



**TOWN OF BOWLING GREEN  
TOWN COUNCIL SPECIAL MEETING**

**A G E N D A**

**Tuesday, December 17, 2024  
11:00 AM**

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

**NEW BUSINESS:**

- [1.](#) Legislative Agenda
- [2.](#) Award/Procurement for RFP 2024-002

**ADJOURNMENT:**



**TO:** The Honorable Mayor & Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Legislative Agenda- Resolution #24-005  
**DATE:** December 17, 2024

**SUMMARY:**

At the October 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 as part of the agenda packet. This is the Town of Bowling Green's first legislative agenda package to convey the town's highest priorities ahead of the legislation 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 greatly limit the Town's ability to advocate for funding to address water quality mitigation efforts.

**FISCAL IMPACT:**

None at this time.

**RECOMMENDATION:**

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

**DRAFT MOTION:**

I move to adopt resolution #24-005 for the Town's legislative request for the 2025 General Assembly session as presented by the Town Manager.

**A RESOLUTION OF THE TOWN OF BOWLING GREEN COUNCIL REQUESTING STATE FUNDING ASSISTANCE FOR IMMEDIATE WATER INFRASTRUCTURE UPGRADES**

**WHEREAS,** The Town Council respectfully requests funding assistance from the Commonwealth of Virginia with assistance from our representatives, Senator Richard Stuart and Delegate Hillary Pugh Kent, during the 2025 General Assembly session, for immediate water infrastructure upgrades in the Town of Bowling Green, Virginia; and;

**WHEREAS,** The Town of Bowling Green’s water quality test in three quarters of 2023 and the first quarter of 2024 were above the regulatory limit for a naturally-occurring radionuclide known as gross alpha, resulting in the Town entering into a consent order and corrective action plan with the Virginia Department of Health to address our water quality issues;

**WHEREAS,** The Town’s engineering firm (Stantec) has researched solutions to the problem, and developed a plan including replacement wells, pumps, appurtenances, a treatment building, an ion-exchange treatment process and water line improvements;

**WHEREAS,** The cost estimates associated with these immediate infrastructure needs is projected to be \$6,968,833, which cannot be executed in the necessary timeframe without external funding;

**WHEREAS,** The Town seeks to provide the highest possible level of service to support the public health of our residents, local businesses, Town and County facilities which includes emergency services;

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Council of the Town of Bowling Green, Virginia, hereby adopts the resolution to approve the Town’s Legislative Agenda for the 2025 General Assembly Session, and

**BE IT FURTHER RESOLVED,** by the Town Council of the Town of Bowling Green, Virginia, that the Town Council grants the Town Manager the authority to take all necessary actions to support the Town's legislative priorities, positions, and action items related to this legislative request.

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
<i>Gaines</i>			<i>Webb</i>		
<i>Coyle</i>			<i>Voit</i>		
<i>Hageman</i>			<i>Davis</i>		
<i>Storke</i>			<i>Chinault</i>		

**THIS IS TO CERTIFY THIS IS A TRUE COPY OF AN ORIGINAL RESOLUTION,** approved by the Town Council at a Special Meeting of Council held Tuesday, December 17<sup>th</sup>, 2024, at Bowling Green Town Hall, with a quorum of Council being present.

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Mark Gaines, Mayor

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India Adams-Jacobs, Town Manager/ Clerk



## Town Council Memorandum

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**TO:** The Honorable Mayor & Town Council  
**FROM:** J.C. LaRiviere, Director of Community Development & Partnerships  
**COPY:** India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney  
**SUBJECT:** Procurement- General Engineering Services Contract Award to Stantec Consulting Services Inc.  
**DATE:** December 17, 2024

### **SUMMARY:**

The Town received four responses to #RFP2024-002 for general engineering services. After evaluation by the procurement committee, the top two respondents were interviewed. After interviews, Stantec Consulting Services Inc. was selected as the top respondent. Due to the extent of engineering services that the Town will require in the near future to comply with Virginia Department of Health (VDH) and Department of Environmental Quality requirements, this is a general engineering services contract which will enable the Town to work with highly-skilled engineers on an expedited basis rather than executing full procurement processes for each distinct need as they arise.

### **BACKGROUND:**

The Town received a grant award from the VDH Planning & Design Fund to fund the Town of Bowling Green Hydrogeologic Source Evaluation Project. The goal of the project is to investigate and fully understand the natural conditions within which the Town must operate to mitigate the presence of naturally-occurring gross-alpha in the drinking water system which will inform potential new well locations and modifications to existing wells. This project is Task Order One under the proposed contract which is a part of the corrective action plan approved by Town Council and the Virginia Department of Health.

### **FISCAL IMPACT:**

There is no local match requirement for the grant, and the \$45,000 in grant funds are projected to cover the project costs.

### **RECOMMENDATION:**

Town staff recommend that Town Council vote to award the contract and authorize the Town Manager to execute the transaction documents and proceed with the project.

### **DRAFT MOTION:**

I move to award the contract to Stantec and authorize the Town Manager to work with the Town Attorney to finalize contract terms and execute necessary transaction documents.