



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, October 02, 2025  
6:00 PM

#### **PLEDGE OF ALLEGIANCE:**

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

#### **CONSENT AGENDA:**

- [1.](#) Town Council Regular Meeting Minutes- September 4

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

#### **MEMBER COMMENTS:**

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

2. USDA Waterline Project Update, Steve Ball
- [3.](#) August Utilities Report, IES
- [4.](#) Public Works Report, Shawn Fortune
- [5.](#) Bowling Green Police Department Report
- [6.](#) Finance Department /Treasurer Report
- [7.](#) Town Manager Report

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

- [8.](#) Legislative Agenda, India Adams-Jacobs, Town Manager
- [9.](#) Fire Hydrants Replacement, India Adams-Jacobs and Shawn Fortune
10. FY24 Audit Update, India Adams-Jacobs

#### **INFORMATIONAL ITEMS:**

- [11.](#) 35th Bowling Green Harvest Festival
- [12.](#) BGVA Main Street Transformational Strategy Survey- Deadline October 24
- [13.](#) VDOT 301 Smart Scale Project Public Hearing

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

#### **MEMBER COMMENTS:**

**CLOSED SESSION:**

14. Pursuant to Va. Code Section 2.2-3711A(5) to discuss a prospective business or the expansion of an existing business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the town.

**ADJOURNMENT:**



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### A G E N D A

Thursday, September 04, 2025  
6:00 PM

#### **PLEDGE OF ALLEGIANCE:**

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

- The Town Council meeting was called to order at 6:00 PM by Vice-Mayor Coyle. Acknowledging the absence of Mayor Gambill due to death in the family, a quorum was established. The Pledge of Allegiance was led by the Vice-Mayor.
- Councilmember Storke motioned to authorize Councilmember Chinault to participate by electronic means due to personal/business travel. Following a second from Councilmember Hageman and unanimous approval, councilmember Chinault participated remotely by telephone pursuant to Virginia Code § 2.2-3708.3

#### *Councilmembers Present:*

Vice-Mayor Coyle, Councilmember Hageman, Councilmember Storke, Councilmember Chinault (Remotely Attended), Councilmember Voit, Councilmember Davis

#### *Councilmembers Absent:*

Mayor Gambill, Councilmember Webb

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager/Clerk; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune; Director of Public Works

#### **CONSENT AGENDA:**

1. Regular Meeting Minutes - August
  2. Letter of Support Request- Regional Hazard Mitigation Plan, George Washington Planning Commission
- Councilmember Voit motioned to approve the consent agenda. Seconded by Councilmember Hageman, the consent agenda was approved following unanimous approval.

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

- Arthur Wholey asked for transparency on the personal property tax assessment letters that referenced DMV records; noted some items listed are taxed in the County Additionally commended the Police Department's recent traffic enforcement and public safety activity and welcomed the addition of a new officer (Officer Ervin).

#### **MEMBER COMMENTS:**

- Councilmember Voit noted upcoming Clean Sweep on September 27 and the Harvest Festival in October; offered congratulations related to recent police activity and community safety efforts.
- Councilmember Storke clarified concerns raised regarding personal property letters and shared a similar situation involving a vehicle garaged in town but away at college; requested clarification on the list used for the mailings.
  - Town Manager Adams-Jacobs explained that, as part of a records cleanup with the Caroline County Commissioner of Revenue's Office and Town staff, letters were sent using DMV-linked data to reconcile historical inaccuracies so that vehicles garaged in town are accurately recorded and taxed appropriately.

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

3. FY23 Draft Audit Presentation, Robinson Farmer Cox & Associates (RFCA)
  - Taylor Stover, RFCA Partner, presented the draft FY23 audit. An unmodified opinion on the financial statements will be issued to Council. The Government Auditing Standards report identified three material weaknesses: audit-proposed material adjustments; reliance on compiled trial balances from multiple systems due to software transition, limiting ledger detail; and absence of formally adopted financial policies. India Adams-Jacobs, Town Manager, added that the Town transitioned from BAI to Keystone during the audit period and has now moved to Southern Software beginning FY26 as the single system of record; some similar findings may persist for FY24–FY25. Draft financial policies are being prepared with Davenport for Council consideration within the current fiscal year.
4. Bowling Green Police Department Report
  - In Chief Cecil's absence, Town Manager India Adams-Jacobs reported on the following Town Police Department activities: Officer Ervin conducted a pursuit leading to arrest of an individual with outstanding warrants; BGPD assisted with two missing-person cases in coordination with VSP and the Sheriff's Office; traffic enforcement along Main Street has increased, especially on weekends; and Harvest Festival planning support is underway.
5. Public Works Department Monthly Report
  - India Adams-Jacobs, Town Manager, and Shawn Fortune, Director of Public Works, reported gateway signage repainted/replaced; AED signage installed; new ADA-compliant exterior payment drop box installed, old interior box to be decommissioned. Leak-alert door hangers implemented to notify residents of probable leaks/high usage detected by meters and to prompt timely repairs. Street patching near the hardware store was completed. Ongoing GIS asset mapping with SERCAP. Town Hall kitchen range replaced; refrigerator replacements planned.
6. Finance Director/Treasurer's Report
  - Hope Toliver, Finance Director/Town Treasurer reported receipt of real estate and personal property data files from the County and initiated mapping in the new system; approximately 50 personal-property response forms returned and ~80 front-desk customer assists related to PSN online payments were completed. A public access computer was installed for customer use. Coding cleanup continues: Public Works now displays correctly on this budget report, utility tax reclassified from 'miscellaneous' to proper code, and fuel costs are allocated between Public Works and Police. The Town remitted IRS penalties (~\$3,000) related to prior administration 941 filing issues in 2023.
7. Utilities Report, Inboden Environmental Services (IES)



- Jamie Silveus, Inboden Environmental Services Operator, reported wastewater plant operating well with continued monitoring of lower ammonia levels and gross alpha sampling results pending for the quarter.

8. Town Manager's Report

- India Adams-Jacobs, Town Manager, reported Board/Commission appointments processed for BZA and EDA; USDA waterline project coordination ongoing with Webb & Associates and USDA; SERCAP GIS fieldwork progressing toward internal launch; grant administration updates provided including VDH hydrogeological grant close-out and reimbursements; Harvest Festival planning with public safety partners; noted relocation of the 29th Infantry Division to Fort A.P. Hill and two new businesses opening: Ladybirds (grand opening this Saturday) and Smoothie Haven. Retail occupancy in town is currently at or near capacity. Ms. Adams-Jacobs provided additional details to clarify the reconciliation process undertaken with the Commissioner of Revenue and the intent to assure accurate recordation and taxation.

**UNFINISHED BUSINESS:**

9. Presentation of International City/County Management Association Credentialed Manager Certification

- Vice-Mayor Coyle recognized Town Manager India Adams-Jacobs for receiving the International City/County Management Association (ICMA) Credentialed Manager designation, noting her years of service, education, and professional development. Council expressed appreciation and pride in the achievement.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

10. Special Event Application - 5K & Youth 1 Mile Race, May 2, 2026, India Adams-Jacobs, Town Manager/Clerk

- Representatives from the Caroline Family YMCA outlined a partnership with a nonprofit and Arsenal Events to bring a professionally managed race to Main Street focusing on mental-health awareness. A one-mile fun run course along Main Street is planned, with the 5K route being finalized in coordination with law enforcement; long-term aim to restore a 10K in future years. Target first-year participation is ~400; marketing to regional running communities planned; VDOT and public safety coordination underway.
- Councilmember Storke motioned to approve Special Event Notification Form 009-002 for the 5K & Youth 1-Mile on May 2, 2026, seconded by Councilmember Hageman. The special event was approved unanimously.

11. Town Council Member Appointment to Planning Commission, India Adams-Jacobs, Town Manager/Clerk

- Council discussed aligning appointment timing and records.
- Motion to appoint Councilmember Jeff Voit as the Town Council appointee to the Planning Commission for the remainder of calendar year 2025, (term ending December 31, 2025), with appointment to be considered during January re-organization was made by Councilmember Davis, and was approved following second from Councilmember Hageman and unanimous approval.

12. Legislative Agenda Discussion- 2025 Recap & 2026 Priorities, India Adams-Jacobs, Town Manager/Clerk

- Council previewed items for the upcoming legislative agenda, which included continued focus on water and sewer infrastructure needs, support for base expansions at Fort A.P. Hill, and potential recreation priorities. The Town Manager referenced prior session work with legislators regarding gross alpha issues and state budget language identifying grant priorities; updates expected in coming months.

**INFORMATIONAL ITEMS:**

- Gloria's Imagination Band scheduled Friday, September 26 for Music on the Green.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

None.

**MEMBER COMMENTS:**

None.

**CLOSED SESSION:**

13. Va. Code Section 2.2-3711A(1) to discuss the performance and compensation of specific town employees.
- Councilmember Hageman motioned to enter closed session pursuant to Va. Code Section 2.2-3711A(1) to discuss the performance and compensation of specific town employees, seconded by Councilmember Storke. The Town Council Meeting entered closed session following unanimous approval.

**RECONVENE IN OPEN SESSION:**

- Vice-Mayor Coyle initiated a roll-call certification that only matters lawfully exempted and identified in the motion to convene in Closed Session were discussed. Following certification from all councilmembers, the meeting reconvened in open session.

**ACTION FOLLOWING CLOSED SESSION:**

- Councilmember Storke motioned to approve additional employee compensation adjustments as discussed in Closed Session for two employees affected under a prior policy, seconded by Councilmember Hageman. The motion passed unanimously.

**ADJOURNMENT:**

Councilmember Davis motioned to adjourn the meeting, seconded by Councilmember Hageman. Following unanimous approval, the meeting adjourned at 7:04 PM.

ATTEST:

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_

# UTILITY REPORT



**AUGUST 2025**

**Town of Bowling Green, VA**

**Authored by:**

**Inboden Environmental Services, Inc.**



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# WATER

## Water Quality

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

### Bacteriological Analysis:

Location	Date	Result
P/A: 135 South Main	8/18/2025	Absent
P/A: 152 East Broaddus	8/18/2025	Absent
MPN: Well 1	8/18/2025	Total Coliform: <1 E. coli: <1
MPN: Well 4	8/18/2025	Total Coliform: <1 E. coli: <1
MPN: Well 5	8/18/2025	Total Coliform: <1 E. coli: <1

## Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.387 MG for an average daily production rate of 0.141 MGD.

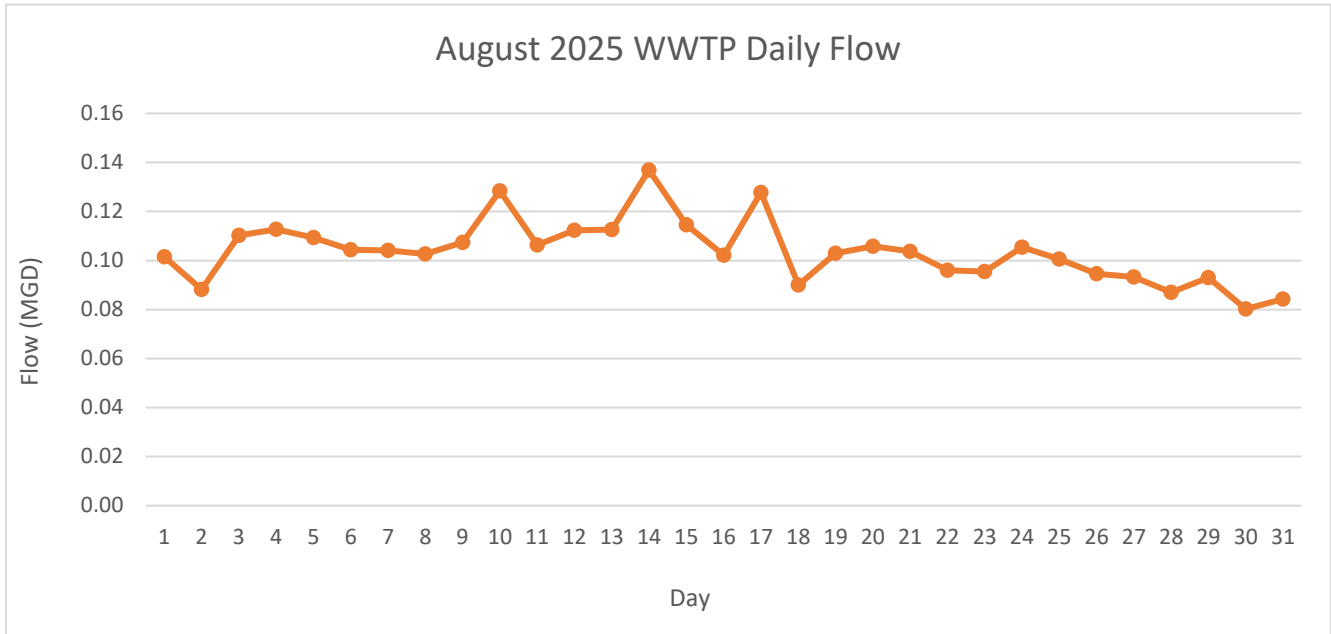
### Operational Notes:

- Bacteriological samples were all collected and passed.
- All chlorine residuals are being maintained within state required limits.
- Radiological samples were collected and taken to the lab for analysis.
- All well site required visits were completed.

# WASTEWATER

## Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.104 MGD for a total monthly effluent discharge of 3.214 MG.



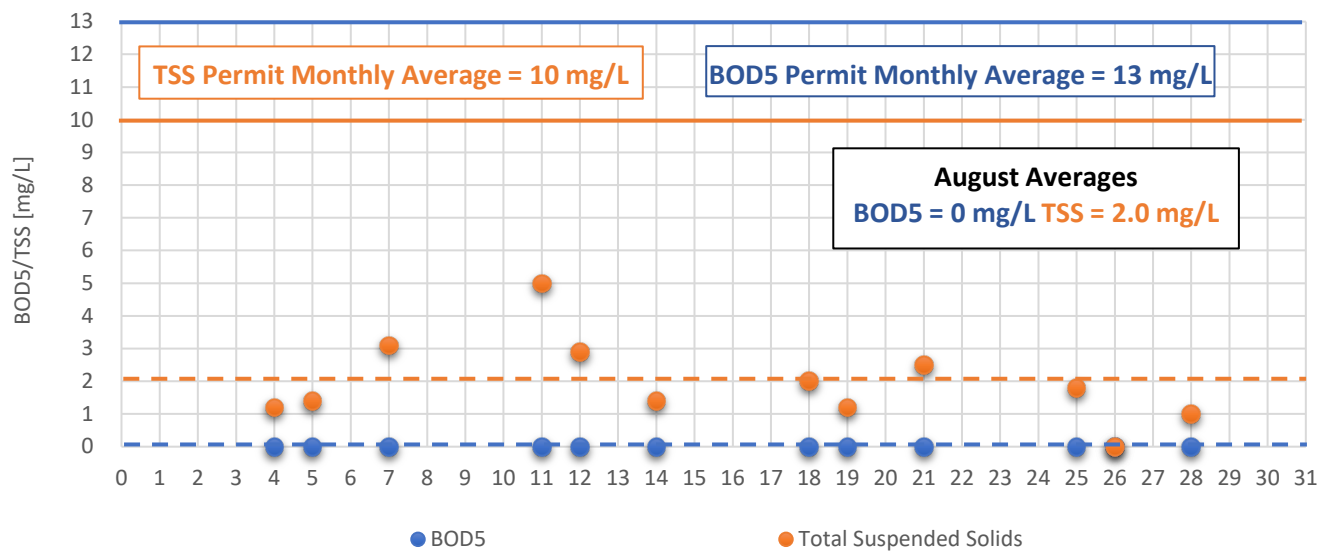
## Operational Notes:

BOD, TSS, Ammonia, TKN, and E. Coli samples were collected in compliance with the WWTP permit.

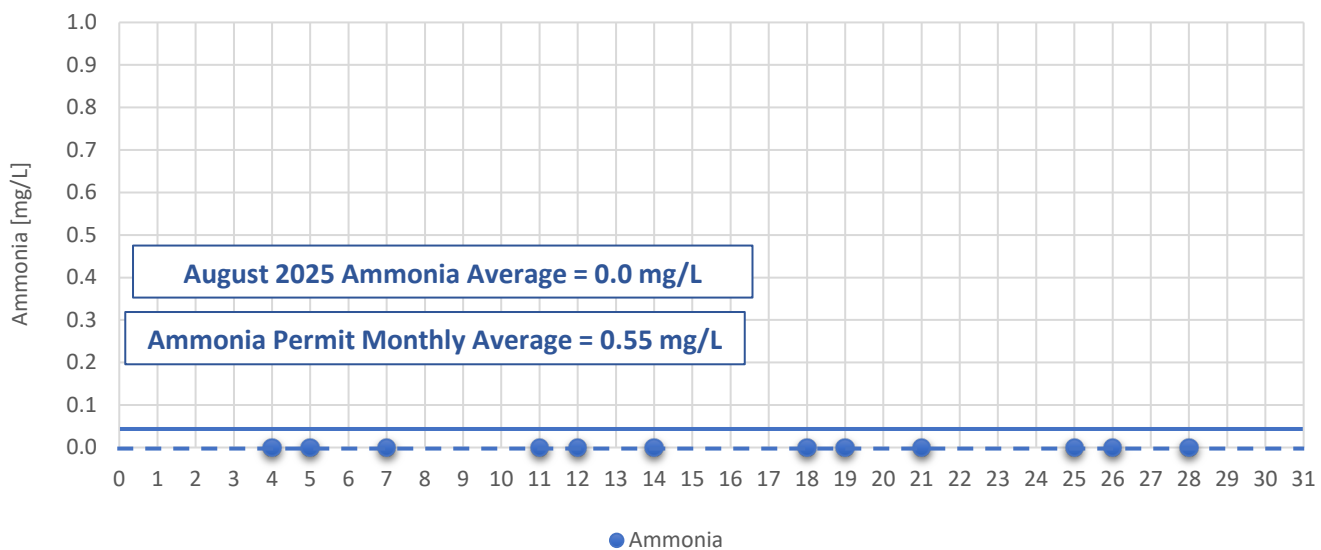
- Moonshot Missions on-site to look at the drying beds and discuss the need for a press and to refurbish the sand drying beds.
- All required compliance sampling was collected and reported, satisfying the permit.
- Requested a quote for replacing an impellar on a RAS pump due to under performance. Awaiting feedback.
- All preventative maintenance completed.

## Sample Results:

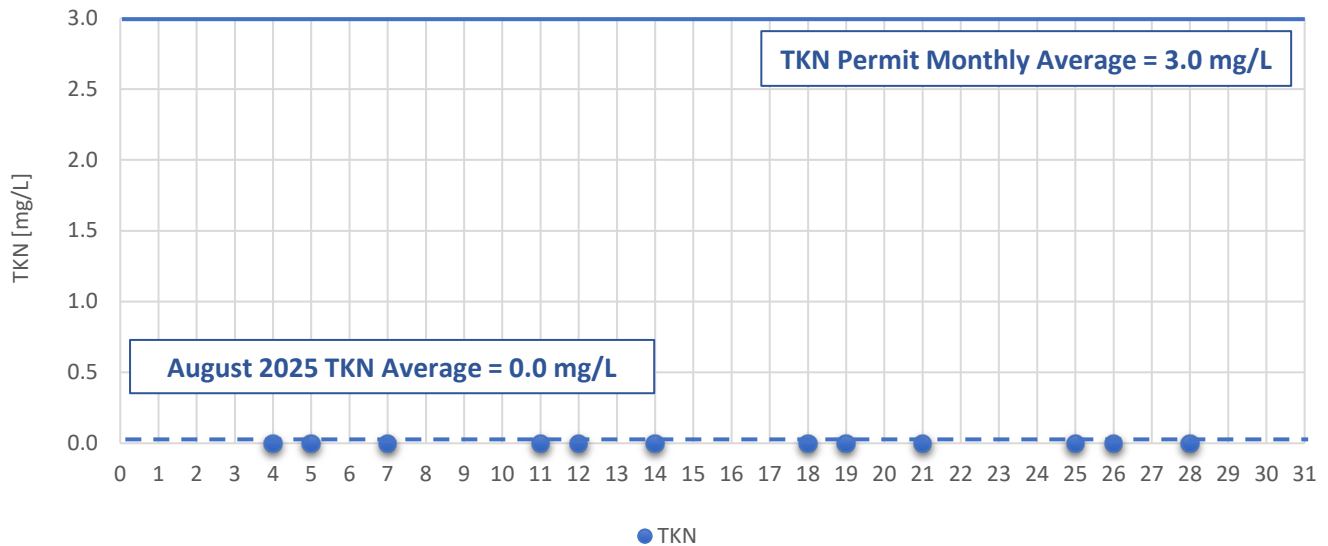
### BOD5/TSS August 2025



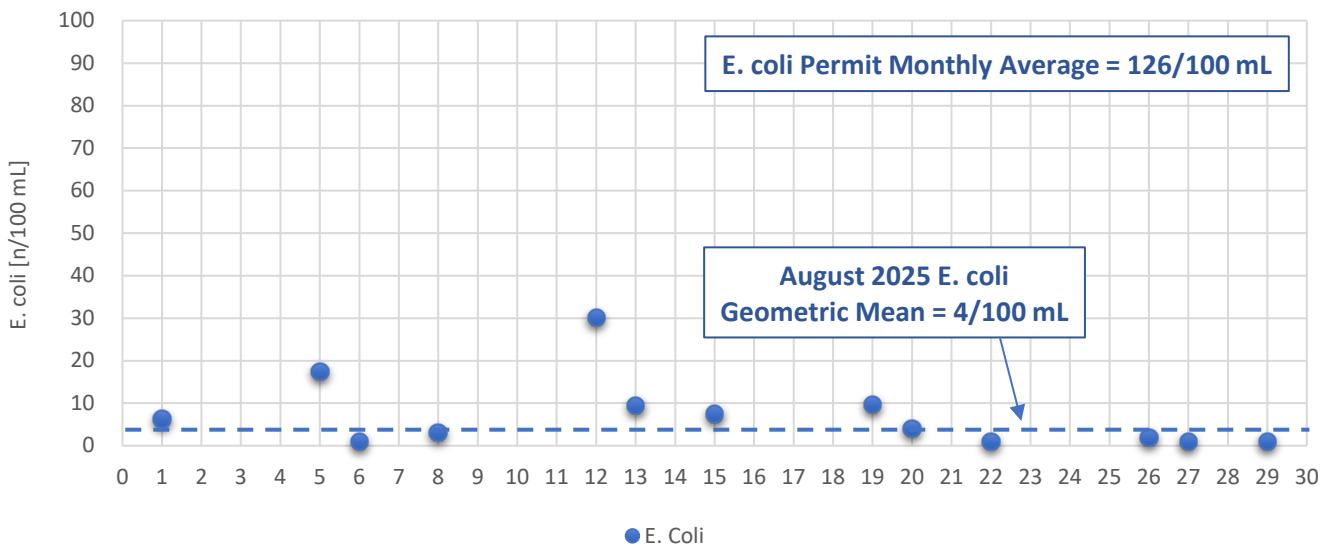
### Ammonia August 2025



### TKN August 2025



### E. coli August 2025



# Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl2	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant





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

**AGENDA ITEM:** Public Works Department Monthly Report  
**DATE:** September 23, 2025  
**PREPARED BY:** Shawn Fortune

**MONTHLY REPORT / PROJECT UPDATE:**

**Public Works**

1. Grass cutting was completed at all the sites for September 2025.
2. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires and lights.
3. Staff set up the Council & Planning and Zoning meetings for September.
4. Staff installed a new kitchen range at Town Hall.
5. HVAC filters were changed in all the buildings on 9/03/2025.
6. All of the generators are started weekly manually, and all fluid levels are checked.
7. Staff marked a total of 30 (811 Miss Utility) tickets for September 2025.
8. Daily pickup of trash is done at the playground and equipment is checked.
9. Weekly dumping of the trash cans on Main St. has continued.
10. Hanging baskets are watered weekly on Main St.
11. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
12. Staff reinstalled the two welcome signs that were repainted on 9/03/2025.
13. Staff cut the grass in ditch line in front of Bowling Green Meadows on 9/09/2025.
14. Staff edged the sidewalks and curbs starting at the traffic light to the pool on both sides on 9/04/2025.
15. Staff edged the sidewalks and curbs on East Broadus on 9/10/2025.
16. Staff edged the sidewalks and curbs on North Main on 9/11/2025.

17. Staff edged the sidewalks and curbs on South Main on 9/12/2025.
18. Staff edged the sidewalks and curbs on Anderson Ave on 9/15/2025.
19. Chief Cecil and I toured the town on 9/15/2025 to diagram what we need to close the streets for the Harvest Festival.
20. Staff edged the sidewalks and curbs on Milford St. on 9/16/2025 & 9/22/2025.
21. Door hangers for delinquent bills were delivered to customers.
22. I am preparing to put the Dodge Charger on Gov Deals as soon as it is stripped of all the lights and cages.

## **Utilities**

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease build up on the walls.
3. Daily checks of all the Pump Stations has continued.
4. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Customers are contacted to let them know a leak is on the private side of the meter.
5. On 9/02/2025 the pump at Oakridge station had to be pulled and it was clogged with wipes.
6. Cleaned the floats and probe jars at the Pump Stations on 9/03/2025 & 9/10/2025.
7. Met with Webb and Associates to discuss locating some storm drains and placement of meters on Chase St.
8. Stemmler came on 9/17/2025 and cleaned the grit out of the influent channel.
9. At the Bowling Green Meadows Pump Station, we had to clean the probe jars on 9/22/2025.

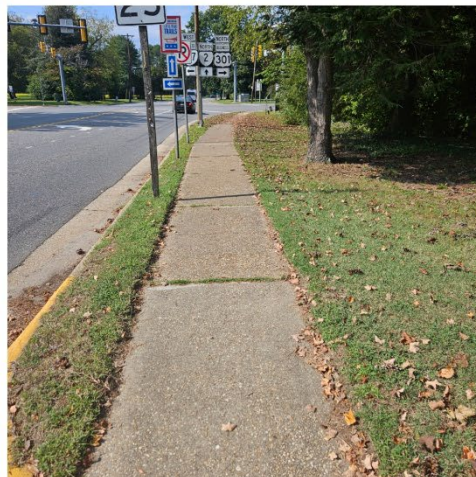
**ATTACHMENTS:**

Pictures of the new range, thermostat lock boxes, sidewalk edging and repainted signs.









**HEADS UP ITEMS:**

- Harvest Festival preparation underway- additional port-a-potties added this year.



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** Chief J.O.Cecil Bowling Green Police Dept.  
**COPY:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Police Department Monthly Report- August 2025  
**DATE:** Sept 23<sup>th</sup>, 2025

### *Police Activity*

46-Total calls for service

10-Assist other agencies

4-Arrests/Warrants Service

1-Destruction of Property

1-Assaults/ Domestic

22-Traffic Summons / 27- Warnings given

49-Property checks/ Vacation checks/ Business Checks

### *Heads Up*

- *Preparation for Harvest Fest*





**TO:** Town Council  
**FROM:** Hope Toliver, Director of Finance/Treasurer  
**SUBJECT:** September 2025 Treasurer's Report  
**DATE:** October 2, 2025

**SUMMARY:**

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

***Status of Town Audits***

- FY23 Audit
  - Nearing completion by RFCA, draft received and in the process of being finalized
- FY24 Audit will begin after FY23 is completed.

***Southern Software***

- Staff are currently working on assisting customers with the new PSN payment portal and any ongoing questions regarding the rate increases on their bills.
- Staff are working with Southern Software on the last phase of implementation (Phase III), which is for real estate and personal property billing.

***Real Estate / Personal Property***

- The Town has received both the Real Estate and Personal Property data files from the County for the 2025 tax year.
  - The mapping for Real Estate and Personal Property is underway in the new system with Southern Software.
  - Dates have not yet been finalized for onsite training for all staff.
- The town has received approximately 80 letters back in response to our request for personal property vehicles housed within the Town.

***Utility Billing***

- Utility Bills for the July/August usage period were mailed out to customers as scheduled on 9/8/2025
- Utility Delinquent Notices were provided to Public Works Department to distribute
  - Cut-offs for delinquent accounts are set to occur if no payment is received for these accounts
  - In accordance with the Town's Code, 5% penalty will also be assessed on unpaid delinquent accounts



*Other Finance Department Operations*

*(AP, AR, Events, Trash Requests, Business Licenses, Etc.)*

- Approximately 80 front desk customers signed in and/or served at the window
- Continuing with ongoing efforts on the days the Town Office is open to the public to answer utility billing and usage questions, concerns, complaints and requests for assistance
- Monthly AP processing – 4 check runs completed (weekly process)
- No Town Hall rental events occurred during the month of September
- The Town has still been receiving payments for Harvest Festival vendors and sponsorships
  - Met with Lisa Stevens – Harvest Festival Coordinator
- Provided information to Clerk & Deputy Clerk related to FOIA request
- In collaboration with Public Works Director and Town Manager, a “Leaks” SOP and Policy were written
- Started the “Vendor Registration and W9” Project for our Accounts Payable processes
  - Approximately 200 letters were sent out so far (2/3)
- Finance Dept staff meeting was conducted to discuss roles and responsibilities of each team member and properly delegate tasks accordingly to improve performance and efficiency

## Budget vs Actual

TOWN OF BOWLING GREEN

9/25/2025 5:43:11 PM

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Period Ending 9/25/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
100-011010-0001 CURRENT YEAR TAXES	250,000	0.00	0.00	0.00	0.00	(250,000.00)	
100-011010-0002 DELINQUENT TAXES	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
100-011011-0001 CURRENT YEAR TAXES	31,000	0.00	0.00	0.00	0.00	(31,000.00)	
100-011020-0001 CURRENT YEAR	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
100-011030-0001 CURRENT YEAR TAXES	55,000	0.00	0.00	0.00	0.00	(55,000.00)	
100-011030-0002 DELINQUENT TAXES	1,500	0.00	278.30	278.30	278.30	(1,221.70)	19%
100-011060-0001 PENALTY	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
100-011060-0002 INTEREST	1,600	0.00	0.00	0.00	0.00	(1,600.00)	
100-012010-0001 SALES TAX	52,050	0.00	0.00	11,242.99	11,242.99	(40,807.01)	22%
100-012020-0001 CONSUMER UTILITY TAX	39,500	0.00	2,966.53	8,966.56	8,966.56	(30,533.44)	23%
100-012030-0001 BUSINESS LICENSE	95,000	0.00	120.47	2,144.13	2,144.13	(92,855.87)	2%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	0.00	0.00	18.00	18.00	(14,982.00)	0%
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	0.00	0.00	(428,400.00)	
100-012070-0001 CIGARETTE TAX	35,000	0.00	0.00	7,708.71	7,708.71	(27,291.29)	22%
100-012080-0001 MEALS TAX	375,000	0.00	42,158.60	114,663.40	114,663.40	(260,336.60)	31%
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	0.00	700.83	1,512.92	1,512.92	(1,487.08)	50%
100-013030-0001 ZONING PERMITS/FEES	3,175	0.00	75.00	604.45	604.45	(2,570.55)	19%
100-013030-0002 HOME OCCUPATION PERMITS	100	0.00	0.00	0.00	0.00	(100.00)	
100-014010-0001 POLICE/COURT FINES	20,000	0.00	1,402.78	2,706.94	2,706.94	(17,293.06)	14%
100-014010-0002 RETURNED CHECK FEE	100	0.00	0.00	0.00	0.00	(100.00)	
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	1,300	0.00	0.00	0.00	0.00	(1,300.00)	
100-015010-0001 INTEREST EARNED	25,000	0.00	0.00	0.00	0.00	(25,000.00)	
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	14,000.00	14,000.00	0.00	100%
100-015020-0002 TOWN HALL RENTALS	18,000	0.00	600.00	2,350.00	2,350.00	(15,650.00)	13%

## Budget vs Actual

TOWN OF BOWLING GREEN

9/25/2025 5:43:11 PM

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Period Ending 9/25/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	150.00	150.00	(350.00)	30%	
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	0.00	0.00	3,392.82	3,392.82	(46,607.18)	7%	
100-016099-0003 TRASH REVENUE	110,000	0.00	6,635.72	17,294.07	17,294.07	(92,705.93)	16%	
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	2.97	2.97	2.97		
100-020109-0001 VA 599 POLICE FUNDING	16,000	0.00	0.00	7,629.00	7,629.00	(8,371.00)	48%	
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	21,907.50	21,907.50	(0.50)	100%	
100-020111-0001 COMMUNICATIONS TAX	28,900	0.00	2,284.80	6,507.45	6,507.45	(22,392.55)	23%	
100-040407-0001 LITTER GRANT	1,596	0.00	0.00	0.00	0.00	(1,596.00)		
100-040407-0100 GF GRANT PROCEEDS	0	0.00	0.00	4,000.00	4,000.00	4,000.00		
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	0.00	(15,000.00)		
<b>Revenues Totals:</b>	<b>1,714,129</b>	<b>0.00</b>	<b>57,223.03</b>	<b>227,080.21</b>	<b>227,080.21</b>	<b>(1,487,048.79)</b>	<b>13%</b>	
<b>Expenses</b>								
100-012110-1101 SALARIES	91,928	0.00	5,407.87	29,515.35	29,515.35	62,412.65	32%	
100-012110-1150 PT Salaries and Wages	27,687	0.00	2,590.00	11,337.83	11,337.83	16,349.17	41%	
100-012110-2100 FICA	9,151	0.00	413.71	2,219.71	2,219.71	6,931.29	24%	
100-012110-2210 VRS	12,879	0.00	843.04	3,372.16	3,372.16	9,506.84	26%	
100-012110-2220 457 PLAN	0	0.00	99.59	398.36	398.36	(398.36)		
100-012110-2400 GROUP LIFE	1,232	0.00	69.13	276.52	276.52	955.48	22%	
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	0.00	380.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	0.00	0.00	4,500.00		
100-012110-3050 MAYOR EXPENSES	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-012110-3100 CONTINGENCY	35,000	0.00	0.00	0.00	0.00	35,000.00		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	0.00	600.00		

## Budget vs Actual

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100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	55,000	0.00	8,250.00	21,823.94	21,823.94	33,176.06	40%
100-012110-3152 WEB BASED SERVICES	15,000	0.00	0.00	14,633.00	14,633.00	367.00	98%
100-012110-3600 ADVERTISING	3,000	0.00	0.00	331.20	331.20	2,668.80	11%
100-012110-5250 TELECOMMUNCATIONS	3,000	0.00	433.15	1,158.01	1,158.01	1,841.99	39%
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	10,232.88	10,232.88	10,232.88	19,767.12	34%
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	6,000	0.00	0.00	0.00	0.00	6,000.00	
100-012110-5810 MEMBERSHIP DUES	1,500	0.00	0.00	1,301.00	1,301.00	199.00	87%
100-012110-5840 MISCELLANEOUS	3,000	0.00	21.05	21.05	21.05	2,978.95	1%
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	729.77	1,005.79	1,005.79	2,494.21	29%
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	2,052.75	21,548.79	21,548.79	3,451.21	86%
COUNCIL AND TOWN Totals: ADMINISTRATION	331,357	0.00	31,142.94	119,175.59	119,175.59	212,181.41	36%
100-012410-1101 SALARIES/WAGES	147,409	0.00	5,054.96	25,274.80	25,274.80	122,134.20	17%
100-012410-1200 PT SALARY AND WAGES	32,372	0.00	739.50	2,992.51	2,992.51	29,379.49	9%
100-012410-2100 FICA	13,753	0.00	435.59	2,136.63	2,136.63	11,616.37	16%
100-012410-2210 VRS	20,652	0.00	788.03	3,152.12	3,152.12	17,499.88	15%
100-012410-2300 HEALTH PLAN	26,257	0.00	726.62	2,906.48	2,906.48	23,350.52	11%
100-012410-2400 GROUP LIFE	1,975	0.00	64.62	258.48	258.48	1,716.52	13%
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	0.00	870.00	
100-012410-3120 AUDIT	71,700	0.00	0.00	29,500.00	29,500.00	42,200.00	41%
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	0.00	0.00	0.90	0.90	4,999.10	0%
100-012410-3150 PROFESSIONAL SERVICES - CPA	75,000	0.00	25,176.48	42,249.72	42,249.72	32,750.28	56%

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	369.66	369.66	1,130.34	25%	
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	0.00	8,075.40	17,495.90	17,495.90	57,504.10	23%	
100-012410-3600 LATE FEES & PENALTIES	0	0.00	30.47	3,041.97	3,041.97	(3,041.97)		
100-012410-5210 POSTAGE	2,500	0.00	0.00	0.00	0.00	2,500.00		
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	66.45	427.89	427.89	1,072.11	29%	
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	0.00	0.00	0.00	2,000.00		
100-012410-5810 MEMBERSHIP DUES	700	0.00	0.00	250.00	250.00	450.00	36%	
100-012410-5840 MISCELLANEOUS	3,000	0.00	(21.05)	0.00	0.00	3,000.00		
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	0.00	296.19	677.82	677.82	5,322.18	11%	
TREASURER Totals:	487,188	0.00	41,433.26	130,734.88	130,734.88	356,453.12	27%	
100-031100-1101 SALARIES/WAGES	115,489	0.00	9,637.75	27,378.39	27,378.39	88,110.61	24%	
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	0.00	150.00	675.00	675.00	5,445.00	11%	
100-031100-2100 FICA	9,303	0.00	747.08	2,139.35	2,139.35	7,163.65	23%	
100-031100-2210 VRS	16,180	0.00	643.36	2,573.44	2,573.44	13,606.56	16%	
100-031100-2300 HEALTH PLAN	10,341	0.00	46.82	187.28	187.28	10,153.72	2%	
100-031100-2400 GROUP LIFE	1,548	0.00	56.70	226.80	226.80	1,321.20	15%	
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	0.00	275.00		
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	0.00	0.00	0.00	2,000.00		
100-031100-3310 VEHICLE MAINTENANCE	10,000	0.00	0.00	0.00	0.00	10,000.00		
100-031100-3312 EQUIPMENT REPAIR	200	0.00	0.00	0.00	0.00	200.00		
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	0.00	0.00	2,350.00		
100-031100-5110 ELECTRICITY	10,500	0.00	144.94	1,118.76	1,118.76	9,381.24	11%	
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	42.80	148.74	148.74	851.26	15%	
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00		

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100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	1,809.90	1,827.74	1,827.74	672.26	73%
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	39.91	39.91	39.91	2,960.09	1%
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	92.62	998.90	998.90	2,001.10	33%
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	4,557.46	4,569.04	4,569.04	430.96	91%
100-031100-6011 UNIFORMS	2,000	0.00	0.00	311.00	311.00	1,689.00	16%
POLICE DEPARTMENT Totals:	202,306	0.00	17,969.34	42,194.35	42,194.35	160,111.65	21%
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	0.00	4,500.00	
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	0.00	4,500.00	
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%
DONATIONS Totals:	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%
100-043100-1101 SALARIES	94,656	0.00	6,026.15	22,125.75	22,125.75	72,530.25	23%
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	0.00	138.69	543.29	543.29	476.71	53%
100-043100-2100 FICA	7,319	0.00	455.88	1,671.30	1,671.30	5,647.70	23%
100-043100-2210 VRS	13,261	0.00	619.76	2,479.04	2,479.04	10,781.96	19%
100-043100-2220 457 PLAN	0	0.00	38.15	152.60	152.60	(152.60)	
100-043100-2300 HEALTH PLAN	22,322	0.00	1,087.66	4,350.64	4,350.64	17,971.36	19%
100-043100-2400 GROUP LIFE	1,268	0.00	51.61	206.44	206.44	1,061.56	16%
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	0.00	0.00	0.00	235.00	
100-043100-3311 VEHICLE MAINT	10,000	0.00	0.00	578.83	578.83	9,421.17	6%
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	2,022.95	3,865.80	3,865.80	35,134.20	10%
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	141.51	547.16	547.16	2,452.84	18%
100-043100-5250 CELL PHONES	0	0.00	18.77	18.77	18.77	(18.77)	
100-043100-5300 INSURANCE	7,500	0.00	2,558.22	2,558.22	2,558.22	4,941.78	34%
100-043100-5540 EDUCATION/ TRAINING	500	0.00	0.00	0.00	0.00	500.00	

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-043100-6001 OFFICE SUPPLIES & PRINTING	500	0.00	74.33	162.65	162.65	337.35	33%	
100-043100-6006 HAND TOOLS	500	0.00	0.00	188.91	188.91	311.09	38%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	0.00	4,168.41	7,176.99	7,176.99	4,823.01	60%	
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	287.25	1,534.66	1,534.66	1,465.34	51%	
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	0.00	2,464.93	7,226.41	7,226.41	3,773.59	66%	
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	0.00	400.00	400.00	5,600.00	7%	
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	7,500	0.00	0.00	4,300.00	4,300.00	3,200.00	57%	
100-043100-7130 REFUSE COLLECTION	100,222	0.00	7,458.75	22,903.48	22,903.48	77,318.52	23%	
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00		
100-043100-7200 TOWN HALL EXPENSES	36,000	0.00	1,211.27	23,540.82	23,540.82	12,459.18	65%	
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00		
PUBLIC WORKS Totals:	404,503	0.00	28,824.29	106,531.76	106,531.76	297,971.24	26%	
100-093100-0300 TRSF TO CIP FR GENERAL FUND	50,000	0.00	0.00	0.00	0.00	50,000.00		
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	14,500	0.00	0.00	0.00	0.00	14,500.00		
100-093100-0520 TRANSFER TO SEWER FUND	204,775	0.00	0.00	0.00	0.00	204,775.00		
Totals:	269,275	0.00	0.00	0.00	0.00	269,275.00		
Expenses Totals:	1,714,129	0.00	119,369.83	413,636.58	413,636.58	1,300,492.42	24%	
100 GENERAL FUND Revenues Over/(Under) Expenses:			(62,146.80)	(186,556.37)	(186,556.37)			



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300 CAPITAL PROJECTS								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
300-041050-0100 TRANSFER FR GEN FUND TO CIP	50,000	0.00	0.00	0.00	0.00	(50,000.00)		
<b>Revenues Totals:</b>	50,000	0.00	0.00	0.00	0.00	(50,000.00)		
<b>Expenses</b>								
300-300100-0005 CAPITAL PROJECTS RESERVE	50,000	0.00	0.00	0.00	0.00	50,000.00		
<b>Totals:</b>	50,000	0.00	0.00	0.00	0.00	50,000.00		
<b>Expenses Totals:</b>	50,000	0.00	0.00	0.00	0.00	50,000.00		
<b>300 CAPITAL PROJECTS</b>	<b>Revenues Over/(Under) Expenses:</b>		0.00	0.00	0.00			

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310 INTERGOV SERVICE AGREEMENT								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues								
310-016010-0002 INTERGOV SERVICE AGREEMENT		0	0.00	0.00	33,928.20	33,928.20	33,928.20	
Revenues Totals:		0	0.00	0.00	33,928.20	33,928.20	33,928.20	
Expenses								
310-016010-0001 INTERGOV SERVICE AGREEMENT		0	0.00	0.00	33,928.20	33,928.20	(33,928.20)	
INTERGOV SERVICE AGREEMENT Totals:		0	0.00	0.00	33,928.20	33,928.20	(33,928.20)	
Expenses Totals:		0	0.00	0.00	33,928.20	33,928.20	(33,928.20)	
310 INTERGOV SERVICE AGREEMENT		Revenues Over/(Under) Expenses:		0.00	0.00	0.00		

## Budget vs Actual

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400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
400-016050-0020 HARVEST FESTIVAL DONATION	0	0.00	3,500.00	6,950.00	6,950.00	6,950.00		
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	5,340.00	11,955.00	11,955.00	(7,045.00)	63%	
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
400-041050-0100 TRANSFER FROM GF TO EVENTS	14,500	0.00	0.00	0.00	0.00	(14,500.00)		
Revenues Totals:	34,500	0.00	8,840.00	18,905.00	18,905.00	(15,595.00)	55%	
Expenses								
400-071100-3101 ENTERTAINMENT	0	0.00	0.00	2,085.00	2,085.00	(2,085.00)		
400-071100-5845 REFUNDS	0	0.00	0.00	1,000.00	1,000.00	(1,000.00)		
400-071200-1210 HARVEST FESTIVAL	27,500	0.00	500.00	5,752.59	5,752.59	21,747.41	21%	
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	0.00	800.00	800.00	3,200.00	20%	
400-071200-1250 PARADE/HOLIDAY EVENTS	1,500	0.00	0.00	0.00	0.00	1,500.00		
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	0.00	1,500.00		
Totals:	34,500	0.00	500.00	9,637.59	9,637.59	24,862.41	28%	
Expenses Totals:	34,500	0.00	500.00	9,637.59	9,637.59	24,862.41	28%	
400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:		8,340.00	9,267.41	9,267.41			

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500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
500-016099-0001 WATER SALES	612,000	0.00	59,786.43	171,130.04	171,130.04	(440,869.96)	28%	
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	0.00	30.00	30.00	(970.00)	3%	
500-016099-0004 WATER RECONNECT FEES	100	0.00	0.00	0.00	0.00	(100.00)		
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	1,500.00	1,500.00	0.00	100%	
500-016099-0006 PENALTY FEES	2,500	0.00	0.00	0.00	0.00	(2,500.00)		
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
500-016099-0012 UTILITY INSPECTION FEES	0	0.00	0.00	70.00	70.00	70.00		
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	0.00	(100.00)		
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,063	0.00	2,449.53	5,987.17	5,987.17	(26,075.83)	19%	
Revenues Totals:	667,263	0.00	62,235.96	178,717.21	178,717.21	(488,545.79)	27%	
Expenses								
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	0.00	71,013.00		
500-500100-1101 SALARIES	116,096	0.00	7,682.22	31,090.44	31,090.44	85,005.56	27%	
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	0.00	0.00	0.00	0.00	1,000.00		
500-500100-2100 FICA	5,133	0.00	132.17	568.87	568.87	4,564.13	11%	
500-500100-2210 VRS	9,260	0.00	260.04	1,040.16	1,040.16	8,219.84	11%	
500-500100-2220 457 PLAN	0	0.00	14.23	56.92	56.92	(56.92)		
500-500100-2300 HEALTH PLAN	14,270	0.00	289.92	1,159.68	1,159.68	13,110.32	8%	
500-500100-2400 GROUP LIFE	886	0.00	22.09	88.36	88.36	797.64	10%	
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00		
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	0.00	0.00	0.00	77,627.00		

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500 WATER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
500-500100-3140 ENGINEERING/PROF. SERVICES	15,000	0.00	0.00	0.00	0.00	15,000.00	
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	0.00	1,350.00	
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	0.00	0.00	0.00	0.00	8,500.00	
500-500100-5110 ELECTRICITY	23,500	0.00	478.46	3,220.96	3,220.96	20,279.04	14%
500-500100-5210 MAILING COSTS	5,500	0.00	0.00	750.00	750.00	4,750.00	14%
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	0.00	4,200.00	
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	3,471.87	3,471.87	3,471.87	6,528.13	35%
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-5810 FEES AND DUES	3,127	0.00	0.00	0.00	0.00	3,127.00	
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	2,733.00	2,733.00	15,767.00	15%
500-500100-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	0.00	3,000.00	
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00	
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00	
500-500100-6007 REPAIR / MAINTENANCE	184,914	0.00	1,370.00	23,881.00	23,881.00	161,033.00	13%
500-500100-6008 VEHICLE FUEL/OIL	10,000	0.00	0.00	149.93	149.93	9,850.07	1%
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	0.00	1,300.00	
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	0.00	0.00	0.00	5,000.00	
500-500100-6022 WATER TESTING	8,000	0.00	0.00	180.00	180.00	7,820.00	2%
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	0.00	2,500.00	
500-500100-6060 WELL HEAD	5,000	0.00	0.00	0.00	0.00	5,000.00	

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TOWN OF BOWLING GREEN  
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Period Ending 9/25/2025

500 WATER								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
PROTECTION GRANT								
500-500100-8500 2018 Loan Interest Expense		53,986	0.00	2,936.96	8,689.35	8,689.35	45,296.65	16%
Totals:		667,263	0.00	16,657.96	77,080.54	77,080.54	590,182.46	12%
Expenses	Totals:	667,263	0.00	16,657.96	77,080.54	77,080.54	590,182.46	12%
500 WATER	Revenues Over/(Under) Expenses:			45,578.00	101,636.67	101,636.67		

## Budget vs Actual

TOWN OF BOWLING GREEN  
9/25/2025 5:43:11 PM

Page 13 Of 14

Period Ending 9/25/2025

520 SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
520-016099-0002 SEWER SALES	612,000	0.00	49,393.47	127,008.30	127,008.30	(484,991.70)	21%
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	750.00	750.00	(1,500.00)	33%
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)	
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	96,187	0.00	1,656.98	4,202.76	4,202.76	(91,984.24)	4%
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	0.00	(240,650.00)	
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	0.00	(71,013.00)	
<b>Revenues Totals:</b>	<b>1,040,100</b>	<b>0.00</b>	<b>51,050.45</b>	<b>131,961.06</b>	<b>131,961.06</b>	<b>(908,138.94)</b>	<b>13%</b>
<b>Expenses</b>							
520-500100-1101 SALARIES	345,239	0.00	25,545.91	78,896.91	78,896.91	266,342.09	23%
520-500100-1201 OVERTIME	1,000	0.00	0.00	0.00	0.00	1,000.00	
520-500100-2100 FICA	5,133	0.00	132.17	660.85	660.85	4,472.15	13%
520-500100-2210 VRS	9,260	0.00	260.04	1,040.16	1,040.16	8,219.84	11%
520-500100-2220 457 PLAN	0	0.00	14.23	56.92	56.92	(56.92)	
520-500100-2300 HEALTH INSURANCE	14,270	0.00	289.92	1,159.68	1,159.68	13,110.32	8%
520-500100-2400 GROUP LIFE	886	0.00	22.09	88.36	88.36	797.64	10%
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00	
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	0.00	75,000.00	
520-500100-3160 TESTING	30,000	0.00	3,138.64	10,813.55	10,813.55	19,186.45	36%
520-500100-3180 SLUDGE REMOVAL	145,500	0.00	15,360.00	52,660.00	52,660.00	92,840.00	36%
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	0.00	2,341.00	
520-500100-5110 ELECTRICITY	45,000	0.00	178.88	5,166.56	5,166.56	39,833.44	11%
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5210 MAILING COSTS	500	0.00	0.00	0.00	0.00	500.00	

## Budget vs Actual

TOWN OF BOWLING GREEN

9/25/2025 5:43:11 PM

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Period Ending 9/25/2025

520 SEWER								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
520-500100-5230 TELECOMMUNICATIONS		1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-5300 INSURANCE		6,000	0.00	2,010.03	2,010.03	2,010.03	3,989.97	34%
520-500100-5540 Education/Training/License		2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5613 VPDES FEES/DEQ		4,500	0.00	0.00	960.72	960.72	3,539.28	21%
520-500100-5840 SEWER OPS MISCELLANEOUS		15,000	0.00	266.98	800.94	800.94	14,199.06	5%
520-500100-5899 MISS UTILITY COST		500	0.00	40.80	81.60	81.60	418.40	16%
520-500100-6001 OFFICE SUPPLIES		800	0.00	0.00	0.00	0.00	800.00	
520-500100-6004 LAB SUPPLIES/CHEMICALS		15,000	0.00	0.00	0.00	0.00	15,000.00	
520-500100-6005 Janitorial Supplies		1,000	0.00	0.00	0.00	0.00	1,000.00	
520-500100-6006 SMALL TOOLS		1,000	0.00	0.00	0.00	0.00	1,000.00	
520-500100-6007 REPAIR / MAINTENANCE		150,000	0.00	0.00	0.00	0.00	150,000.00	
520-500100-6008 VEHICLE FUEL/OIL		1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT		1,000	0.00	0.00	0.00	0.00	1,000.00	
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS		300	0.00	0.00	0.00	0.00	300.00	
520-500100-8500 Loan Interest Expense		161,270	0.00	2,936.96	44,565.36	44,565.36	116,704.64	28%
520-500300-3334 MAINTENANCE-MAINS		0	0.00	0.00	962,062.50	962,062.50	(962,062.50)	
Totals:		1,040,100	0.00	50,196.65	1,161,024.14	1,161,024.14	(120,924.14)	112%
Expenses Totals:		1,040,100	0.00	50,196.65	1,161,024.14	1,161,024.14	(120,924.14)	112%
520 SEWER Revenues Over/(Under) Expenses:				853.80	(1,029,063.08)	(1,029,063.08)		





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## MEMORANDUM

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager

**CC:** Jeff Gore, Town Attorney

**DATE:** September 25, 2025

**SUBJECT:** Town Manager's Monthly Report- Sept.

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### **Infrastructure and Development Initiatives**

#### ***USDA Waterline Project***

Significant progress has been achieved on multiple infrastructure development projects during the reporting period. The USDA Waterline Project has advanced through comprehensive coordination meetings with Webb & Associates engineering consultants, including detailed project status reviews with Engineer Steve Ball. Additionally, a project coordination meeting was held with the USDA regarding project compliance documentation and coordinated with VDOT for approval of the revised engineering plan. Revised plans were submitted to VDOT by Webb & Associates on September 23. VDOT anticipates a month for review before the project can be submitted to USDA for final submittal and approval.

Infrastructure enhancement efforts have advanced through coordination with Caroline County Fire & EMS Chief to discuss prioritization of fire hydrant replacements based on industry's best practices. Three priority locations have been identified and are included in the agenda packet for council consideration.

#### ***301 Smart Scale Project***

The VDOT Route 301 Smart Scale Project continues to advance, and VDOT has scheduled a design public hearing at Town Hall for October 23 at 5:00 PM. This fully state-funded safety improvement initiative, initially applied for in 2018 and awarded in 2022, requires no municipal funding allocation and focuses on enhancing safety along the 301 corridor by adding additional sidewalks and a paved commuter lot on Chase Street. Town administration has posted this information on our town public notice locations as requested by VDOT.

The municipality's Geographic Information System enhancement initiative has progressed through continued collaboration with SERCAP, resulting in advanced technical refinement of municipal mapping capabilities and data management systems. The development of GIS represents a critical advancement in municipal technical infrastructure, enhancing long-term operational efficiency and data management capabilities.

### **Grant Administration and Community Partnerships**

#### ***IGSA***

Additionally, two Intergovernmental Service Agreement project contracts have been prepared and submitted to Fort A.P. Hill for roofing project initiatives, demonstrating the municipality's continued collaboration with our community partner.

#### ***BGVA Main Street***

Grant administration activities have focused on maintaining compliance with the requirements of the Mobilizing Main Street Program. I have successfully processed Technical Assistance Grant



documentation, coordinated invoice payment on behalf of the BGVA Main Street organization in collaboration with their Treasurer, and distributed the mandatory Transformational Strategies Survey required for the current program phase.

Community event coordination has advanced significantly with the comprehensive planning and logistics coordination of the Harvest Festival. The administration has secured County Administrator approval for the necessary VDOT permit application and conducted two comprehensive public safety planning meetings involving interdepartmental coordination between the Town Manager, Chief of Police, Public Works, and Event Coordinator. Internal planning sessions have confirmed the participation of 105 registered vendors, with scheduled events including Music on the Green, featuring Scuffletown, on October 17 from 6–9 PM, followed by the Harvest Festival on October 18 from 9 AM–4 PM.

### **Economic Development**

A significant development for the municipality has been confirmed regarding the permanent relocation of the 29th Infantry Division National Guard to Fort A.P. Hill. The 29th Division Artillery, functioning as a brigade-level headquarters responsible for planning and controlling fire support operations for an infantry division, will establish its base in Bowling Green. This command structure will oversee three field artillery battalions from Virginia, Florida, and Georgia, with authorization for more than 200 soldiers. This development represents a substantial addition to the local community, both in terms of its military presence and economic impact, significantly enhancing the municipality's economic development prospects and reinforcing the strategic importance of the region for military operations. Economic growth continues with the launch of multiple new business ventures, thereby enhancing the commercial landscape. Ladybirds celebrated its ribbon-cutting ceremony on September 6, while El Viejo Mexican Restaurant opened during the week of September 15. Additionally, Domino's will occupy the former China Inn location, further diversifying the municipality's food service offerings and commercial development.

### **General Administration**

General administrative functions continue to advance municipal operations through ongoing policy development, including the continued drafting of purchase policy and financial policies. Over the last month, I have processed two special event applications for the planned 5K race (May 2026) and Christmas Market, issued five zoning permits, and maintained comprehensive daily operational functions, including citizen inquiries, human resource administration, finance, budget, and etc.

The following surveys and registrations were distributed to the public during the course of the last month:

- 1) Food Truck Survey- Residents & Businesses (Planning Commission)- closed
- 2) Clean Sweep Registration
- 3) Harvest Festival Volunteer Registration
- 4) BGVA Main Street Mobilizing Main Street Transformation Strategy Community Survey- closing Oct 24

Respectfully submitted,

*India Adams Jacobs, MPA, ICMA-CM*



**TO:** The Honorable Mayor & Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Legislative Agenda- Resolution # 25-010  
**DATE:** September 24, 2025

**SUMMARY:**

At the September work session, the Town Manager briefed the Town Council that she would be drafting a legislative agenda to outline the Town's legislative priorities. During the meeting, the Town Council provided direction to the Town Manager to proceed with the legislative priorities outlined in the agenda packet. This is the Town of Bowling Green's second legislative agenda package, conveying the Town's highest priorities ahead of the legislative session at the state and federal levels of government.

**ALTERNATIVES:**

The Town Council could decide not to adopt the resolution as requested by our state representatives, which would significantly limit the Town's ability to advocate for funding to address water quality mitigation efforts.

**FISCAL IMPACT:**

None at this time.

**RECOMMENDATION:**

Staff recommends the adoption of the resolution to approve this legislative request.

**DRAFT MOTION:**

I move to adopt resolution #25-010 for the Town's legislative request for the 2026 General Assembly session as presented by the Town Manager.



# Legislative Agenda 2026

## **Bowling Green Town Council**

*Tina Gambill, Mayor*  
*Valarie Coyle, Vice Mayor*  
*David Storke, Councilmember*  
*Randy Hageman*  
*Dr. John Chinault*  
*Daniel Webb*  
*Jean Davis*  
*Jeff Voit*

### **Town Manager**

*Ms. India Adams Jacobs, Town Manager*

### **Town Attorney**

*Mr. Jeff Gore, Town Attorney*

***TOWN OF BOWLING GREEN  
FEDERAL & STATE  
REPRESENTATIVES***

**U.S. Senator Tim Kaine (D)**

919 East Main Street Suite 970  
Richmond, VA 23219  
Phone: (804) 771-2221

**U.S. Senator Mark Warner (D)**

919 East Main Street Suite 630  
Richmond, VA 23218  
Phone: (804) 775-2314

**Congressman Eugene Vindman (D), 7<sup>th</sup> District**

1005 Longworth House Office Building  
Washington, DC, 20515-4607  
Phone: (202)225-2815

**Senator Richard Stuart (R), 25<sup>th</sup> Senate District**

General Assembly Building  
Room No: 510  
Senate of Virginia  
P. O. Box 396  
Richmond, VA 23218  
Phone: (804) 698-7525  
Fax: (804) 698-7651  
[senatorstuart@senate.virginia.gov](mailto:senatorstuart@senate.virginia.gov)

**Delegate Hilary Pugh Kent (R), 67<sup>th</sup> House District**

General Assembly Building  
Room No: 1018  
201 North 9<sup>th</sup> Street  
Richmond, Virginia 23219  
[DelHKent@house.virginia.gov](mailto:DelHKent@house.virginia.gov)

# Preface

The Town Council of Bowling Green respectfully submits this 2026 State Legislative Package for your review, consideration, and support of the items contained within.

These initiatives were thoroughly vetted by the town's Council and administrative leadership. The town's adopted mission statement is:

Our mission is to serve the citizens of Bowling Green and the Town's visioning principles are as follows:

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

The enclosed legislative requests are addressed within aligning with the Town Council's Strategic Work Plan. The Bowling Green Action Plan goals that align with our legislative requests are as follows:

- Utilities – Improve and maintain the Town's water and sewer system infrastructure, including water supply, treatment facilities and distribution/collection systems.
- Economic Development – Support business development and expansion that enhances the tax base and provided gainful employment.
- Smart Growth – Support development that improves community vitality.
- Vibrant Downtown – Act to ensure that the Town remains an attractive, historic, and convenient center for commerce, culture, and services as the County seat.
- Government Performance – Improve organizational efficiency and effectiveness in service delivery through the adoption of appropriate policies, procedures, and practices; adapt and implement best practice.
- Financial Management – Provide fiscally responsible, sustainable, and resilient financial management that addresses both current and future needs.

In closing, please know that the Bowling Green Council members are ever grateful for the coordinated and collaborative partnership we share with you on matters of importance to the historic town of Bowling Green, the County seat of Caroline County. We seek your support for our legislative initiatives and any other legislative and budgetary matters impacting the Town of Bowling Green, which may arise during the 2026 legislative session. Lastly, we thank you for your service to our town and the Commonwealth, and we look forward to working with you again in the upcoming legislative sessions.

**A RESOLUTION 25-010 OF THE TOWN OF BOWLING GREEN  
COUNCIL ADOPTING THE 2026 LEGISLATIVE AGENDA**

**WHEREAS,** The Town of Bowling Green is impacted by action taken by the U.S. Congress; Virginia Legislature; and others;

**WHEREAS,** The Town Council wishes to adopt a legislative agenda that includes legislative priorities, positions, sponsors, and action for each item on the agenda; and

**WHEREAS,** Adoption of the agenda provides direction to Town Staff and Legislative Advocates, as well as requests for action and support from legislative representatives; and

**WHEREAS,** once adopted, Council wishes for the agenda to be submitted to each of the Town's legislative representatives and legislative advocates.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Council of Town of Bowling Green, Virginia, that the Town of Bowling Green, hereby approves and adopts the 2026 Legislative Agenda.

**BE IT FURTHER RESOLVED,** by the Town Council of the Town of Bowling Green, Virginia, that the Town Council directs the Town Manager to take all necessary actions to support the Town's legislative priorities, positions, sponsors, and action items and to provide a copy of the agenda to each of the Town's legislative representatives and legislative advocates.

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Tina Gambill, Mayor

ATTEST: \_\_\_\_\_  
India Adams-Jacobs, Town Manager/Clerk of Council

Adopted by the Town of Bowling Green, Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 2025



## Town of Bowling Green 2026 Legislative Requests

<u>Item</u>	<u>Goal Area Alignment</u>	<u>Requested by</u>	<u>Position</u>
1. <i>Request funding for water system improvements (State)</i>	Utilities	Town Council/Town Manager	Request sponsor
2. <i>Request funding assistance with sewer system improvements (Federal &amp; State)</i>	Utilities	Town Council/Town Manager	Request sponsor
3. <i>Request funding assistance for Town Green Park &amp; Pavilion</i>	Economic Development/Smart Growth	Town Council/Town Manager	Request sponsor
4. <i>Request funding assistance for Town Green Park &amp; Pavilion</i>	Economic Development/Smart Growth	Town Council/Town Manager	Request sponsor

## **Town of Bowling Green Policy Positions**

The Town of Bowling Green hereby supports the Virginia Municipal League's policy position. In addition, the Town specifically holds the following policy positions as adopted by the Town Council as part of this legislative agenda.

The general legislative policy stance of the Town of Bowling Green is that local governments need broad authority from the General Assembly to address specific local problems and issues. While counties, cities, and towns across the Commonwealth experience similar challenges, the appropriate response may vary from locality to locality. Therefore, the General Assembly should empower local governments without dictating one statewide solution to complex issues.

*Listed in alphabetical order.*

**Land Use:** The Town of Bowling Green supports maintaining and expanding local authorities to plan and regulate land use and **opposes** any legislation that weakens these key local responsibilities. Specifically, the Town asks the General Assembly to:

- Oppose the mandated expansion of by-right uses.
- Oppose the modification of procedures guaranteeing public participation in the review and approval process for land use applications; and
- Oppose the classification of land within localities by state agencies that limits the development of properties or that requires changes to uses identified in a localities comprehensive plan.

The Town supports local government authority to promote affordable and mixed income housing as well as local government decision making on designing and building infrastructure as needed to facilitate in-fill development, redevelopment and/or mixing of uses. Any mandate from the state should include full funding for the locality, but no mandate should negate local government autonomy.

**Local Control (Tax Policy Changes):** Local governments must retain control of their existing revenue sources to have a reliable revenue base to meet citizen needs. To ensure the stability and long-term viability of Virginia local governments, the General Assembly must broaden, not restrict, the revenue sources available to local governments. Any changes to Virginia's system of local taxation authority should provide flexibility for local governments to provide tax relief, not arbitrary caps on rates or assessment increases or blanket moratoriums. It is the town's position that local governing bodies are better positioned to make these types of policy decisions with input from the communities they serve.

**Local Excise Taxes:** The Town of Bowling Green supports statewide authority for local governments to establish an excise tax on the sale of vaping products. We also support the statewide authority for local governments to establish and excise tax on the sale of cannabis products.

**Relationship of Towns to Counties:** Towns and Counties have a unique, often mutually beneficial relationship, built on trust and respect for processes and plans. Historically, towns are essential units of local government, providing enhanced services to incorporated, urbanized areas of counties. The General Assembly must carefully review all legislation dealing with local governments to enact only such laws that support collegial partnership between towns and their surrounding counties.

**Sovereign Immunity:** Expanding liability and eroding immunities at state levels across the nation have had a chilling effect on the actions of local government officials contributing to local government insurance problems, creating immense financial risks (particularly for legal cost), and posing a substantial obstacle to the provision of needed public service. The Virginia General Assembly should strengthen and must maintain the principles of sovereign immunity for local governments and their officials.

**Support Law Enforcement:** The Town of Bowling Green asks the General Assembly to support Law Enforcement in Bowling Green and throughout the Commonwealth:

- Support ongoing funding to ensure that law enforcement personnel are appropriately compensated.
- The General Assembly should honor its commitment to local governments and public safety by funding the HB599 program as stipulated in the Code of Virginia.

**Taxation:** The General Assembly should authorize additional alternative and equivalent revenue sources for local governments prior to any repeal of the current authority for machinery and tools taxes and business professional occupation license taxes. Actions should be careful not to provide a tax preference or tax policy advantage for any sector of the market at the expense of another sector in the competitive field, but instead should seek to preserve state and local revenue; should ensure safety, reliability, and access for consumers, providers, and the public and should protect local government's ability to regulate businesses whether they are traditional, electronic, Internet-based, virtual or otherwise. The General Assembly should set the Virginia Communications Sales and Use Tax rate at the same level as the state sales tax rate and broaden the coverage of the tax to include audio and video streaming services, prepaid calling cards, and internet-based applications that are not internet service providers.

**Transportation:** The Town of Bowling Green supports an increase in state allocation for transportation needs throughout the Commonwealth in a manner that results in a fair distribution among transportation needs and geographic areas in such a manner that does not prioritize interstate highway funding over local roadway needs or li



## Town Council Memorandum

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### MEMORANDUM

**TO:** Town Council Members

**FROM:** India Adams-Jacobs, Town Manager; Shawn Fortune, Public Works Department

**SUBJECT:** Authorization Request - Fire Hydrant Replacements (3)

**DATE:** September 24, 2025

### REQUEST FOR APPROVAL

The Town Manager and Public Works Department respectfully request Town Council authorization to proceed with the replacement of deteriorated fire hydrants identified as out-of-service on Butler (FH89), Anderson (FH117), and Milford Streets (FH92).

### PROJECT JUSTIFICATION

- The current inventory assessment identifies three fire hydrants in poor operational condition.
- Non-functional hydrants pose significant public safety risks and insurance liability concerns.
- Replacement is necessary to maintain compliance with state fire safety regulations.

### TECHNICAL SPECIFICATIONS

- Proposed replacement units meet current American Water Works Association (AWWA) standards.
- Installation includes valve upgrades and connection improvements to the existing main water infrastructure.
- Coordination with the Public Utilities Department for system integration and pressure testing

### FINANCIAL CONSIDERATIONS

- Not to exceed \$40,000 for three (3) hydrant replacements
- Funding source: Water Fund (500)

### INTERDEPARTMENTAL COORDINATION

- Collaborated with Caroline County Fire Department on priority location identification
- Engaged the Water Utilities Division for system compatibility assessment

### RECOMMENDED ACTION

Request Town Council approval to authorize fire hydrant replacement and associated expenditures as outlined above.

### DRAFT MOTION:

I move to authorize the Town Manager to procure and replace hydrants from the water fund line item 500-500100-3139.

## Proposed Hydrant Replacements- September 2025

Anderson (FH117)





## Proposed Hydrant Replacements- September 2025

### Milford Streets (FH92)



## Proposed Hydrant Replacements- September 2025

Butler (FH89)





TOWN OF BOWLING GREEN PRESENTS OUR



# 35TH ANNUAL HARVEST FESTIVAL



SATURDAY, OCTOBER 18  
9:00AM - 4:00PM  
MAIN STREET  
BOWLING GREEN, VA

Food Vendors • Live Performances • Petting Zoo • Games  
Contests • Farmer's Market • Classic Car, Bike, & Tractor Show

VIRGINIA  
IS FOR  
LOVERS



# **Your Voice Matters, Bowling Green!**

***Help Shape the Future of Our Main Street Business District***

**Main Street America and BGVA Main Street want to hear from YOU!  
We're conducting a community survey to gather your thoughts and  
ideas about our beloved Main Street area.**

## ***Quick & Easy***

**- Takes just 10 minutes -**

## ***Your Input Counts***

**- Results will guide future  
development & improvements -**

## ***Community-Driven***

**- This is about what YOU want to see -**



**Scan here now to make  
your voice heard!**

## **Route 301 (Bowling Green Bypass) Intersection and Pedestrian Improvements**

### **Town of Bowling Green**

### **Caroline County**

### **Design Public Hearing**

**\*Thursday, October 23, 2025, 5-7 p.m.**

**Bowling Green Town Hall**

**117 Butler Street, Bowling Green, VA 22427**

**<https://vdot.virginia.gov/Route301atChaseStreet>**

**Find out** about a proposed project to convert the intersection of Route 301 and Chase Street to an unsignalized Continuous Green T traffic pattern. The purpose of the new pattern is to enhance safety and reduce the risk of angle crashes.

**Come see** the proposed plans for the project, which would also convert Route 301 and Courthouse Road to a right-turn-in and right-turn-out only intersection. At the Main Street and Chase Street intersection, new traffic signal equipment will be installed, and pedestrian crosswalks and pedestrian signal crossing equipment will be added. Sidewalks will be installed at several locations on Chase Street, Courthouse Lane, and Ennis Street to fill in gaps. An existing commuter parking lot on Chase Street will be paved and marked to have 25 spaces and lighting will be added.

During construction, portions of Main Street and Chase Street may be closed to through traffic intermittently for brief periods of up to several days at a time. A detour would be in place.

**Stop by** between 5-7 p.m. to review proposed project plans, materials, ask questions and offer comment. The hearing will be held in an open house format.

**Review** the proposed project plans on the project website listed above, at the public hearing, or at VDOT's Fredericksburg District Office, 87 Deacon Road, Fredericksburg, VA 22405, 549-899-4288 or TTY/TDD 711. Please call ahead to ensure the availability of personnel to answer your questions. The National Environmental Policy Act documentation will be in the form of a Categorical Exclusion.

Property impact information, relocation assistance policies and tentative construction schedules are available for your review at the above address and will be available at the public hearing.

In compliance with the National Historic Preservation Act, Section 106 and 36 CFR Part 800, information concerning the potential effects of the proposed project on properties listed in or eligible for listing in the National Register for Historic Places will be provided in the project's environmental documentation.

**Give your comments** at the hearing or submit them by **November 3, 2025**, to Ms. Anastasia Kapitan, VDOT Project Manager, 87 Deacon Road, Fredericksburg, VA 22405. Comments may also be submitted through an online survey available through the project webpage listed above, or by emailing comments to [fred.comments@vdot.virginia.gov](mailto:fred.comments@vdot.virginia.gov). Please reference "Route 301 Intersection and Pedestrian Improvements" in the email subject line.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need more information in regards to your civil rights on this project or special assistance for persons with disabilities or limited English proficiency, contact the project manager at 804-832-6513 or TTY/TDD 711.

State Project: 0301-016-648  
Federal Project: NHPP-016-6(074)  
UPC: 119109  
FROM: .004 mile north of Courthouse Lane  
TO: 0.32 miles south of Chase Street

***\*If a backup date is needed, the hearing will be rescheduled  
to be held on Thursday, October 30, 2025, at the same  
location and time.***



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

87 Deacon Road  
Fredericksburg, Virginia 22405

STEPHEN C. BRICH, P.E.  
COMMISSIONER

September 19, 2025

Bowling Green Town Hall  
117 Butler St.  
BOWLING GREEN, VA 22427

*State Project: 0301-016-648*  
*UPC 119109*  
*Description: US 301 / CHASE STREET*  
*INTERSECTION IMPROVEMENTS*

TAX MAP ID: 43A2-A-51

Dear Sir/Madam

The Virginia Department of Transportation is proposing to convert the intersection of Route 301 and Chase Street to an unsignalized Continuous Green T traffic pattern. The purpose of the new pattern is to enhance safety and reduce the risk of angle crashes.

As part of the proposed plans, the project would also convert Route 301 and Courthouse Road to a right-turn-in and right-turn-out only intersection. At the Main Street and Chase Street intersection, new traffic signal equipment will be installed, and pedestrian crosswalks and pedestrian signal crossing equipment will be added. Sidewalks will be installed at several locations on Chase Street, Courthouse Lane, and Ennis Street to fill in gaps. An existing commuter parking lot on Chase Street will be paved and marked to have 25 spaces and lighting will be added.

A Public Hearing about the proposed improvements is being held at the Bowling Green Town Hall on Thursday, October 23, 2025, at 5 p.m. A copy of the newspaper advertisement is enclosed with this letter. The purpose of this part of the process is to inform and engage the public.

You are receiving this letter because you have been identified as an impacted property owner. Additional information is available at <https://www.vdot.virginia.gov/projects/fredericksburg-district/route-301-bowling-green-at-chase-street/>.

Please contact me at your earliest convenience if you have any questions. I can be reached at (540) 899-4292 or [Anastasia.Kapitan@vdot.virginia.gov](mailto:Anastasia.Kapitan@vdot.virginia.gov).

Regards,

*Anastasia Kapitan*

Anastasia Kapitan  
Project Manager