



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, September 07, 2023
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

DELEGATIONS:

PUBLIC COMMENTS:

- [1.](#) Deborah Lately, Director of Advocacy, Disability Resource Center

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Public Works Department Monthly Report for August 2023
- [3.](#) Police Departments Monthly Report For August 2023
- [4.](#) Town Treasurer/Finance Department Monthly Report for August 2023
- [5.](#) Town Administration (Town Manager, Town Clerk) Monthly Report for August 2023

CONSENT AGENDA:

- [6.](#) Minutes – August 3, 2023 Town Council Worksession
- [7.](#) Minutes – August 3, 2023 Town Council Meeting
- [8.](#) Minutes – August 10, 2023 Town Council Meeting
- [9.](#) Minutes – August 17, 2023 Town Council Meeting
- [10.](#) Bills – August 2023

UNFINISHED BUSINESS:

- [11.](#) Tobacco Tax Implementation - Next Steps - Interim Town Manager
- [12.](#) GWRC Hazard Mitigation Plan - Recommended Resolution Adoption - Interim Town Manager

NEW BUSINESS:

- [13.](#) Goodwill Drop-Off Site - Referral to Planning Commission - Interim Town Manager

INFORMATIONAL ITEMS:

- [14.](#) RHA Regional Housing Assembly - Regional Housing Summit

COMMITTEE REPORTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



The Historic Town of **BOWLING GREEN** V I R G I N I A

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: Handicapped Parking on Public Streets

Date: September 5, 2023

As indicated on the Town Council agenda Deborah Lately, Director of Advocacy for the disAbility Resource Center has requested reconsideration of a request to designate additional handicapped parking spaces in the downtown area. I am aware that Council previously discussed this issue, and I have not had time to really delve into the current parking configuration in the downtown area and the need, perceived or real, for additional spaces of this type.

I would urge Council to consider the issue and direct the Town Manager to study the issue further and return to Council with a report and recommendations that may be warranted. Parameters of the information gathering would involve discussions with appropriate staff at VDOT, the Chief of Police and a review of other available resources to frame an informed recommendation to the Town Council for any needed action.

Suggested Motions for Town Council Consideration

Direction to Study the Issue

I move that the Town Manager be tasked with preparing a report for Council review and possible which studies the issues of designation and location of handicapped parking spaces in the downtown area of the Town of Bowling Green and return to Council with a report and recommendations for changes in location, number, etc. if warranted.

Direction to Take No Action

I move that the Council take no action concerning the current designation of handicapped parking spaces on public streets in the downtown area for the following reason(s) (Council to fill in reasons)



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

AGENDA ITEM: Public Works Department Monthly Report for August 2023

DATE: September 5, 2023

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

Public Works

- Weekly cutting of all Town grass
- Weekly watering of Town flowers on Main Street
- Removed grass from sidewalks in front of buildings on Main Street
- Set up for Council meetings and work sessions at Town Hall
- Set up and take down for all Music on The Green for August 2023

ATTACHMENTS:

HEADS UP ITEMS:



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

AGENDA ITEM: Police Departments Monthly Report August 2023

DATE: 08/31/2023

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for Aug 2023

31-Total calls for service

16-Assist other agencies

28-Summons / Parking tickets

73-Park walk and talks

1-B&E

1-Destruction of Property

2- Motor Vehicle Accidents

69-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:

Preparing for Harvest Fest



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for August 2023

DATE: September 1, 2023

PREPARED BY: Trish Chenault, Interim Treasurer

MONTHLY REPORT / PROJECT UPDATE:

- Researching/correcting tax bills
- Researching/correcting utility bills
- Working with Keystone to correct system errors
- Consolidating and posting all credit card payments with bank statement & Orbipay
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Posting all payments
- Entered in/out customer information/meter reads
- Doing all office procedures
- Business licenses
- Irrigation applications
- Zoning applications
- Town Hall Rentals

ATTACHMENTS:

- Monthly Town Hall Rental Report – August 2023

HEADS UP ITEMS:

TOWN HALL RENTALS

August 2023

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
4	Town Hall Activities	Happy Yoga Class	\$ 140.00
1	Private Event	Wedding/Reception	\$1475.00
7		Totals	\$1615.00



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

AGENDA ITEM: Town Administration (Town Manager, Town Clerk)
Monthly Report for August 2023

DATE: September 5, 2023

PREPARED BY: John Anzivino, Interim Town Manager

MONTHLY REPORT / PROJECT UPDATE:

- Planning and Zoning Inquiries (ITM)
- Review of Zoning Permits (ITM)
- Preparation and Staff for the September 7, 2023 Town Council Meeting (ITM/Clerk)
- Preparation and Staff for the September 7, 2023 Town Council Worksession (ITM/Clerk)
- Staff Discussions Concerning Internal Operations/Processes (ITM)
- Discussion of Future Water Project with consultant Stantec (ITM)
- Updates to Town Website/Social Media (Clerk)
- Preparation for 2023 Music on the Green (Clerk)
- Preparation for 2023 Harvest Festival- Planning Meeting Clerk/VDOT Road Closure Permit – ITM
- Creating and printing of Town Council Agendas/Packets (ITM/Clerk)
- Attend Town Council Worksessions & Meetings (Clerk)

Meetings/Training:

- Attendance at August Town Council Worksessions (Clerk)
- Attendance at Town Council Meetings (Clerk)
- Meetings on various topics with County staff, Town staff, Town Attorney (ITM/Clerk)
- Conversations with various Citizens (walk in), State Governmental Agencies, Planning Commissioners, Town Council Members (ITM)
- Interviews with Administrative Assistant Candidates (ITM/Clerk)

Note: ITM (interim Town Manager)



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

AGENDA ITEM: Minutes – August 3, 2023 Town Council Worksession
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the August 3, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from August 3, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MONTHLY WORKSESSION MINUTES**

A G E N D A

**Thursday, August 3, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

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

COUNCIL PRESENT:

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

BUSINESS:

Town Council discussed the following matters:

- Finance Office – The Town Manager spoke about the need for more staff in the finance office, and about hiring an administrative assistant.
- Pedicab – The Town Manager advised Council that the Pedicab business requires an ordinance and public hearing. Mayor Gaines stated VDOT had not been contacted concerning the Pedicab business, and that VDOT would need to do research on the pedicab since it is motorized. Council Member Storke asked about the license that was supposed to be prepared by the former Town Attorney. Council Member Hageman added that the license is supposed to be temporary and will expire at midnight on December 31, 2023. The Town Manager also advised that there is a zoning issue if the pedicab is parked on private property.
- Goodwill Drop-off Site – The Town Manager explained to Council that Goodwill would like to have a drop-off site located next to Walgreens. The Town Manager advised that this would need a text amendment.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

The Town Council closed the Worksession.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – August 3, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the August 3, 2023 Town Council Meeting

ATTACHMENTS:

Minutes from August 3, 2023 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



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

August 3, 2023
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

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

MEMBERS PRESENT:

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

On the motion of Council Member Wholey, seconded by Council Member Voit, which carried a vote of 7-0, the Town Council motioned to move New Business before Unfinished Business on the Agenda.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye
Jean Davis = Aye
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Aye

PUBLIC HEARINGS:

None

DELEGATIONS:

None

PUBLIC COMMENTS:

Jean Young, Town resident, addressed Council concerning her Pedicab business. Ms. Young spoke about the history of the Town of Bowling Green and how she wanted to share this history with others by tours on the Pedicab. Ms. Young would like for Council to come up with a solution to

make her business happen.

Bonnie Cannon, Town resident, let Council know she is in full support of having the Pedicab business in the Town of Bowling Green.

MEMBER COMMENTS:

Council Member Voit talked about his support for the Town and how he has helped out with different projects, and that he would like to continue to do so. Spoke to Council about his trip to the Waste Water Plant with the Town Manager.

Council Member Wholey talked about the meeting with Caroline County and Council Member Storke. He also thanked staff for their hard work.

Council Member Hageman stated National Night Out was a success with a great turn out, and thanked everyone for coming out.

Vice-Mayor Coyle spoke about the email sent to Council concerning interviewing on August 10, 2023 Town Manager Applicants.

Mayor Gaines advised of sewer repairs that will be starting on August 7 or 8th that may take 3 weeks to complete.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for July 2023

- No questions/comments

Police Department Monthly Report for July 2023

- Chief Cecil thanked all staff for their hard work

Town Clerk/Treasurer Council Monthly Report for July 2023

- Council Hageman asked how billing was going.

Town Administration Monthly Report for July 2023

- No questions/comments

CONSENT AGENDA:

Minutes – July 6, 2023 Town Council Worksession & Meeting, July 24, 2023 Special Called Meeting

Bills – July 2023

On the motion of Council Member Wholey, seconded by Council Member Voit, which carried a vote of 7-0, the Town Council motioned to approve the Consent Agenda as presented with the correction to the July 6, 2023 Town Council Meeting minutes under Member Comments, paragraph 2 “Council Member Wholey asked **about** the Smartscale”.

NEW BUSINESS:

Town Council discussed the following matters:

- Water & Sewer – The Town Manager spoke about Caroline County operating Waste Water Plant under a MOU. A resolution was presented to the Town for Caroline County. The Town Manager stated that the Town would need to operate the Plant under Caroline Counties license. The Town Manager, Council Member Voit and Caroline County met with the staff at the Plant to look at the operations and issues there. Council Member Wholey along with Council Member Storke also met with Caroline County concerning the Waste Water Plant.
- Mr. Stanley, Caroline County Superintendent was present as spoke about issues with the plant that were found.
- Mr. Culley, County Administrator was also present for the meeting and advised Council that he would like a letter from the Town giving Caroline Counties license operators total control of the Town of Bowling Greens Utility employees. Mr. Culley also spoke about compliance issues at the Plant and gave a form with a list of everything that needed to be taken care of.

On the motion of Council Member Wholey, seconded by Council Member Storke, which carried a vote of 7-0, the Town Council motioned to sign an emergency operations agreement for water and sewer with Caroline County.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

Arthur Wholey = Aye

UNFINISHED BUSINESS:

Town Council discussed the following matters:

- Pedicab - Council went over License Agreement draft written by former Town Attorney for the Pedicab business. Council Member Webb would like for Council to look over Agreement and bring it back to the next Town Council Meeting.
- Ms. Kathy Hancock, resident was present to support Ms. Young with her Pedicab business and had questions for Council concerning the License Agreement draft.

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 4-1, the Town Council motioned to add State Code to the license agreement and also to change term #4 of the License Agreement time frame.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye
Jean Davis = Nay
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Abstain
Dan Webb = Aye
Arthur Wholey = Abstain

On the motion of Council Member Voit, seconded by Council Member Wholey, which carried a vote of 5-1, the Town Council motioned to have the Public Hearing for the Ordinance and also advertising with the Town of Bowling Green paying the \$500 fee.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye
Jean Davis = Nay
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Abstain

On the motion of Council Member Storke, seconded by Council Member Webb, which carried a vote of 7-0, the Town Council motioned to engage the Berkley Group for the Interim Town Manager and the Attorney.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Aye
Jean Davis = Aye
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Aye

INFORMATIONAL ITEMS:

None

COMMITTEE REPORTS:

None

ADJOURNMENT:

On the motion of Council Member Hageman, seconded by Council Member Voit, which carried a vote of 7-0, the Town Council motioned to recess until Thursday, August 10, 2023 at 6:00 pm.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – August 10, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the August 10, 2023 Town Council Meeting

ATTACHMENTS:

Minutes from August 10, 2023 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MINUTES

A G E N D A

Thursday, August 10, 2023
6:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Mayor Gaines called the Town Council Meeting on August 3, 2023 back in session and established a quorum was present.

COUNCIL PRESENT:

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

COUNCIL ABSENT:

Council Member Jean Davis

1. Amendments to the Agenda

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to amend the Agenda.

Joey Schiebel, Public Works Director for Caroline County was present to speak about changes that needed to happen at the Waste Water Plant. Council was given a hand-out outlining the changes that are needed.

On the motion of Council Member Voit, seconded by Council Member Wholey, which carried a vote of 6-0, the Town Council motioned for an amount not to exceed \$200,000 to be used for emergency repairs to the Water Waste Plan by Caroline County.

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned for Caroline County to get quotes on bids for the urgent recommendations to the Waste Water Plant and to bring those quotes back to the August 17, 2023 Town Council Meeting.

On the motion of Council Member Voit, seconded by Council Member Webb, which carried a vote of 6-0, the Town Council motioned for Caroline County to update the O & M Manual which includes staff time.

On the motion of Council Member Voit, seconded by Council Member Webb, which carried a vote of 6-0, the Town Council motioned for Caroline County to gather quotes along with staff time for the Oxidation Ditch.

On the motion of Council Member Voit, seconded by Council Member Wholey, which carried a vote of 6-0, the Town Council motioned for Caroline County to bring back quotes that includes staff time for certain 90-day recommendations.

CLOSED SESSION:

The purpose of this meeting is to interview for the position of Town Manager and Town Attorney.

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council voted to proceed into Closed Session at 7:30 pm in Accordance with Section 2.2-3711(A)(1) of the code of Virginia to interview and consider prospective candidates for employment.

RECONVENE IN OPEN SESSION:

Reconvened at 8:30 pm in Open Session per Mayor Gaines

CERTIFICATION:

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by the Council.

Roll Call Vote:

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

On the motion of Council Member Storke, seconded by Council Member Wholey, which carried a vote of 6-0, the Town Council motioned to look into temporary staff through Matern Staffing.

On the motion of Council Member Storke, seconded by Council Member Wholey, which carried a vote of 6-0, the Town Council motioned to re-instate committees with thought as to which committees would be appropriate for the Town.

ADJOURNMENT

On the motion of Council Member Wholey, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council motioned to recess the Town Council meeting until Thursday, August 17, 2023 at 6:00 pm.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – August 17, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the August 17, 2023 Town Council Meeting

ATTACHMENTS:

Minutes from August 17, 2023 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MINUTES

A G E N D A

Thursday, August 17, 2023
6:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Mayor Gaines called the meeting back in recess from the August 10, 2023 continuation of the August 3, 2023 Town Council Meeting and noted a quorum was present.

COUNCIL PRESENT:

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

NEW BUSINESS:

The following topics were discussed –

- Service Agreement with Matern Staffing – Council Member Wholey spoke about using Matern Staffing for help in the Finance office. He had received a Service Agreement from Matern Staffing that was given to all Council Members to review.
- 2023 Harvest Festival – Council Member Voit spoke about the 2023 Harvest Festival and having Lisa Stevens in charge of the kids and food/craft vendor sections. Lisa's fee would increase from \$1500 to \$3000 to handle both sections.

On the motion of Council Member Voit, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council voted for Lisa Stevens to be in charge of the kids and food/craft vendor sections for the 2023 Harvest Festival with a fee of \$3000.

Roll Call Vote:

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

CLOSED SESSION:

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council voted to proceed into Closed Session at 6:45 pm pursuant to Virginia Code section 2.2-3711(A)(1) to interview and consider prospective candidates for employment.

RECONVENE IN OPEN SESSION:

Reconvened at 7:30 pm in Open Session per Mayor Gaines

CERTIFICATION:

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 7-0, the Town Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by the Council.

Roll Call Vote:

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

On the motion of Council Member Webb, seconded by Council Member Voit, which carried a vote of 7-0, the Town Council motioned for Mayor Gaines to sign the contract between the Town of Bowling Green and Hefty, Wiley & Gore, P.C. for the new Town Attorney.

ADJOURNMENT

On the motion of Council Member Webb, seconded by Council Member Voit, which carried a vote of 7-0, the Town Council motioned to adjourn the Town Council Special Called meeting at 8:30 pm.



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

AGENDA ITEM: Bills – August 2023
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, Interim Treasurer
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Items purchased and services rendered in August 2023

ATTACHMENTS:

August 2023 AP Disbursements Summary
August 2023 ACH Disbursements Summary

REQUESTED ACTION:

Approve/Deny

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:08/01/2023 TO:08/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1252	IVY FACE PAINTING & BODY AR	080123	375.00	0.00	375.00	375.00	AP*30630		08/01/23
		TOTAL	375.00	0.00	375.00				
1253	GABRIEL GLOWACKI	PP2021	171.73	0.00	171.73	171.73	AP*30631		08/01/23
		TOTAL	171.73	0.00	171.73				
1254	ALAN BURRELL	09/01/23	800.00	0.00	800.00	800.00	AP*30632		08/11/23
		TOTAL	800.00	0.00	800.00				
1080	DAVIS ADRIENNE HUDSON	08/11/23	600.00	0.00	600.00	600.00	AP*30633		08/11/23
		TOTAL	600.00	0.00	600.00				
1127	GRAY SHAD	09/08/2023	800.00	0.00	800.00	800.00	AP*30634		08/11/23
		TOTAL	800.00	0.00	800.00				
1204	MARK EUKER	081123	800.00	0.00	800.00	800.00	AP*30635		08/11/23
		TOTAL	800.00	0.00	800.00				
519	MILFORD STATION	08/25/23	800.00	0.00	800.00	800.00	AP*30636		08/11/23
		TOTAL	800.00	0.00	800.00				
664	JEAN DAVIS	COSTCO07/24/	16.84	0.00	16.84	16.84	AP*30637		08/14/23
		TOTAL	16.84	0.00	16.84				
898	MARY JAMES	07/2023	140.00	0.00	140.00	140.00	AP*30638		08/14/23
		TOTAL	140.00	0.00	140.00				
18	A & M HOME CENTER	C94932	25.98	0.00	25.98	103.57	AP*30639		08/31/23
		C95480	28.48	0.00	28.48				
		C95638	33.54	0.00	33.54				
		C95773	14.07	0.00	14.07				
		C96039	1.50	0.00	1.50				
		TOTAL	103.57	0.00	103.57				
897	CINTAS CORPORATION	8406379511	74.30	0.00	74.30	74.30	AP*30640		08/31/23
		TOTAL	74.30	0.00	74.30				
778	COMMONWEALTH ENGINEERING	43249	10,220.00	0.00	10,220.00	10,220.00	AP*30641		08/31/23
		TOTAL	10,220.00	0.00	10,220.00				
1020	CONSOLIDATED PIPE & SUPPLY	6230688-001-	1,562.60	0.00	1,562.60	1,562.60	AP*30642		08/31/23
		TOTAL	1,562.60	0.00	1,562.60				
1058	CRYSTAL SPRINGS	234849000804	36.16	0.00	36.16	36.16	AP*30643		08/31/23
		TOTAL	36.16	0.00	36.16				
341	DOMINION CHEMICAL CO	93000273	372.00	0.00	372.00	372.00	AP*30644		08/31/23
		TOTAL	372.00	0.00	372.00				
939	DRAINFIELD SOLUTIONS, LLC	15135788	1,240.00	0.00	1,240.00	5,135.00	AP*30645		08/31/23
		15147688	325.00	0.00	325.00				
		15195549	2,020.00	0.00	2,020.00				
		15197730	775.00	0.00	775.00				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:08/01/2023 TO:08/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
		15198493	775.00	0.00	775.00				
		TOTAL	5,135.00	0.00	5,135.00				
125	E M GRAY & SON	187338	201.33	0.00	201.33	963.77	AP*30646		08/31/23
		187757	197.44	0.00	197.44				
		188018	169.75	0.00	169.75				
		188420	198.60	0.00	198.60				
		188708	196.65	0.00	196.65				
		TOTAL	963.77	0.00	963.77				
1052	ENCO UTILITY SERVICES FLORI	INV60809	599.93	0.00	599.93	599.93	AP*30647		08/31/23
		TOTAL	599.93	0.00	599.93				
1238	EUROFINS ANALYTICS, LLC	79910	115.00	0.00	115.00	1,325.00	AP*30648		08/31/23
		79951	155.00	0.00	155.00				
		79986	155.00	0.00	155.00				
		79987	115.00	0.00	115.00				
		80381	115.00	0.00	115.00				
		80382	115.00	0.00	115.00				
		80383	155.00	0.00	155.00				
		80384	170.00	0.00	170.00				
		80385	115.00	0.00	115.00				
		80386	115.00	0.00	115.00				
		TOTAL	1,325.00	0.00	1,325.00				
28	G & G MILFORD FARM SERV.	200219	17.57	0.00	17.57	181.44	AP*30649		08/31/23
		200259	64.99	0.00	64.99				
		200384	80.31	0.00	80.31				
		200439	18.57	0.00	18.57				
		TOTAL	181.44	0.00	181.44				
237	GRAINGER	9765347852	200.26	0.00	200.26	415.83	AP*30650		08/31/23
		9768270630	19.37	0.00	19.37				
		9771224327	196.20	0.00	196.20				
		TOTAL	415.83	0.00	415.83				
1208	JOHNS BROTHERS SECURITY, IN	1236874	39.95	0.00	39.95	79.90	AP*30651		08/31/23
		1236875	39.95	0.00	39.95				
		TOTAL	79.90	0.00	79.90				
546	JOHNSON'S EXTERMINATING	08-15-2023	625.00	0.00	625.00	625.00	AP*30652		08/31/23
		TOTAL	625.00	0.00	625.00				
1115	JUSTTECH	136403	176.63	0.00	176.63	176.63	AP*30653		08/31/23
		TOTAL	176.63	0.00	176.63				
743	LOCAL SERVICES	187309	147.21	0.00	147.21	261.23	AP*30654		08/31/23
		187630	114.02	0.00	114.02				
		TOTAL	261.23	0.00	261.23				
898	MARY JAMES	2023-08	175.00	0.00	175.00	175.00	AP*30655		08/31/23
		TOTAL	175.00	0.00	175.00				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:08/01/2023 TO:08/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
48	MID-ATLANTIC LAB	17297	4,074.00	0.00	4,074.00	4,074.00	AP*30656		08/31/23
		TOTAL	4,074.00	0.00	4,074.00				
659	SOSMETAL PRODUCTS INC	1509614	382.01	0.00	382.01	775.57	AP*30657		08/31/23
		1518997	393.56	0.00	393.56				
		TOTAL	775.57	0.00	775.57				
653	STEMMLE PLUMBING REPAIR	217156	3,150.00	0.00	3,150.00	3,150.00	AP*30658		08/31/23
		TOTAL	3,150.00	0.00	3,150.00				
148	THE FREE LANCE STAR	10001428487-	490.00	0.00	490.00	490.00	AP*30659		08/31/23
		TOTAL	490.00	0.00	490.00				
291	USA BLUE BOOK	INV00098161	615.50	0.00	615.50	750.10	AP*30660		08/31/23
		INV00098255	134.60	0.00	134.60				
		TOTAL	750.10	0.00	750.10				
76	VA RURAL WATER ASSOC.	2023-08	350.00	0.00	350.00	350.00	AP*30661		08/31/23
		TOTAL	350.00	0.00	350.00				
878	WHITE OAK ELECTRIC	3255	3,800.00	0.00	3,800.00	10,503.00	AP*30662		08/31/23
		6703.00	6,703.00	0.00	6,703.00				
		TOTAL	10,503.00	0.00	10,503.00				

TOTALS

46,903.60

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:08/01/2023 TO:08/31/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1063	ALACRITI PAYMENTS, LLC	NMXGR713FODQ	8.55	0.00	8.55	8.55	ACH*99405		08/03/23
		TOTAL	8.55	0.00	8.55				
1094	BMW CLEANING SERVICES	34	1,050.00	0.00	1,050.00	1,050.00	ACH*99406		08/03/23
		TOTAL	1,050.00	0.00	1,050.00				
1199	CIVICPLUS	263905	2,310.00	0.00	2,310.00	2,310.00	ACH*99407		08/03/23
		TOTAL	2,310.00	0.00	2,310.00				
514	K L LANGFORD EXCAVATING	23373	1,250.00	0.00	1,250.00	1,250.00	ACH*99408		08/03/23
		TOTAL	1,250.00	0.00	1,250.00				
514	K L LANGFORD EXCAVATING	23374	3,680.00	0.00	3,680.00	3,680.00	ACH*99409		08/03/23
		TOTAL	3,680.00	0.00	3,680.00				
919	PRO SHRED SECURITY	1202053	52.51	0.00	52.51	52.51	ACH*99410		08/03/23
		TOTAL	52.51	0.00	52.51				
44	VUPS	06230463	30.45	0.00	30.45	30.45	ACH*99411		08/03/23
		TOTAL	30.45	0.00	30.45				
1114	XEROX FINANCIAL SERVICES	4450405	123.22	0.00	123.22	123.22	ACH*99412		08/03/23
		TOTAL	123.22	0.00	123.22				

TOTALS

8,504.73



The Historic Town of **BOWLING GREEN** V I R G I N I A

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: Potential Tobacco Tax Implementation

Date: September 1, 2023

Background

As I understand it the Town Council has had preliminary discussions concerning adoption of a 'cigarette tax' in Bowling Green. Such a tax has been available to Arlington and Fairfax Counties and Virginia's towns and cities for decades (since at least 1970) and more recently has been made available to counties. In many counties both towns and counties have implemented the tax with revenues generated by the tax being assigned to the jurisdiction where the tax is collected. Taxes are **not** double assessed unlike real estate and personal property taxes. Examples of both the county and towns within the county both having the tax include Warrenton/Fauquier, Chincoteague/Accomack, Urbanna/Middlesex, most towns in Loudoun County/Loudoun County, Blacksburg/Montgomery and numerous others.

As a potential revenue source implementation of such a tax requires coordination between the Commonwealth, tobacco distributors and the taxing authority to ensure tax stamps are assigned to the products, revenues collected and disbursed to the jurisdiction assessing the tax. Because this type of regulatory process was originally beyond the capabilities of public bodies due to staffing challenges regional authorities known as 'Cigarette Tax Boards' were developed to ensure that tax stamps were assigned to each of pack of cigarettes to be sold in a jurisdiction, revenues collected and distributed to member local governments and audits were conducted at point of sale to ensure compliance.

Wholesalers pay these taxes by purchasing rolls of stamps from each locality or a regional cigarette tax board.

Currently, there are at least four (4) regional boards which exist throughout the Commonwealth (Northern Virginia, Chesapeake, Mount Rogers and Blue Ridge) that serve as the agent for communities in their general area. The Cigarette Tax Board closest to the Town of Bowling Green is the Chesapeake Cigarette Tax Board which is affiliated with the Northern Neck PDC.

Potential Revenue Impacts for the Town of Bowling Green

In a conversation with Jerry Davis the Executive Director of the Northern Neck PDC, who oversees the Chesapeake Cigarette Tax Board, Mr. Davis noted that his research indicated that there are seven (7) businesses who sell cigarettes in the town and that based upon similarly sized localities he works with that the town could conservatively anticipate approximately \$5,000 a month (\$60,000 annually) at a \$0.40 tax per pack tax. From this would be extracted a 5% administrative fee for administration of the program. Currently, Caroline County is collecting a cigarette tax county-wide which includes revenue generated from sales in the Town of Bowling Green. I have not yet contacted the County's program administrator but will prior to the Council meeting to ensure they are aware of the Town's discussions concerning possible adoption of the tax.

If adopted, the lag time between adoption and first collection of the tax is at a minimum of two (2) months due to the need for the Town or its tax administrator to work through the process of notifying cigarette tax wholesalers who purchase cigarette tax stamps from the town's administrative agent.

Adoption of the Tax

Adoption of the tax parallels the process of adoption of any ordinance and requires proper public notification and a public hearing. Copies of a sample ordinance and agreement to administer the ordinance are attached to this memorandum for illustrative purposes for Council review.

Simplifying the process when the ordinance is adopted the Town or its administrative agent:

- Notifies the State Department of Taxation who issues stamps for sale by the tobacco distributor in name of the locality or taxation agent
- The wholesaler reports sales and transmit revenues generated by the retail establishment to the locality or administrative agent and the agent collects the taxes and reports sales and transmit revenues collected to the State Department of Taxation
- The Department of Taxation then transmits collected revenues to the administrative agent or locality on a monthly basis. If collected by a cigarette tax board the board remits revenues to the taxing locality on a monthly basis minus the administrative fee.

Benefits/ Concerns Concerning the Adoption of a Cigarette Tax

Benefits

- Additional revenues would be accrued to the Town with minimum collection and administrative efforts at a time when the Town is challenged with revenue growth
- The tax is already being collected by Caroline County
- Administration of the tax could be minimal if the Town joined an established cigarette tax board

Concerns

- Since the County currently collects the tax in town the Towns adoption of the tax would negatively impact County revenues
- Citizens could claim that the Town is adopting an additional tax

- Historical trends in other communities indicate that tax revenues may decline over time due to declining trends of cigarette sales statewide and nationally

Recommendation

Because the Town has recently engaged a new Town Attorney I recommend that the Council refer development of draft ordinances adopting a cigarette tax and designating the Chesapeake Cigarette Tax Board as program administrator on behalf of the Town utilizing a rate of \$0.40 per pack for taxation purposes to the Town Attorney for presentation at public hearing at the Council's October meeting for the purposes of obtaining public comment.

Potential Motions

For Moving the Issue Forward

I move that the Town Council of the Town of Bowling Green direct the Town Attorney to develop draft ordinances for public hearing concerning adoption and administration of a cigarette tax in the Town of Bowling Green at a rate of \$0.40 per package of cigarettes sold.

For Tabling the Recommendation

I move that the Interim Town Manager's recommendation for development of a tax on cigarettes and administration of the tax be tabled for the following reasons_____

For Denial of the Recommendation

I move that the Interim Town Manager's recommendation for development of ordinances related to adoption and administration of a cigarette tax be denied.



The Historic Town of **BOWLING GREEN** V I R G I N I A

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

Subject: Approval of George Washington Regional Commission Regional Hazard Mitigation Plan

Date: September 1, 2023

Background

As the Council may know the George Washington Regional Commission (GWRC) has updated the region's Federal Emergency Management Agency (FEMA) required hazard mitigation plan to meet FEMA requirements. Maintenance and adoption of such a plan is a benefit to the Town in that it speaks to potential hazards in the Town and identifies resources to mitigate problems should those hazards create a threat to the Town and its residents. Adoption of the plan also qualifies the community for FEMA grants both pre and post disaster. The Plan is extensive (432 pages) ,so a copy is not attached ,but may be found at: <https://gwregion.org/environment/hazard-mitigation> should you wish to review it.

I have reviewed the plan and it appears to identify the Town's hazards and potentials actions that could be taken to mitigate those hazards on an emergency basis. Attached to this memorandum is a draft resolution adopting the plan on behalf of the Town of Bowling Green. All other member jurisdictions have approved the plan via adoption of a similar resolution.

Recommendation

I urge the Council to adopt the attached resolution to ensure the Town qualifies for any pre and post disaster funds which may be available to the Town.

Potential Motion

I move that the Bowling Green Town Council adopt a resolution adopting the 2023 Hazard Mitigation Plan update as developed and presented by the George Washington Regional Commission.

At a meeting of the Bowling Green Town Council held _____, 2023 on a motion by _____, seconded by _____ and passed _____, the Board adopted the following resolution:

RESOLUTION NO. 2023-

ADOPT THE REGIONAL HAZARD MITIGATION PLAN 2023 UPDATE

WHEREAS, Town of Bowling Green and all jurisdictions within the George Washington Regional Commission (GWRC) (a planning district commission organized pursuant to Virginia Code § 15.2-4200, et seq.) have exposure to natural hazards that cause risk to life, property, environment, and the economy; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

WHEREAS, the federal Disaster Mitigation Act of 2000 (42 USC 5121, et seq.), as amended, requires that local governments develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance; and

WHEREAS, the GWRC deems it appropriate to update the existing hazard mitigation; and

WHEREAS, working with project consultants The Berkley Group, and coordinating with Federal, State, and regional stakeholders, the GWRC prepared an updated Regional Hazard Mitigation Plan (the Regional Hazard Mitigation Plan 2023 Update) in accordance with Federal Emergency Management Agency (FEMA) requirements at 44 CFR § 201.6; and

WHEREAS, the public and other stakeholders interested in regional hazard mitigation were provided the opportunity to review and comment on the draft while in development; and

WHEREAS, the Virginia Department of Emergency Management (VDEM) and FEMA have conditionally approved the Regional Hazard Mitigation Plan 2023 Update, pending local adoption; and

WHEREAS, the Bowling Green Town Council believes that adoption of the Regional Hazard Mitigation Plan 2023 Update in substantially the same form as attached promotes health, safety, and welfare of County residents.

NOW THEREFORE BE IT RESOLVED, the Bowling Green Town Council does hereby adopt the Regional Hazard Mitigation Plan 2023 Update in substantially the same form as attached.

(SEAL)

A COPY TESTE: _____



The Historic Town of **BOWLING GREEN** V I R G I N I A

MEMORANDUM

To: The Honorable Mark Gaines, Mayor and Members of the Bowling Green Town Council

From: John A. Anzivino, Interim Town Manager

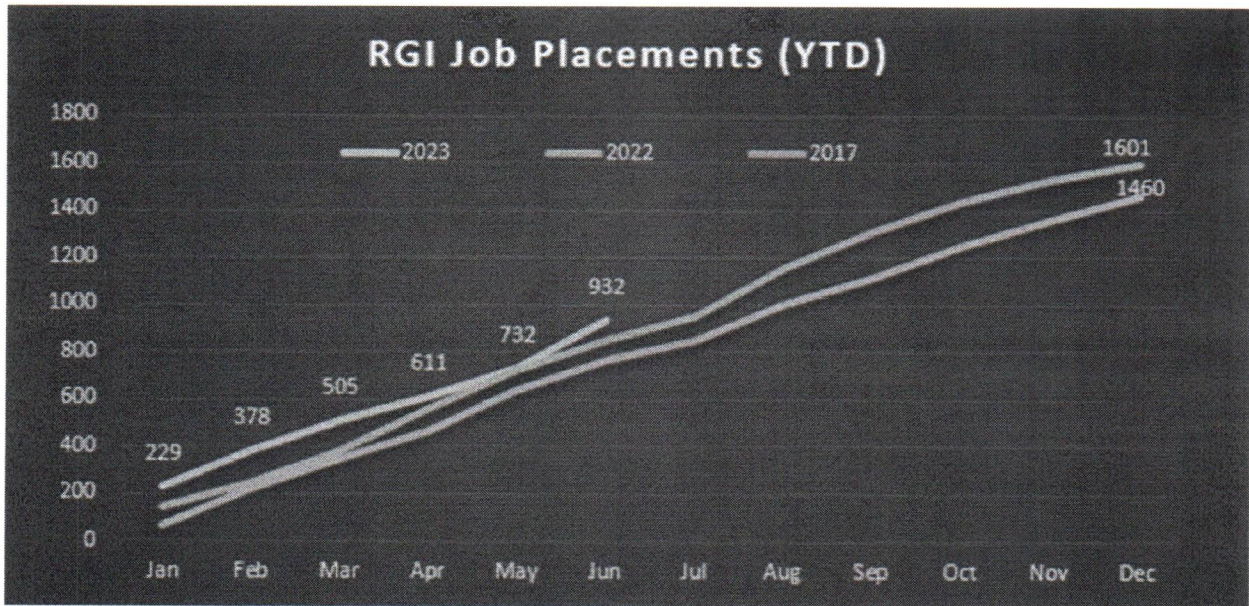
Subject: Zoning Text Amendment Referral to Planning Commission

Date: September 2, 2023

As the Town Council may know Goodwill Industries wishes to develop a drop off/donation site in the Town of Bowling Green. To this end a zoning permit application was filed by Ken Phillips of Goodwill Industries prior to my arrival along with a request for an amendment to the Town's zoning ordinance since the use requested is not defined within the ordinance. The purpose of this memorandum is to provide a brief description of what Goodwill is proposing and to request that the Council refer the issue to the Planning Commission for immediate discussion and preparation of an ordinance amendment allowing the proposed use in an appropriate Business District. It is envisioned, since this request has been pending for a period of time that when the Planning Commission completes their work that a joint public hearing will be held by the Council and Planning Commission to either adopt or deny the recommended changes to the Town's zoning ordinance.

Background

Rappahannock Goodwill Industries (RGI) is a not-for-profit organization that has been in the thrift and donated goods business, in Virginia, since the early 1960's. Goodwill Industries receives donated goods from the community and sells those goods in their retail stores and other platforms to create revenue. Goodwill then takes the revenue from sales and uses it to pay their 400 plus employees and to support their stated mission of "Helping People Find Jobs." Goodwill continually tracks their performance and is on pace this year to place more people in jobs than their best year ever (2017) according to data I have received in the following table.



As explained by Mr. Phillips in an email to me,” Specifically for Bowling Green, as nothing happens until we receive the donation, we are looking to open our 5th donation only center. We currently have these centers operating in King George, Locust Grove, Thornburg, and Colonial Beach. These centers are usually a 1200/1500 square foot box where we maintain an employee to help take in the donations and provide a receipt, do some light sorting, and then prepare them to be picked up, normally every day. I have attached a picture of the donation center in Colonial Beach and the one in Thornburg. If we can get this approved, Bowling Green will be the 5th of 10 donation centers that I have been asked to open before the end of 2024. Goodwill will not be doing any retail sales on this property. It is simply for the convenience of the community. Before the pandemic, RGI placed trailers in parking lots all over our territory (including Bowling Green). At one time we had over 70 trailers placed. During the pandemic we figured out that this was not the best way to interact with our customers and that our employees were being subjected to very harsh weather conditions. That was when we can up with this business process and began simply renting a small space and use it to take donations. In some locations we like to place a Goodwill donation bin in the parking lot also. This is to collect the donations while we are closed and keep the community from placing the donations on the sidewalk in front of the center. Goodwill has already negotiated this into the lease with the landlord. “

Typical Goodwill donation storefront below



Recommended Action

Refer Goodwill's request to the Planning Commission for potential and appropriate zoning ordinance amendments and joint public hearing between the Council and Planning Commission at the earliest possible time.

Potential Motions

To Refer

I move that Goodwill Industries request for amendments to the Town's zoning ordinance allowing for drop off/donation site of clothing and related materials be referred to the Planning Commission for study and appropriate zoning ordinance amendment and that a joint public hearing between the Council and Planning Commission be scheduled upon the Planning Commission's completed review and at the earliest possible time.

To Deny

I move not to refer the request of Goodwill Industries for appropriate zoning ordinance amendments allowing for drop off/donation sites to the Planning Commission and that their fees be returned.

REGISTRATION IS NOW OPEN!

October 17, 2023

Regional Housing Summit



LEARN, ACT, CHANGE
An Education Focused Summit on Housing Attainability

Fredericksburg

**Expo and
Conference Center
8AM - 5PM**

GUEST SPEAKERS:

Opening:

**Congresswoman Abigail
Spanberger**

Keynote Speaker:

**Brian Koziol, Virginia Housing
Alliance**

PRESENTED BY:



[Register Here!](#)

The Regional Housing Assembly is excited to announce the open registration for the Regional Housing Summit. The summit will be the first of its kind for the region bringing together key stakeholders in the housing industry to discuss the current state of housing and the future solutions for attainable housing throughout the region.

Event Details

Date: October 17, 2023

Time: 8AM-5PM

Venue: Fredericksburg Expo and Conference Center.

Theme: Learn, Act, Change!: An Educational Summit on Housing Attainability

Attainable housing is a critical issue facing our community. With rising housing costs and a

shortage of affordable options at all income levels, many families and individuals are struggling to find safe and secure housing. The Housing Summit will provide an opportunity for government officials, community leaders, real estate professionals, housing advocates, and concerned citizens to come together and discuss innovative solutions to this issue.

What To Expect

1. Engaging keynote presentations by industry experts.
2. Panel discussions featuring influential thought leaders.
3. Interactive workshops and breakout sessions.
4. Ample networking opportunities.
5. Exhibitions showcasing innovative products and services.
6. Refreshments and catering throughout the event.

If you have any questions or require further information, please do not hesitate to contact our event team at housing@gwregion.org. We are here to assist you and provide any assistance you may need.

We look forward to welcoming you at the Regional Housing Summit on October 17, 2023.



Event Schedule

Regional Housing Summit | October 17, 2023

8:00 - 9:00	Registration and Breakfast <i>Conference Center Lobby</i>
9:00 - 9:20	Welcome and Opening - Congresswoman Abigail Spanberger <i>Ballroom</i>
9:20- 10:15	Keynote Speaker - Brian Koziol, VHA <i>Ballroom</i>
10:15 - 10:30	Networking Break <i>South Lobby</i>
10:30 - 11:30	Breakout Sessions #1 <i>Preserving Housing Stock Workforce Housing Intersection of Housing and Health</i>
11:30 - 11:45	Break/ Select Lunch <i>South Lobby</i>
11:45 - 12:45	Lunch Plenary - Housing Forward Virginia <i>Ballroom</i>
12:45-13:00	Networking Break <i>South Lobby</i>
13:00 - 14:00	Breakout Session #2 <i>Challenges to Builders and Developers Senior and Disabled Housing Attainable Housing in Rural Communities</i>
14:00 - 15:00	Breakout Session #3 <i>Economic Impact of Housing Military Housing Virginia Housing Programs</i>
15:15 - 16:00	Debrief and Closing Remarks <i>Ballroom</i>

[Register Here!](#)

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Rappahannock United Way



Fredericksburg Area
Builders Association

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Become a Sponsor!

As we prepare to host this highly anticipated event, we are actively seeking sponsors. By becoming a sponsor, you will not only gain valuable exposure, but also contribute to the success of a gathering that brings together stakeholders from across the region on the important issue.

We offer a range of sponsorship opportunities, allowing you to choose the level of involvement that best suits you. The Sponsorship tiers can be found [here](#).

We would be delighted to discuss the various sponsorship packages and benefits in detail, as well as explore any specific requirements or preferences you may have. Please feel free to reach out to our event team at housing@gwregion.org to initiate the conversation.



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Fredericksburg, VA 22401-6043

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