP Hill Dr with US 301
Recommendation:
Short-term: Further coordination between VDOT and Fort AP Hill will be necessary to assure safe and efficient function of the entrances. Intersection should be monitored closely as volume increases on the corridor.
Long-term: Coordination between VDOT, Fort AP Hill and Localities focus on supporting future safe crossing methods such as overpasses and alternative intersections.



Town of Bowling Green
Town Council Meeting



Date: May 3, 2018
Agenda Item: V. Consent Agenda
A. Bills

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Bills from April 2018

BACKGROUND / SUMMARY: Invoices for work done/items purchased in April 2018. Requesting approval of invoices so check may be disbursed.

ATTACHMENTS:

Check Reports:

- 4/16/18
- 4/20/18
- 4/27/18
- 5/3/18 (will be ready day of meeting)

REQUESTED ACTION:

Approve the Invoices

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

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

VOTE: PASSED NOT PASSED

API00B 4/12/2018 TOWN OF BOWLING GREEN
 TIME-14:57:23

A/P CHECK REGISTER
 Check Date - 4/16/2018

AcPd - 2018/04

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23377	33	AMERICAS FREDERICKSBURG	000	4/16/2018	59.99	.00
23378	979	CAROLINE COUNTY HEALTH DE	000	4/16/2018	77.02	.00
23379	1003	MIDLOTHIAN BUSINESS FORMS	000	4/16/2018	267.75	.00
23380	15	TREASURER OF VIRGINIA	000	4/16/2018	1,518.16	.00
		CLASS TOTAL			1,922.92	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,922.92	
		FINAL TOTAL			1,922.92	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,922.92- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	PMT AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000003	AMERICAS FREDERICKSBURG	307963684	4/13/2018		4100-071310-5120	59.99	23377	TOTAL		UTILITIES-HEAT	00656 TH PICK UP TANKS
		DISC. TOTAL					.00					
00000	000979	CAROLINE COUNTY HEALTH DE	04132018	4/13/2018		4520-500100-6030	77.02	23378	TOTAL		PLANT & LAB SUPPLIES/CHEMICAL	00656 FRANK & JUSTIN SHOTS
		DISC. TOTAL					.00					
00000	001003	MIDDLETHIAN BUSINESS FORMS	2062 1	4/13/2018		4100-031100-6001	267.75	23379	TOTAL		OFFICE SUPPLIES & PRINTING	00656 SUMMONS ADJUSTMENT
		DISC. TOTAL					.00					
00000	000015	TREASURER OF VIRGINIA	7411600	4/13/2018		4100-031100-5230	173.75	23380	TOTAL		TELECOMMUNICATIONS	00656 PC
00000	000015		7411600	4/13/2018		4100-043100-5230	75.66	23380	TOTAL		TELECOMMUNICATIONS	00656 PW
00000	000015		7411600	4/13/2018		4100-012410-5230	358.17	23380	TOTAL		TELECOMMUNICATIONS	00656 TH
00000	000015		7411600	4/13/2018		4520-500100-5230	75.66	23380	TOTAL		TELECOMMUNICATIONS	00656 WATER
00000	000015		7411600	4/13/2018		4100-031100-5230	173.68	23380	TOTAL		TELECOMMUNICATIONS	00656 SEWER
00000	000015		7413827	4/13/2018		4100-043100-5230	75.61	23380	TOTAL		TELECOMMUNICATIONS	00656 PC
00000	000015		7413827	4/13/2018		4100-012410-5230	358.76	23380	TOTAL		TELECOMMUNICATIONS	00656 TH
00000	000015		7413827	4/13/2018		4500-500100-5230	75.61	23380	TOTAL		TELECOMMUNICATIONS	00656 WATER
00000	000015		7413827	4/13/2018		4520-500100-5230	75.60	23380	TOTAL		TELECOMMUNICATIONS	00656 SEWER
		DISC. TOTAL					.00					
		CHECK TOTAL					1,922.92		TOTAL			
		CHECK TOTAL					.00		TOTAL			
		ACH PMT TOTAL					1,922.92		TOTAL			
		CPA PMT TOTAL					.00		TOTAL			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,922.92 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23381	33	AMERIGAS FREDERICKSBURG	000	4/20/2018	59.99	.00
23382	9999999	ESCOBAR TAMMY	000	4/20/2018	50.00	.00
23383	546	JOHNSON'S EXTERMINATING	000	4/20/2018	550.00	.00
23384	13	SHELL FLEET PLUS	000	4/20/2018	827.28	.00
23385	1002	VACORP	000	4/20/2018	257.12	.00
		CLASS TOTAL			1,744.39	.00
		ACH TOTAL			.00	
		CHECK TOTAL			1,744.39	
		FINAL TOTAL			1,744.39	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,744.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
00000	000033	AMERICAS FREDERICKSBURG	403473493	4/20/2018		4520-500100-5120-	59.99	23381		PROPANE
		DISC. TOTAL					.00			
		THDR 20180318					50.00	23382		REFUNDS PAYABLE
00000	999999	ESCOBAR TAMMY		4/20/2018		100-000200-3500-	.00			
		DISC. TOTAL					.00			
00000	000546	JOHNSON'S EXTERMINATING	20180407	4/20/2018		4100-071310-3320-	275.00	23383		CONTRACTED SERVICES
		DISC. TOTAL					275.00	23383		CONTRACTED SERVICES
00000	000013	SHELL FLEET PLUS	9806804	4/20/2018		4100-043100-6008-	200.16	23384		VEHICLE FUEL/OIL
		DISC. TOTAL					200.17	23384		VEHICLE FUEL/OIL
		THDR 20180318					200.17	23384		VEHICLE FUEL & OIL
		DISC. TOTAL					.00			
		CHECK TOTAL					827.28			
		ACH PMT TOTAL					.00			
		CPA PMT TOTAL					.00			
00000	001002	VACORP		2018-01		4100-012410-2500-	39.73	23385		HYBRID DISABILITY INS
		DISC. TOTAL					21.78	23385		HYBRID DISABILITY INS
		2018-01					14.10	23385		HYBRID DISABILITY INS
		2018-01					52.54	23385		HYBRID DISABILITY INS
		2018-03					39.98	23385		HYBRID DISABILITY INS
		2018-03					21.92	23385		HYBRID DISABILITY INS
		2018-03					14.19	23385		HYBRID DISABILITY INS
		2018-03					52.88	23385		HYBRID DISABILITY INS
		DISC. TOTAL					.00			
		CHECK TOTAL					1,744.39			
		ACH PMT TOTAL					.00			
		CPA PMT TOTAL					.00			
		TOTAL					1,744.39			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,744.39 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 4/24/2018 TOWN OF BOWLING GREEN
 TIME-16:49:08

A/P CHECK REGISTER
 Check Date - 4/27/2018

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23387	125	E M GRAY & SON	000	4/27/2018	1,973.95	.00
23388	11	RAPPAHANNOCK ELEC COOP	000	4/27/2018	581.63	.00
23389	256	VERIZON WIRELESS	000	4/27/2018	40.01	.00
23390	12	WASTE MANAGEMENT	000	4/27/2018	2,630.49	.00
		CLASS TOTAL			5,226.08	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,226.08	
		FINAL TOTAL			5,226.08	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,226.08 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23391	18	A & M HOME CENTER	000	5/04/2018	141.93	.00
23392	18	A & M HOME CENTER	000	5/04/2018	72.56	.00
23393	999999	BEAZLEY JUDY	000	5/04/2018	26.33	.00
23394	32	BOWLING GREEN AUTO PARTS	000	5/04/2018	27.99	.00
23395	979	CAROLINE COUNTY HEALTH DE	000	5/04/2018	77.02	.00
23396	897	CINTAS CORPORATION	000	5/04/2018	82.95	.00
23397	14	CINTAS OF RICHMOND	000	5/04/2018	848.65	.00
23398	679	DAVID L BROOKS HAULING &	000	5/04/2018	60.09	.00
23399	999999	DIAMOND NIKKI	000	5/04/2018	150.00	.00
23400	10	DOMINION VIRGINIA POWER	000	5/04/2018	5,655.01	.00
23401	234	ENVIROCOMPLIANCE LAB INC	000	5/04/2018	1,290.00	.00
23402	234	ENVIROCOMPLIANCE LAB INC	000	5/04/2018	2,270.00	.00
23403	648	ERARD ANDREA G	000	5/04/2018	1,667.00	.00
23404	932	IBM CORPORATION	000	5/04/2018	854.59	.00
23405	898	JAMES MARY	000	5/04/2018	70.00	.00
23406	953	JOE WHEELER'S SEPTIC TANK	000	5/04/2018	325.00	.00
23407	836	JOHN ALLISON	000	5/04/2018	245.00	.00
23408	546	JOHNSON'S EXTERMINATING	000	5/04/2018	1,265.00	.00
23409	514	K L LANGFORD EXCAVATING	000	5/04/2018	942.40	.00
23410	1006	KNOBBY'S AFFORDABLE FLOOR	000	5/04/2018	450.00	.00
23411	743	LOCAL SERVICES	000	5/04/2018	80.00	.00
23412	179	LUCK STONE CORPORATION	000	5/04/2018	345.52	.00
23413	725	MCGINLEY MICHELLE B	000	5/04/2018	105.00	.00
23414	48	MID-ATLANTIC LAB	000	5/04/2018	60.00	.00
23415	505	POWER & FLOW SOLUTIONS	000	5/04/2018	1,030.69	.00
23416	903	SEAL JUSTIN	000	5/04/2018	195.00	.00
23417	659	SOSMETAL PRODUCTS INC	000	5/04/2018	350.33	.00
23418	75	SYDNOR HYDRO INC	000	5/04/2018	5,300.00	.00
23419	707	THE CAROLINE PROGRESS	000	5/04/2018	861.40	.00
23420	861	THE UPS STORE #6358	000	5/04/2018	129.90	.00
23421	291	USA BLUE BOOK	000	5/04/2018	678.37	.00
23422	19	VERIZON	000	5/04/2018	286.13	.00
23423	256	VERIZON WIRELESS	000	5/04/2018	486.16	.00
23424	44	VUPS	000	5/04/2018	27.30	.00
23425	12	WASTE MANAGEMENT	000	5/04/2018	6,955.09	.00
23426	930	WEBB EMILY	000	5/04/2018	280.00	.00
		CLASS TOTAL			31,693.41	.00
		ACH TOTAL			.00	
		CHECK TOTAL			31,693.41	
		FINAL TOTAL			31,693.41	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,693.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT DISC.	BATCH INV. DESCRIPTION
00000	999999	DIAMOND NIKKI		THDR 2018-04-14		100-000200-3500-	150.00	23399	TOTAL		REFUNDS PAYABLE	00658 THDR 2018-04-14
		DISC. TOTAL					.00					

00000	000010	DOMINION VIRGINIA POWER	2018-04	5/04/2018		4100-071310-5110-	744.29	23400			ELECTRICITY	00658 TH
00000	000010		2018-04	5/04/2018		4100-041000-5110-	1,634.66	23400			ELECTRICITY-STREETLIGHTS	00658 ST LIGHTS
00000	000010		2018-04	5/04/2018		4500-500100-5110-	373.82	23400			ELECTRICITY	00658 BUT/CHA WATER TOWER
00000	000010		2018-04	5/04/2018		4500-500100-5110-	164.96	23400			ELECTRICITY	00658 BUTLER GROUND TANK
00000	000010		2018-04	5/04/2018		4500-500100-5110-	574.92	23400			ELECTRICITY	00658 WELL #5
00000	000010		2018-04	5/04/2018		4520-500100-5110-	2,015.57	23400			ELECTRICITY	00658 WMP
00000	000010		2018-04	5/04/2018		4520-500100-5110-	91.24	23400			ELECTRICITY	00658 SCHOOL RD PUMP STATION
		DISC. TOTAL					56.55	23400			ELECTRICITY	00658 CHASE PUMP STATION
							.00					
							5,656.01		TOTAL			

00000	000234	ENVIROCOMPLIANCE LAB INC	2018-05	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	115.00	23401			TESTING	00658 TESTING
		DISC. TOTAL					.00					
							1,290.00		TOTAL			

00000	000234	ENVIROCOMPLIANCE LAB INC	2018-05	5/04/2018		4520-500100-3160-	115.00	23402			TESTING	00658 TESTING
00000	000234		2018-04	5/04/2018		4520-500100-3160-	155.00	23402			TESTING	00658 TESTING
		DISC. TOTAL					.00					
							270.00		TOTAL			

00000	000648	BEARD ANDREA G	2018-05	5/04/2018		4100-012110-3150-	1,667.00	23403			PROFESSIONAL SERVICES - LEGAL	00658 TOWN ATTORNEY
		DISC. TOTAL					.00					
							1,667.00		TOTAL			

00000	000932	IBM CORPORATION	2018-04	5/04/2018		4100-012410-3320-	351.83	23404			COMPUTER LICENSES/SUPPORT	00658 MAINTENANCE
00000	000932		2018-04	5/04/2018		4100-012410-3310-	502.76	23404			OFFICE EQUIPMENT	00658 LEASE
		DISC. TOTAL					.00					
							854.59		TOTAL			

00000	000898	JAMES MARY	2018-04	5/04/2018		4100-072000-3320-	70.00	23405			PROFESSIONAL SERVICES- INSTRUCTOR	00658 HAPPY YOGA
		DISC. TOTAL					.00					
							70.00		TOTAL			

00000	000953	JOE WHEELER'S SEPTIC TANK	2018-04-18	5/04/2018		4520-500100-3180-	325.00	23406			SLUDGE REMOVAL	00658 PUMP LIFT STATION
		DISC. TOTAL					.00					
							325.00		TOTAL			

00000	000836	JOHN ALLISON	2018-04	5/04/2018		4100-072000-3320-	245.00	23407			PROFESSIONAL SERVICES- INSTRUCTOR	00658 CLASSES
		DISC. TOTAL					.00					
							245.00		TOTAL			

00000	000546	JOHNSON'S EXTERMINATING	2018-04	5/04/2018		4100-071310-3320-	275.00	23408			CONTRACTED SERVICES	00658 4-21 BREAKDOWN
00000	000546		2018-04	5/04/2018		4100-071310-3320-	275.00	23408			CONTRACTED SERVICES	00658 04-28 BREAK & CLEAN
00000	000546		2018-04	5/04/2018		4100-071310-3320-	100.00	23408			CONTRACTED SERVICES	00658 SET UP CLEAN
00000	000546		2018-04	5/04/2018		4100-031100-3320-	50.00	23408			PROFESSIONAL SERVICES	00658 PC
00000	000546		2018-04	5/04/2018		4100-071310-7000-	75.00	23408			BOWLING GREEN PLAYGROUND	00658 PLAYGROUND
00000	000546		2018-04	5/04/2018		4100-071310-3320-	65.00	23408			CONTRACTED SERVICES	00658 TH

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT#	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000546		2018-04	5/04/2018		4520-500100-3320-	425.00	23408	TOTAL		PROFESSIONAL SERVICES	00658 PM
		DISC. TOTAL					1,265.00				1,265.00	
00000	000514	K L LANGFORD EXCAVATING	5866	5/04/2018		4500-500100-6007-	942.40	23409	TOTAL		REPAIR/MAINTENANCE	00658 116 DAVIS CT
		DISC. TOTAL					.00				942.40	
00000	001006	KNOBHY'S AFFORDABLE FLOOR	2602	5/04/2018		4100-031100-2720-	450.00	23410	TOTAL		BUILDING REPAIRS/MAINTENANCE	00658 FLOOR FOR POLICE DEP
		DISC. TOTAL					.00				450.00	
00000	000743	LOCAL SERVICES	35012	5/04/2018		4100-012110-6050-	80.00	23411	TOTAL		FARMERS' MARKET EXPENSES	00658 FARMERS MARKET
		DISC. TOTAL					.00				80.00	
00000	000179	LUCK STONE CORPORATION	100854122	5/04/2018		4520-500100-6007-	345.52	23412	TOTAL		REPAIR / MAINTENANCE	00658 SAND FOR DRYING BEDS
		DISC. TOTAL					.00				345.52	
00000	000725	MCGINLEY MICHELLE B	2018-04	5/04/2018		4100-072000-3320-	105.00	23413	TOTAL		PROFESSIONAL SERVICES-INSTRU	00658 CLASSES
		DISC. TOTAL					.00				105.00	
00000	000048	MID-ATLANTIC LAB	14133	5/04/2018		4500-500100-6022-	60.00	23414	TOTAL		WATER TESTING	00658 WATER ANALYSIS
		DISC. TOTAL					.00				60.00	
00000	000505	POWER & FLOW SOLUTIONS	1907	5/04/2018		4520-500100-6007-	1,030.69	23415	TOTAL		REPAIR / MAINTENANCE	00658 GEARBOX OX DITCH
		DISC. TOTAL					.00				1,030.69	
00000	000903	SEAL JUSTIN	TB618-002	5/04/2018		4100-073000-3200-	195.00	23416	TOTAL		WINE FESTIVAL	00658 WINE FESTV / POSTERS
		DISC. TOTAL					.00				195.00	
00000	000659	SOSMETAL PRODUCTS INC	1334325	5/04/2018		4520-500100-6004-	350.33	23417	TOTAL		LAB SUPPLIES/CHEMICALS	00658 LAB SUPPLIES
		DISC. TOTAL					.00				350.33	
00000	000075	STDNOR HYDRO INC	38594	5/04/2018		4500-500100-6007-	5,300.00	23418	TOTAL		REPAIR/MAINTENANCE	00658 REPL FIRE HYD HARDIN
		DISC. TOTAL					.00				5,300.00	
00000	000707	THE CAROLINE PROGRESS	2018-03	5/04/2018		4100-012110-3600-	76.70	23419	TOTAL		ADVERTISING	00658 3/8 O-2018-003
		DISC. TOTAL					.00				76.70	
00000	000707		2018-03	5/04/2018		4100-012110-3600-	295.00	23419	TOTAL		ADVERTISING	00658 3/15 O-2018-003
		DISC. TOTAL					.00				295.00	
00000	000707		2018-03	5/04/2018		4100-012110-3600-	59.00	23419	TOTAL		ADVERTISING	00658 03-22 RATE INCREASE
		DISC. TOTAL					.00				59.00	
00000	000707		2018-03	5/04/2018		4100-012110-3600-	295.00	23419	TOTAL		ADVERTISING	00658 03/22 AMEND TOWN COD
		DISC. TOTAL					.00				295.00	
00000	000861	THE UPS STORE #6358	00000003557	5/04/2018		4100-073000-3200-	64.95	23420	TOTAL		WINE FESTIVAL	00658 WINE FESTV/PRINTING
		DISC. TOTAL					.00				64.95	
00000	000291	USA BLUE BOOK	530173	5/04/2018		4520-500100-6004-	130.69	23421	TOTAL		LAB SUPPLIES/CHEMICALS	00658 LAB SUPPLIES
		DISC. TOTAL					.00				130.69	
00000	000291		534986	5/04/2018		4520-500100-6004-	470.81	23421	TOTAL		LAB SUPPLIES/CHEMICALS	00658 LAB CHEMICALS
		DISC. TOTAL					.00				470.81	
00000	000291		535008	5/04/2018		4520-500100-6011-	43.96	23421	TOTAL		UNIFORMS/ SAFETY EQUIPMENT	00658 FACHSHELD HEADGEAR
		DISC. TOTAL					.00				43.96	
00000	000291		538203	5/04/2018		4500-500100-6011-	32.91	23421	TOTAL		UNIFORMS/SAFETY EQUIP	00658 FACHSHELD VISOR
		DISC. TOTAL					.00				32.91	
							678.37				678.37	

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
00000	000019	VERIZON	2018-04	5/04/2018	4500-500100-5230-	121.52	23422			TELECOMMUNICATIONS
00000	000019	VERIZON	2018-04	5/04/2018	4500-500100-5230-	15.17	23422			TELECOMMUNICATIONS
00000	000019	VERIZON	2018-04	5/04/2018	4520-500100-5230-	149.44	23422			TELECOMMUNICATIONS
		DISC. TOTAL				.00				
		CHECK TOTAL				286.13				
00000	000256	VERIZON WIRELESS	9805702195	5/04/2018	4100-031100-5230-	139.97	23423			TELECOMMUNICATIONS
00000	000256	VERIZON WIRELESS	9805702195	5/04/2018	4100-043100-5230-	87.38	23423			TELECOMMUNICATIONS
00000	000256	VERIZON WIRELESS	9805702195	5/04/2018	4100-012110-5250-	63.99	23423			TELECOMMUNICATIONS
00000	000256	VERIZON WIRELESS	9805702195	5/04/2018	4100-012410-5230-	20.08	23423			TELECOMMUNICATIONS
00000	000256	VERIZON WIRELESS	9805702195	5/04/2018	4500-500100-5230-	87.37	23423			TELECOMMUNICATIONS
00000	000256	VERIZON WIRELESS	9805702195	5/04/2018	4520-500100-5230-	87.37	23423			TELECOMMUNICATIONS
		DISC. TOTAL				.00				
		CHECK TOTAL				486.16				
00000	000044	VUPS	03180442	5/04/2018	4520-500100-5899-	27.30	23424			MISS UTILITY COSTS
		DISC. TOTAL				.00				
		CHECK TOTAL				27.30				
00000	000012	WASTE MANAGEMENT	266311402819	5/04/2018	4520-500100-3320-	83.99	23425			PROFESSIONAL SERVICES
00000	000012	WASTE MANAGEMENT	266552202813	5/04/2018	4100-042300-3320-	1,248.59	23425			TRASH/RECYCLING
00000	000012	WASTE MANAGEMENT	327035024246	5/04/2018	4100-042300-3320-	5,622.51	23425			TRASH/RECYCLING
		DISC. TOTAL				.00				
		CHECK TOTAL				6,955.09				
00000	000930	WEBB EMILY	2018-04	5/04/2018	4100-072000-3320-	280.00	23426			PROFESSIONAL SERVICES-INSTRU00658 CLASSES
		DISC. TOTAL				.00				
		CHECK TOTAL				280.00				
		CHECK TOTAL				31,693.41				
		CHECK TOTAL				31,693.41				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 31,693.41- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

Town of Bowling Green
Town Council Meeting



Date: May 1, 2018
Agenda Item: V. Consent Agenda,
B. 4/5/18 Minutes

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – April 5, 2018

BACKGROUND / SUMMARY: Transcribed Minutes from the April 5, 2018 Town Council Meeting

ATTACHMENTS:

Town Council Meeting – April 5, 2018

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

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

VOTE:

PASSED

NOT PASSED

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

April 5, 2018

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

MEMBERS ABSENT: None.

OTHERS PRESENT: Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, Public Works and Utilities Director Billy Deavers, and Events Coordinator Jo-Elsa Jordan, Deputy Clerk/Treasurer Tracy Wright.

AUDIENCE: 27 members of the public.

I. CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

II. DELEGATIONS:

There were no Delegations.

III. PUBLIC HEARINGS

A. Proposed FY19 Water and Sewer Rates – The Town Manager presented a slideshow detailing the reasons for his proposed FY19 Water and Sewer Rate recommendation:

Residential			Commercial		
In-Town			In-Town		
	Water	Sewer		Water	Sewer
Base	\$5	\$17	Base	\$10	\$37
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9
Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00
Out-of-Town			Out-of-Town		
	Water	Sewer		Water	Sewer
Base	\$20	\$35	Base	\$20	\$35
Capital Charge	\$9	\$9	Capital Charge	\$9	\$9

Administrative	\$1	\$1	Administrative	\$1	\$1
0-4,000	\$1.52	\$9.55	0-4,000	\$1.52	\$9.55
4,000-8,000	\$1.83	\$9.85	4,000-8,000	\$1.83	\$9.85
8,000-10,000	\$4.25	\$10.13	8,000-10,000	\$4.25	\$10.13
Over 10,000	\$4.86	\$11.00	Over 10,000	\$4.86	\$11.00

At 7:02 P.M. the Mayor called for public comment on the Proposed FY19 Water and Sewer Rates.

1. Jim Day 123 Virginia Ave. – Mr. Day spoke about the differences in residential and commercial usage. He stated that he was in favor of the increase but felt it should have been done in smaller increments.
2. Bobby Beazley, Milford – Mr. Beazley stated that he was not in favor of the proposed increase.
3. Barbara Allen, 201 Travis St – Mrs. Allen stated that she was not in favor of the increase. Inquired about the Town applying for grants to fund repairs of failing infrastructure.
4. Spencer Allen, 201 Travis St – Mr. Allen stated that he was not in favor of the proposed rates and question the Town’s rate in comparison to those of surrounding localities.
5. Bonnie Cannon, 123 S. Main St. – Mrs. Cannon stated that she was not in favor of the proposed rate increase.
6. Dirk Farmer, 13792 Farmer Dr. – Mr. Farmer question the reason for the difference between in-Town and out of Town rates.

As directed by Council, the Town Manger answered questions from the audience regarding:

- Grants for which the Town has applied.
- Training of staff on maintenance practices.
- Useful life of major water and waste water equipment.
- Monthly vs. bi-monthly billing.
- Drinking water quality.

The Mayor reminded the public that the proposed rates were not set in stone and that the Town Manager would take the public’s comments into consideration when revising the rates. He stated that the rates would be set via Council vote at a future meeting.

No action was taken.

- B. O-2018-003 - To amend Chapter 1 – General Provision of the Town Code to add a section to collect an electronic summons system fee.

The Police Chief gave a brief summary of the proposed ordinance.

At 8:06 P.M. the Mayor called for public comment on O-2018-003 - To amend Chapter 1 – General Provision of the Town Code to add a section to collect an electronic summons system fee. He called a second and third time. Hearing no comments from the public, the Mayor closed the Public Hearing at 8:06 P.M.

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to adopt O-2018-003 - an ordinance to amend Chapter 1 – General Provision of the Town Code to add a section to collect an electronic summons system fee.

Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Gibson.

Voting Nay:

IV. PUBLIC COMMENTS:

- A. Bonnie Cannon, 123 S. Main St – Mrs. Cannon stated that she was disappointed with the state of the Town and would like to see more collaboration between the Town and the Bowling Green Economic Development Authority.

V. STAFF REPORTS:

The following staff reports were noted:

- A. Public Works and Utilities Report – March 2018
- B. Police Chief’s Report – March 2018
- C. Events Coordinator’s Report – March 2018
- D. Clerk/ Treasurer’s Report – March 2018
- E. Town Manager’s Report – March 2018

VI. CONSENT AGENDA:

- A. Bills – March 2018 attached to these minutes.
- B. Minutes – March 1, 2018 Town Council Meeting
- C. Personnel Policy Update
- D. Job Descriptions
- E. VML Insurance Renewal Proposal
- F. TSYS Merchant Card Processing

On Motion by Mr. Hauser, seconded by Mr. Gibson, Council voted to approve the consent agenda as presented.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none.

VII. NEW BUSINESS:

- A. Designate Newspaper of Record – Council agreed that the Free Lance Star should be the first paper of choice, when possible, to publish public notices. The Town Attorney stated it was not necessary to vote on this decision.
- B. Schedule Hearing for FY 2018-FY 2019 Budget & Utility Rates - Following a brief discussion, Council chose not to set a Public Hearing on the matter until a work session to further discuss the the Budget and Utility Rates had been held. Council agreed upon holding a work session on Monday April 23 at 6:30 p.m. to discuss the FY19 Budget and Utility Rates.
- C. Schedule Public Hearing for O-2018-004 – An ordinance allowing annual public utility and tax

rates to be set annually as part of the Town’s budget process and to increase the water reconnection fee – It was decided that the matter would be further discussed by the Town Manager and Town Attorney at a later time. No action was taken.

D. Schedule Public Hearing for O-2018-005 – An ordinance to repeal and replace the Town’s sign ordinance.

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to set a Public Hearing on May 3, 2017 at 7:00 P.M. for O-2018-005 – An ordinance to repeal and replace the Town’s sign ordinance and authorize the Town Manager to advertise the hearing.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none

E. R-2018-001 – USDA Resolution of Governing Body

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to adopt R-2018-001 – USDA Resolution of Governing Body.

Voting Aye: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

Voting Nay: none

VIII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Glenn McDearmon – Mr. McDearmon noted that the Facilities Committee and EDA both met. He stated that a new restaurant would be opening in early May.

B. Otis Wright – Stated that the Ordinances and Policies Committees met and will be bringing recommendations for recodification to Council its May meeting.

C. Mark Gaines – had no comments.

D. Martin Hauser – had no comments

E. Mary Frances Coleman – had no comments.

F. Tyler Gibson – had no comments.

G. Jason Satterwhite, Mayor – had no comments.

IX. INFORMATIONAL ITEMS:

A. An invitation from Caroline County’s Victim Witness Program to the Hero’s Ball to be held at Town Hall was noted.

X. CLOSED MEETING:

At 9:16 P.M. On motion by Mr. McDearmon, seconded by Mr. Wright, Council unanimously voted to go into Closed Session pursuant to Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion regarding the salaries of three specific employees.

XI. RECONVENE IN OPEN SESSION:

At 9:37 P.M., on Motion by Mr. McDearmon, seconded by Mr. Gibson, Council unanimously voted to come out of closed session.

CERTIFICATION:

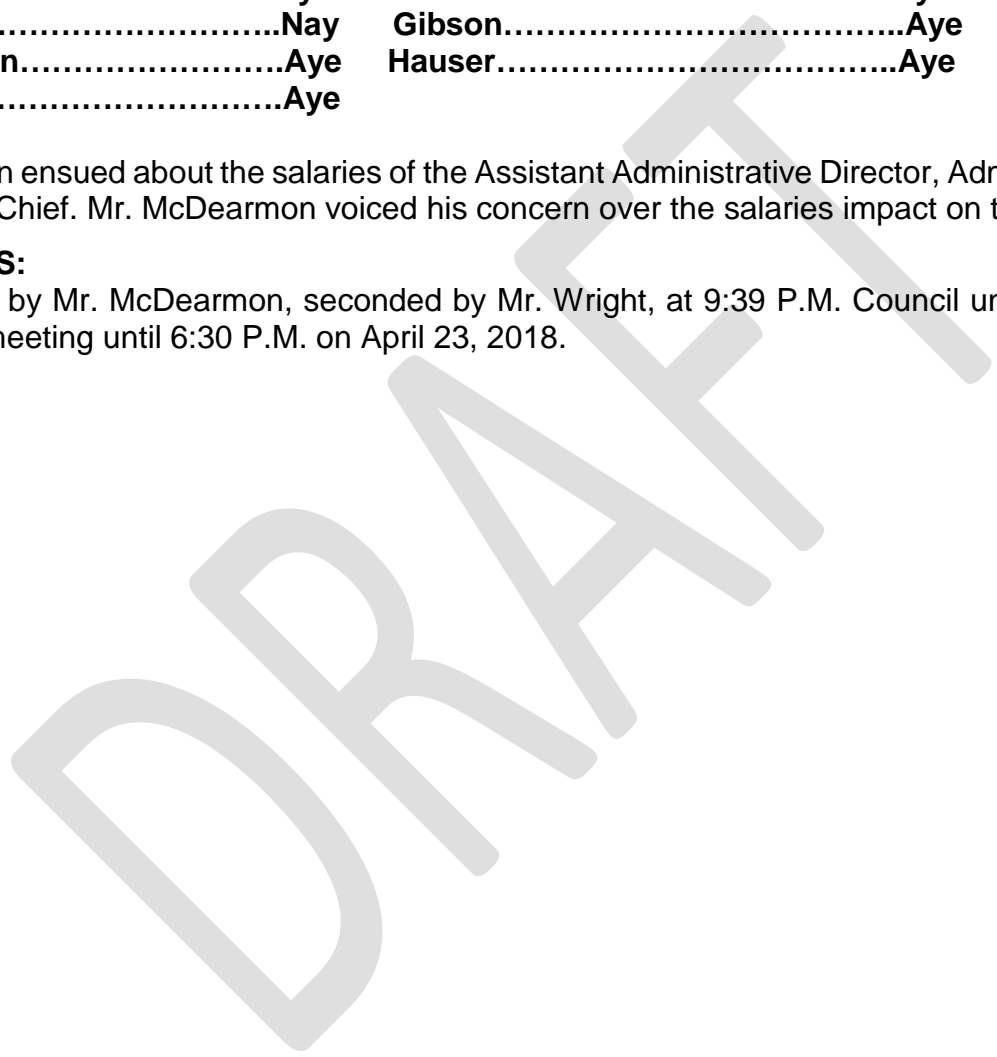
Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, as stated above, and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by the Council:

Wright.....Aye	Coleman.....Aye
Gaines.....Nay	Gibson.....Aye
McDearmon.....Aye	Hauser.....Aye
Davis.....Aye	

A discussion ensued about the salaries of the Assistant Administrative Director, Administrative Director, and Police Chief. Mr. McDearmon voiced his concern over the salaries impact on the FY19 budget.

XI. RECESS:

On motion by Mr. McDearmon, seconded by Mr. Wright, at 9:39 P.M. Council unanimously voted to recess its meeting until 6:30 P.M. on April 23, 2018.



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23301	999999	ALL VIDEO LLC	000	3/06/2018	100.00	.00
23302	999999	CALENDER JAN L &	000	3/06/2018	295.23	.00
23303	999999	COURTHOUSE LANE II	000	3/06/2018	5.40	.00
23304	999999	HOMETOWN REALTY	000	3/06/2018	116.85	.00
23305	999999	IRVING JERRY	000	3/06/2018	17.81	.00
23306	999999	MACDOC PROPERTY MANAGEMEN	000	3/06/2018	200.00	.00
23307	999999	MCI COMMUNICATIONS SERVIC	000	3/06/2018	19.03	.00
23308	999999	MCI METRO ACCESS TRANS SE	000	3/06/2018	11.97	.00
23309	999999	MCMAHON JR MICHAEL EDWARD	000	3/06/2018	197.88	.00
23310	999999	MOORE ANGELA L	000	3/06/2018	.80	.00
23311	999999	MORRIS JIM	000	3/06/2018	100.00	.00
23312	999999	ORRITZ TINA	000	3/06/2018	3.61	.00
23313	999999	REDBOX AUTOMATED RETAIL L	000	3/06/2018	33.59	.00
23314	999999	SANDERS DOUGLAS R & ANGEL	000	3/06/2018	1,512.00	.00
23315	999999	SANDERS DOUGLAS RAY	000	3/06/2018	642.20	.00
23316	999999	SHORE EXPLORATION	000	3/06/2018	89.72	.00
23317	999999	TELEPORT COMMUNICATIONS A	000	3/06/2018	6.26	.00
23318	999999	VERIZON SOUTH INC	000	3/06/2018	6,631.31	.00
23319	999999	WRIGHT RUTH C LIFE ESTATE	000	3/06/2018	90.57	.00
23319	999999	WRIGHT RUTH C LIFE ESTATE	CLASS TOTAL		10,074.23	.00
			ACH TOTAL		.00	
			CHECK TOTAL		10,074.23	
			FINAL TOTAL		10,074.23	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 10,074.23- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
233322	980	DEWBERRY ENGINEERS, INC	000	3/16/2018	2,664.00	.00
233323	10	DOMINION VIRGINIA POWER	000	3/16/2018	6,677.31	.00
233324	9999999	JACKSON MICHELLE	000	3/16/2018	50.00	.00
233325	546	JOHNSON'S EXTERMINATING	000	3/16/2018	100.00	.00
233326	944	METROCAST COMMUNICATIONS	000	3/16/2018	167.90	.00
233327	491	SOUTHERN CORROSION, INC	000	3/16/2018	18,084.82	.00
233328	707	THE CAROLINE PROGRESS	000	3/16/2018	271.40	.00
233329	19	VERTIZON	000	3/16/2018	7.94	.00
233330	12	WASTE MANAGEMENT	000	3/16/2018	7,842.65	.00
		CLASS TOTAL			35,866.02	.00
		ACH TOTAL			.00	
		CHECK TOTAL			35,866.02	
		FINAL TOTAL			35,866.02	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 35,866.02- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23331	11	RAPPAHANNOCK ELEC COOP	000	3/23/2018	623.21	.00
23332	13	SHELL FLEET PLUS	000	3/23/2018	815.08	.00
23333	54	SOUTHERN POLICE EQUIP CO	000	3/23/2018	31.49	.00
23334	15	TREASURER OF VIRGINIA	000	3/23/2018	1,521.05	.00
23335	1002	VACORP	000	3/23/2018	129.66	.00
		CLASS TOTAL			3,120.49	.00
		ACH TOTAL			.00	
		CHECK TOTAL			3,120.49	
		FINAL TOTAL			3,120.49	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 3,120.49- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 3/28/2018 TOWN OF BOWLING GREEN
TIME-14:23:25

A/P CHECK REGISTER
Check Date - 3/26/2018

ActPd - 2018/03

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23336	256	VERIZON WIRELESS	000	3/26/2018	40.01	.00
					40.01	.00
					.00	
					40.01	
					40.01	
					.00	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 40.01- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23337	18	A & M HOME CENTER	000	4/06/2018	266.05	.00
23338	1004	ACS SOLUTIONS LLC	000	4/06/2018	644.72	.00
23339	1005	BLAKE KAREN	000	4/06/2018	500.00	.00
23340	644	BMS DIRECT	000	4/06/2018	444.39	.00
23341	32	BOWLING GREEN AUTO PARTS	000	4/06/2018	6.49	.00
23342	114	BOWLING GREEN ELECTRONICS	000	4/06/2018	275.00	.00
23343	318	BUD'S AUTOMOTIVE	000	4/06/2018	16.00	.00
23344	47	CAROLINE GARAGE	000	4/06/2018	71.48	.00
23345	789	CHERRY HILL GLASS	000	4/06/2018	238.10	.00
23346	897	CINTAS CORPORATION	000	4/06/2018	88.90	.00
23347	14	CINTAS OF RICHMOND	000	4/06/2018	830.80	.00
23348	10	DOMINION VIRGINIA POWER	000	4/06/2018	5,661.54	.00
23349	234	ENVIROCOMPLIANCE LAB INC	000	4/06/2018	1,290.00	.00
23350	234	ENVIROCOMPLIANCE LAB INC	000	4/06/2018	540.00	.00
23351	648	ERRARD ANDREA G	000	4/06/2018	1,667.00	.00
23352	28	G & G MILFORD FARM SERV.	000	4/06/2018	1,123.96	.00
23353	932	IBM CORPORATION	000	4/06/2018	834.59	.00
23354	497	INDUSTRIAL CHEM LABS	000	4/06/2018	453.27	.00
23355	898	JAMES MARY	000	4/06/2018	105.00	.00
23356	836	JOHN ALLISON	000	4/06/2018	315.00	.00
23357	546	JOHNSON'S EXTERMINATING	000	4/06/2018	715.00	.00
23358	514	K L LANGFORD EXCAVATING	000	4/06/2018	1,335.55	.00
23359	743	LOCAL SERVICES	000	4/06/2018	80.00	.00
23360	944	METROCAST COMMUNICATIONS	000	4/06/2018	167.90	.00
23361	48	MID-ATLANTIC LAB	000	4/06/2018	90.00	.00
23362	1003	MIDLOTHIAN BUSINESS FORMS	000	4/06/2018	415.42	.00
23363	919	PRO SHRED SECURITY	000	4/06/2018	171.00	.00
23364	321	PROFESSIONAL LOCK	000	4/06/2018	144.00	.00
23365	991	RGS&S COMMERCIAL CLEANING	000	4/06/2018	289.00	.00
23366	918	STAPLES ADVANTAGE	000	4/06/2018	842.20	.00
23367	291	USA BLUE BOOK	000	4/06/2018	164.85	.00
23368	19	VERIZON	000	4/06/2018	286.61	.00
23369	256	VERIZON WIRELESS	000	4/06/2018	486.32	.00
23370	44	VUPS	000	4/06/2018	19.95	.00
23371	12	WASTE MANAGEMENT	000	4/06/2018	6,816.53	.00
23372	930	WEBB EMILY	000	4/06/2018	245.00	.00
23373	451	XEROX CORPORATION	000	4/06/2018	479.54	.00
		CLASS TOTAL			27,141.16	.00
		ACH TOTAL			.00	
		CHECK TOTAL			27,141.16	
		FINAL TOTAL			27,141.16	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 27,141.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

Town of Bowling Green
Town Council Meeting



Date: May 1, 2018
Agenda Item: V. Consent Agenda,
B. 4/23/18 Minutes

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – April 23, 2018

BACKGROUND / SUMMARY: Transcribed Minutes from the April 23, 2018 Town Council Meeting

ATTACHMENTS:

Town Council Meeting – April 23, 2018

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

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

VOTE: PASSED NOT PASSED

TOWN OF BOWLING GREEN
TOWN COUNCIL
WORK SESSION MINUTES

April 23, 2018

MEMBERS PRESENT:

Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

MEMBERS ABSENT: Mayor Jason Satterwhite and Martin Hauser

OTHERS PRESENT: Town Manager Reese Peck, Town Clerk/Treasurer Melissa Lewis, Public Works and Utilities Director Billy Deavers, Police Chief David Lipscomb, Tara Delaney – Representative, USDA Rural Development

I. RECONVENING OF MEETING:

Vice-Mayor McDearmon reconvened the April 5, 2018 meeting of Town Council to order at 6:38 P.M. He established that a quorum was present.

II. USDA WATER RATES:

Tara Delaney, USDA Rural Development Representative, spoke about the importance of maintaining rates that are able to sustain water and sewer operations. She also spoke about grant eligibility versus underfunded water and sewer systems due to rates that are too low.

The Town Manager answered questions from the audience regarding the effects that monthly billing would have on staff, the useful life and expense of replacing equipment, and loans versus grants to fund capital improvement projects.

III. WORK SESSION:

Items discussed included:

- Alternate Proposed Water Sewer Rate Increase – rates reflect an across the board 10% increase rather than a structure that mirrors that of Caroline County as initially proposed by the Town Manager.
- Alternate FY 18-19 Budget - The Town Manager gave a summary and analysis of his proposed FY18-19 Budget reflecting his proposed 10% utility rate increase.

Upon motion by Mr. Gibson, seconded by Mr. Gaines, council voted to set a Public Hearing on the proposed FY19 Budget for May 17th at 7:00 P.M. and authorize the Town Manager to advertise such hearing. **Voting Aye:** Wright, Gaines, Davis, Coleman, and Gibson

Voting Nay: none.

Upon motion by Mr. Gaines, seconded by Mr. Gibson, Council voted to authorize the Town Manager to publish the proposed FY19 Budget with proposed 10% utility rate increase and increased vehicle license fee. **Voting Aye:** Wright, Gaines, Davis, Coleman, and Gibson

Voting Nay: none.

IV. INFORMATIONAL ITEMS:

The following information items were noted:

- A. Opportunity Zone – the Rt. 301 corridor was nominated an opportunity zone under a new U.S. Dept. of Treasury incentive program.
- B. Route 301 proposed traffic changes – the Town Manager noted that a public meeting on the proposed changes will be held by VDOT at the Caroline County Community Center on May 5th.
- C. Waiving of availability and hookup fees for Beazley property - Council decided to honor the agreement made between the Town and Mr. Beazley in 2014 and extend the waiving of the fees to the new owner of the property.

V. NEW BUSINESS:

- A. Set Joint meeting with EDA for purpose of discussing development opportunity on 301 corridor

Upon motion by Mr. Wright, seconded by Ms. Davis, Council voted to set a Special Joint Meeting with the EDA for 7 P.M. on May 1st for the purpose of discussing development opportunity on the Rt. 301 corridor. **Voting Aye:** Wright, Gaines, Davis, Coleman, and Gibson. **Voting Nay:** none.

VI. ADJOURNMENT:

Upon motion by Mr. Wright, seconded by Ms. Davis, Council to adjourn the meeting. **Voting Aye:** Wright, Gaines, Davis, Coleman, and Gibson.

Town of Bowling Green
Town Council Meeting



Date: May 1, 2018
Agenda Item: V-D Reschedule
Public Hearing for O-2018-007 – An ordinance to repeal and replace the Town’s sign ordinance

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Melissa Lewis **PRESENTER TITLE:** Clerk/Treasurer

AGENDA ITEM: V-D Reschedule Public Hearing for O-2018-007 – An ordinance to repeal and replace the Town’s sign ordinance

BACKGROUND / SUMMARY:

At it April 5th meeting, Council scheduled the Public Hearing for May 3rd. Due to a switch in publications that Public Notices are advertised, the deadline was missed and the Public Hearing not advertised.

The Town needs to revise its sign ordinance to comply with the Supreme Court’s ruling on [Reed v. Town of Gilbert, Arizona](#). The Planning Commission held a public hearing on March 19, 2018 and recommended on a 4-0 vote that the Town Council adopted the attached proposed ordinance.

The Town Council may want to suspend action on this ordinance for the time being given the change in its official paper and the increased cost of public notices, and incorporated this revised ordinance with the upcoming Town’s recodification project.

ATTACHMENTS: Public Hearing Notice

REQUESTED ACTION: Authorize Town Manager to have public hearing notice published.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212
Email: Townmanager@townofbowlinggreen.com

Name:
Reese Peck

FOR USE DURING MEETING

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

VOTE: PASS NOT PASSED

**BOWLING GREEN TOWN COUNCIL
PUBLIC HEARING**

The Bowling Green Town Council will conduct a public hearing on Thursday, June 7, 2018, at 7:00 PM in Town Hall, 117 Butler Street. The purpose of the hearing will be for the Council to receive public comment on and consider the following matter:

Ordinance O-2018-007“An Ordinance to repeal and replace Division 6 Signs of the Town Code of Bowling Green’s Zoning Ordinance.”

These amended regulations balance the need to protect the public safety and welfare by regulating the size, color, illumination, movement, materials, location, height, and condition of all signs. Amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.

All interested persons may attend the hearings and be heard. Copies of the proposals are available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck
Town Manager/Zoning Administrator

Town of Bowling Green
Town Council Meeting



Date: May 3, 2018
Agenda Item: VI-A Schedule Public Hearing for SUP- 2018-003

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Reese Peck **PRESENTER TITLE:** Town Manager

AGENDA ITEM: VI-A Schedule Public Hearing for SUP- 2018-003

BACKGROUND / SUMMARY:

Ms. Tammy Gaines has applied for a Special Use Permit (SUP) to allow minor events (weddings) a Bed and Breakfast at 115 East Broaddus Avenue. This SUP is being sought in accordance with a consent agreement between the Town and the Gaines. The Bowling Green Planning Commission conducted a public hearing on Monday, April 16th.

ATTACHMENTS: Public Hearing Notice

REQUESTED ACTION: Authorize Town Manager to have public hearing notice published.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

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

VOTE: PASS NOT PASSED

PUBLIC HEARING

Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday, June 7, 2018, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing will be for the Town Council to receive public comment on and consider the following matter.

ZP-2018-003 – Tammie Gaines – Special Use Permit to allow minor events (weddings) at 115 East Broadus Avenue. The property is located in the R-1, Residence Zoning District.

The Town Council will take appropriate action after the hearing. The complete application is available for review at Town Hall, 117 Butler Street during normal business hours. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck

Town Manger/Zoning Administrator

Town of Bowling Green
Town Council Meeting



Date: May 3, 2018
Agenda Item: VI-B Set Public Hearing
Dates for Ordinances 0-2018 – 004,
005 &006.

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Reese Peck **PRESENTER TITLE:** Town Manager

AGENDA ITEM: VI-B Set Public Hearing Dates for Ordinances 0-2018 – 004, 005 &006.

BACKGROUND / SUMMARY:

Proposed tax and utility rates, vehicle license tax and authorize employee bonuses.

ATTACHMENTS: Public Hearing Notice and proposed ordinances.

REQUESTED ACTION: Authorize Town Manager to have public hearing notices published.

FOR MORE INFORMATION, CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

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

VOTE: PASS NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

Town of Bowling Green, Virginia
Notice of Public Hearings

Public hearings will be held by Town Council on Thursday, June 7, 2018, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on Ordinance Numbers O-2018-004, O-2017-005, and O-2017-006. ORDINANCE NUMBER O-2018-004 sets tax and utility rates for the fiscal year beginning July 1, 2018 and ending June 30, 2019. ORDINANCE NUMBER 2018-005 amends the Bowling Green town code, chapter 7, "taxation," article vii, "vehicle license," section 7-803, "application for license; amount of tax-motor vehicles; motorcycles." ORDINANCE NUMBER 2018-005 amends the Bowling Green town code, chapter 2, "administration of government," article ii, "officers and employees generally" shall be amended to add a new section to provide for employee bonuses.

All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting. Complete copies of Ordinances Number O-2018-004, O-2018-005 and O-2018-006 as well as the budget are available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212.

A. Reese Peck
Town Manager

ORDINANCE NUMBER O-2018-004

ORDINANCE NUMBER O-2018-004 TO SET TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019.

BE IT ORDAINED by the Bowling Green Town Council, at its regular monthly meeting on the 7th day of June, 2018, that the Bowling Green Town Council sets the tax and utility rates as follows:

Tax Rates

Real Estate	\$0.13/\$100
Personal Property	\$0.72/\$100
Mobile Homes	\$0.10/\$100
Machinery/Tools	\$0.72/\$100
Route 301 Tax District	\$0.88/\$100

Residential and Commercial Bi-Monthly Water/Sewer Rate Schedule

RESIDENTIAL		
In-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$33.15	\$86.53
5,001-10,000	\$1.68	\$4.39
10,001-20,000	\$1.77	\$4.62
20,010-30,000	\$1.85	\$4.82
30,001 & Up	\$1.91	\$5.00
Out-of-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$66.31	\$97.80
5,001-10,000	\$3.37	\$4.96
10,001-20,000	\$3.54	\$5.22
20,010-30,000	\$3.70	\$5.45
30,001 & Up	\$3.83	\$5.65
COMMERCIAL		
In-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$33.15	\$93.48
5,001-10,000	\$1.85	\$5.21
10,001-20,000	\$1.91	\$5.40
20,001-30,000	\$1.98	\$5.58
30,001-40,000	\$2.07	\$5.83
40,001-50,000	\$2.13	\$6.02
50,001-100,000	\$2.21	\$6.24
100,001 & Up	\$2.27	\$6.39
Out -of-Town Proposed		
Gallons	Water	Sewer
0-5,000	\$66.31	\$112.38
5,001-10,000	\$3.70	\$6.26
10,001-20,000	\$3.83	\$6.49
20,001-30,000	\$3.95	\$6.71
30,001-40,000	\$4.13	\$7.01
40,001-50,000	\$4.29	\$7.23
50,001-100,000	\$4.40	\$7.50
100,001 & Up	\$4.54	\$7.68

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

Residential Rates: \$30.60

Commercial Rates: \$24.48 bimonthly/per cubic yard

ORDINANCE NUMBER 2018-005

ORDINANCE NUMBER 2018-005 AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 7, "TAXATION," ARTICLE VII, "VEHICLE LICENSE," SECTION 7-803, "APPLICATION FOR LICENSE; AMOUNT OF TAX-MOTOR VEHICLES; MOTORCYCLES."

BE IT ORDAINED by the Bowling Green Town Council, at its regular monthly meeting on the 7th day of June, 2018, that the Bowling Green Town Council that the Bowling Green Town Code, Chapter 7, "Taxation," Article VII, "Vehicle License," Section 7-803, "Application for License; Amount of Tax-Motor Vehicles; Motorcycles" be amended to read it its entirety as follows:

"Sec. 7-803. Application for License; Amount of Tax-Motor Vehicles; Motorcycles.

- (a) The owner of a motor vehicle for which a permanent license is required shall make application to the Treasurer of the Town of Bowling Green on a form to be prescribed by him or her and approved by the Town Council. The applicant shall submit with such application satisfactory evidence that all personal property taxes upon the motor vehicle to be licensed have been paid.
- (b) For 2012 and beyond, the owner of a motor vehicle for which a permanent license has been issued shall be assessed an annual license/registration tax by the Treasurer. Purchasers of new or used vehicles for which a permanent license has not been obtained within 10 days from purchase shall be billed for such tax on a supplemental bill for such vehicle as may be required.
- (c) Effective January 1, ~~2011~~ 2018, the cost of the permanent license/registration tax required by this article shall be ~~twenty-five dollars (\$ 25)~~ thirty dollars (\$30) for motorized vehicles with four or more wheels, and ~~eighteen dollars (\$ 18)~~ twenty-five (\$25) for motorcycles and similar two-wheel vehicles. The permanent license/registration tax shall be paid to the Bowling Green Town Treasurer. Upon payment of the tax and compliance with the other provisions of this article, the Town Treasurer shall issue to the applicant a decal for the vehicle for which the tax was paid."

ORDINANCE O-2018-006

ORDINANCE NUMBER 2018-005 AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 2, "ADMINISTRATION OF GOVERNMENT," ARTICLE II, "OFFICERS AND EMPLOYEES GENERALLY" SHALL BE AMENDED TO ADD A NEW SECTION TO PROVIDE FOR EMPLOYEE BONUSES.

BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 2, "Administration of Government," Article II, "Officers and Employees Generally" shall be amended to add a new section to read as follows:

"Section 2-204. - Bonus payments to town employees.

- (a) The Town Council is authorized to make payments of monetary bonuses to identified employees, individually or by position classification, for their performance during the fiscal year or for a single exemplary achievement.
- (b) The monetary bonuses may be awarded across the board, for individual achievements, as part of an incentive-based pay compensation plan or for any reason that is in support the town's compensation plan and its objectives.
- (c) When such bonuses are not set forth in the annual budgeting and appropriation process, the town manager shall develop a proposal to the Town Council and, with its approval, the bonus shall take effect.

Town of Bowling Green
Town Council Meeting



Date: May 3, 2018
Agenda Item: VI-C Recodification
Recommendation from Ordinance
Committee

TYPE OF AGENDA ITEM:

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

PURPOSE OF ITEM:

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

PRESENTER: Reese Peck **PRESENTER TITLE:** Town Manager

AGENDA ITEM: VI-C Recodification Recommendation from Ordinance Committee

BACKGROUND / SUMMARY:

“Codification” is a process that organizes laws in a logical way. Governments are continually adding new laws and amending existing laws. Codification gathers your legislation together by topic and orders it into a systematic Code of Laws that lets people easily locate specific legislated areas of interest. The process is an ongoing one and may also necessitate periodic ‘Recodification’ to clean up obsolete or outdated references and to identify and fix conflicts and inconsistencies. The last recodification of the Town Code was in 2010.

An RFP was issued requesting a Recodification of the current Town Code and a service contract to maintain it through a cloud based service. Cost estimates were used for an FY’19 Budget request.

We received three proposals that were vetted with the Ordinance Committee on April 30th. The Committee recommendation is to award the project to MuniCode.

ATTACHMENTS: None

REQUESTED ACTION: Authorize the Town Manager to enter into an agreement with MuniCode to recodify the Town Code of Bowling Green.

FOR MORE INFORMATION. CONTACT:

Phone#: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

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

VOTE: PASS NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

BUSINESS

Appreciation

RECEPTION

PLEASE JOIN US FOR THE ANNUAL

Business • Appreciation • Reception

**HOSTED BY THE CAROLINE COUNTY BOARD OF SUPERVISORS,
ECONOMIC DEVELOPMENT AUTHORITY, CHAMBER OF COMMERCE
& THE DEPARTMENT OF ECONOMIC DEVELOPMENT & TOURISM**

**WEDNESDAY, MAY 16, 2018 FROM 6:00 P.M. – 8:00 P.M.
AT THE MEADOW EVENT PARK – MEADOW HALL
13111 DAWN BOULEVARD, DOSWELL, VA 23047**

**PLEASE RSVP BY MAY 11, 2018 – 804.633.4074 OR
EMAIL CASSIE ~ RUBYC@CO.CAROLINE.VA.US**