



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday June 06, 2019
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Tax and Utility Rates for FY2019-2020
- [2.](#) ORDINANCE O-2019-003 Commercial Water Rates
- [3.](#) White Street One Way Proposal

DELEGATIONS:

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [4.](#) Bowling Green Police Department Town Council Report May 2019
- [5.](#) Public Works and Utilities Department Town Council Report May 2019
- [6.](#) Events Coordinator Council Monthly Report for May 2019
- [7.](#) Town Clerk/Treasurer's Monthly Report to Council May 2019
- [8.](#) Town Manager's Monthly Report for May 2019

CONSENT AGENDA:

- [9.](#) May 2019 Bills
- [10.](#) R-2019-005 Depository Designation
- [11.](#) Reschedule July Town Council Meeting

UNFINISHED BUSINESS:

NEW BUSINESS:

- [12.](#) Adoption FY 2019-2020 Fiscal Plan
- [13.](#) Appropriation Resolution R-2019-004
- [14.](#) R-2019-006 – Resolution to Increase Council's Pay
- [15.](#) Request for appropriation of unassigned funds
- [16.](#) New Job Descriptions and New Pay Ranges

[17.](#) Personnel Policy Exemption

[18.](#) Joining Caroline County on shared AS400

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

[19.](#) Budget, Policy, Personnel, and Ordinance Committee – Town Manager Search

[20.](#) Budget, Policy, Personnel, and Ordinance Committee – Food Trucks

INFORMATIONAL ITEMS:

21. Proposed Zoning changes - Town Attorney

22. Additional \$200 fine for Speeding - Mayor

CLOSED SESSION:

23. In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convene in Closed Meeting to consider a personnel matter involving the appointment of an individual to the Economic Development Authority.

RECONVENE IN OPEN SESSION & CERTIFY CLOSED SESSION

ADJOURNMENT



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

AGENDA ITEM: Tax and Utility Rate Ad for FY2019-2020
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The proposed taxes and rates includes an increase of roughly 2% in the waste collection fee and a ten percent increase in the water rates.

ATTACHMENTS:

Tax and Utility Rate Ad

ORDINANCE NUMBER O-2019-002 to set Tax and utility rates for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

REQUESTED ACTION:

Approve proposed ordinance.

Town of Bowling Green, Virginia
Notice of Public Hearing

A public hearing will be held by Town Council on Thursday, June 6, 2019, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on ORDINANCE NUMBER O-2019-002 TO SET TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020. All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting.

A complete copy of ORDINANCE NUMBER O-2019-002 is posted on the Town's web site at <https://www.townofbowlinggreen.com/> and is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the ordinance may be directed to A. Reese Peck, Town Manager. 804-633-6212.

Authorized by A. Reese Peck, Town Manager

ORDINANCE NUMBER O-2019-002

ORDINANCE NUMBER O-2019-002 TO SET TAX AND UTILITY RATES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020.

BE IT ORDAINED by the Bowling Green Town Council, at its regular monthly meeting on the 6th day of June, 2019, that the Bowling Green Town Council sets the tax and utility rates as follows:

Tax Rates

Real Estate	\$0.13/\$100
Personal Property	\$0.72/\$100
Mobile Homes	\$0.10/\$100
Machinery/Tools	\$0.72/\$100
Route 301 Tax District	\$0.74/\$100
Vehicle License Tax - \$30 for cars and light trucks, and \$25 for motorcycles	

Residential and Commercial Bi-Monthly Water/Sewer Rate Schedule

RESIDENTIAL			COMMERCIAL			COMMERCIAL		
In-Town			In-Town			Out -of-Town		
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer
0-5,000	\$36.47	\$86.53	0-5,000	\$36.47	\$93.48	0-5,000	\$72.94	\$112.38
5,001-10,000	\$1.85	\$4.39	5,001-10,000	\$2.04	\$5.21	5,001-10,000	\$4.07	\$6.26
10,001-20,000	\$1.95	\$4.62	10,001-20,000	\$2.10	\$5.40	10,001-20,000	\$4.21	\$6.49
20,010-30,000	\$2.04	\$4.82	20,001-30,000	\$2.18	\$5.58	20,001-30,000	\$4.35	\$6.71
30,001 & Up	\$2.10	\$5.00	30,001-40,000	\$2.28	\$5.83	30,001-40,000	\$4.54	\$7.01
Out-of-Town			40,001-50,000	\$2.34	\$6.02	40,001-50,000	\$4.72	\$7.23
Gallons	Water	Sewer	50,001-100,000	\$2.43	\$6.24	50,001-100,000	\$4.84	\$7.50
0-5,000	\$72.94	\$97.80	100,001 & Up	\$2.50	\$6.39	100,001 & Up	\$4.99	\$7.68
5,001-10,000	\$3.71	\$4.96						
10,001-20,000	\$3.89	\$5.22						
20,010-30,000	\$4.07	\$5.45						
30,001 & Up	\$4.21	\$5.65						

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

Residential Rates:	\$31.38
Commercial Rates:	\$24.97 per cubic yard



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

AGENDA ITEM: ORDINANCE O-2019-003 Commercial Water Rates
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

ORDINANCE O-2019-003 amends The Bowling Green Town Code, Chapter 5, "Public Facilities," Article I, "Public Utilities," Division 2, "Water Regulations," Rates and Billing Section 5-177. Ordinance Number O-2019-003 changes the manner in which commercial water users' rates are set by allowing commercial facilities that share common bathroom facility to be charge as one unit.

ATTACHMENTS:

Public Hearing Ad

Proposed Ordinance 0-2019-003

REQUESTED ACTION:

Approve proposed ordinance.

PUBLIC HEARING NOTICE
TOWN OF BOWLING GREEN

Notice is hereby given that the Town Council of the Town of Bowling Green, Virginia, will hold a public hearing during the regular Town Council meeting on Thursday, June 6, 2019, at 7:00 PM in Town Hall, 117 Butler Street, Bowling Green.

The purpose of the public hearing is to take public comments on ORDINANCE O-2019-003 amends the Bowling Green Town Code, Chapter 5, "Public Facilities," Article I, "Public Utilities," Division 2, "Water Regulations," Rates and Billing Section 5-177. Ordinance Number O-2019-003 changes the manner in which commercial water users rates are set.

All interested persons may attend the hearing and be heard. A copy of the proposed ordinance is available for review in Town Hall during business hours and available for view on the Town's website at <https://www.townofbowlinggreen.com/>. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck

Town Manager

ORDINANCE NUMBER 0-2019-003

ORDINANCE O-2019-003 AMENDS THE BOWLING GREEN TOWN CODE, CHAPTER 5, "PUBLIC FACILITIES," ARTICLE I, "PUBLIC UTILITIES," DIVISION 2, "WATER REGULATIONS," RATES AND BILLING SECTION 5-177.

BE IT ORDAINED by the Bowling Green Town Council, at its regular monthly meeting on the 6th day of June, 2018, the Bowling Green Town Code, Chapter 5, "Public Facilities," Article I, "Public Utilities," Division 2, "Water Regulations," Rates and Billing Section 5-177 be amended to now read in its entirety as follows:

Section 5-177

(2) Multiple-unit facilities. Water rates for multifamily dwellings and commercial facilities designed for occupancy by more than one business or commercial activity having fewer than one meter per unit shall be determined as if each dwelling unit or independent commercial unit therein receiving water service constituted a separate customer, regardless of the number of connections or meters serving such buildings or complex of buildings. The water rate for such buildings or complex of buildings not having separate water meters for each unit receiving water service shall be ~~\$24.80~~ the minimum rate multiplied by the number of residential or independent commercial units served by each meter, plus the applicable residential or commercial rate for each 1,000 gallons or fraction thereof for each unit over the total of 5,000 gallons. However, where a unit within a multifamily dwelling or commercial facility not having separate water meters for each unit receiving water service shares a toilet facility, the charge for those two units sharing a toilet facility shall be a total of \$24.80, treated as one unit.



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

AGENDA ITEM: White Street One Way Proposal

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: David Beale, P.E., VDOT

PHONE: (540) 654-1973

BACKGROUND / SUMMARY:

The attached memorandum responds to a request from the Fredericksburg Residency to review Route 1215, White Street in Bowling Green, to determine whether the two-way street can be converted to a one way street. The Residency plans to present the sketch to the Town of Bowling Green for discussion/approval.

ATTACHMENTS:

VDOT Technical Memorandum

REQUESTED ACTION:

Give staff and VDOT direction on whether or not to proceed.

PUBLIC HEARING NOTICE
TOWN OF BOWLING GREEN

Notice is hereby given that the Town Council of the Town of Bowling Green, Virginia, will hold a public hearing during the regular Town Council meeting on Thursday, June 6, 2019, at 7:00 PM in Town Hall, 117 Butler Street, Bowling Green.

The purpose of the public hearing is to take public comments on whether to converted Route 1215, White Street in Bowling Green to a one way street. All interested persons may attend the hearing and be heard. A copy of the VDOT's proposal is available for review in Town Hall during business hours and available for view on the Town's website at <https://www.townofbowlinggreen.com/>. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck

Town Manager

Technical Memorandum

To: Rebecca Abecassis
Studies Supervisor

From: Connie Johnson
Engineering Technician

Date: April 3, 2019

Re: One Way Street
Route 1215, Town of Bowling Green, Caroline County

This memorandum responds to a request from the Fredericksburg Residency to review Route 1215, White Street in Bowling Green, to determine whether the two-way street can be converted to a one-way street. The Residency plans to present the sketch to the Town of Bowling Green for discussion/approval.

Background

Route 1215 runs between Route 619, Milford Street and Route 1201, Maury Avenue and is 0.09 mile in length. It is a residential area with four residential driveways. It is posted 25 mph with a 2013 ADT of 450 vehicles and a pavement width of approximately 20'. There is no on-street parking and the shoulders are grass. There were no reported crashes on Route 1215 between 2016 and 2018.

Recommendations

Attached to this memorandum is a sketch indicating the signs that would be necessary to convert Route 1215 from a two-way street to a one-way street that can be presented to the Town of Bowling Green for their review/approval and preparation of a resolution. Upon receipt of the resolution, we will submit the location to Richmond for approval by the Commissioner, per the Code of Virginia, Section 46.2-806, One-way Roads and Highways that states, "The Commissioner of Highways may designate any highway or any separate roadway under his jurisdiction for one-way traffic and shall erect appropriate signs. Traffic thereon shall move only in the direction designated."



R5-1, 30"x30"



R6-2, left and right arrows, 24"x30" back-to-back on both corners



Fredericksburg District
Traffic Engineering



Locations have not been
marked on pavement

To: Rebecca Abecassis, 540-899-4065
From: Connie Johnson, 540-899-4137
Location: Route 1215, White St.
Town of Bowling Green, Caroline Co.
Date: 4-2-2019



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

AGENDA ITEM: Bowling Green Police Department Town Council Report May 2019

DATE: 5/31/19

PREPARED BY: Chief David Lipscomb

MONTHLY REPORT / PROJECT UPDATE:

Statistical Data for May 2019

108 Virginia Uniform Summonses Issued

5 Suspended Drivers

44 Calls for Service

1 Arrest for Drunk in Public, Rite Aide Parking Lot (Lipscomb)

1 Reportable call of Larceny, Dollar General, Warrant Obtained (Lipscomb)

1 Reportable call of Larceny, Family Dollar, Juvenile Offender (Ofc. Honeycutt)

1 Attempted Suicide (Sgt. Cecil)

1 Traffic Crash, Tree Fell on Vehicle S. Main St. during Thunder Storm (Lipscomb)

68 Park Walk and Talk

12 Motorist Assist

28 Advice Calls

4 Animal Control Calls

7 Court Appearances

8 Special Assignments (Speed enforcement on Maury Ave., S. Main St., Coffee and Car Event,)

Chief's Report

The BGPLD is in the planning stages for National Night Out on August 6th, 2019.

Chief and Admin. Assistant are continuing to work with our software provider for the application of new specs. required by the Virginia State Police.

Lt. Jett is assigned to updating building security requirements for our physical office as to allow a VCIN terminal to be installed in the future.

The BGPD hopes to outfit all officers with protective Kevlar vests after the new budget year.

ATTACHMENTS:

Town of Ashland's Residential Traffic Calming Program Guide

HEADS UP ITEMS:

Police Policy Manual Needs to be completed.

Residential Traffic Calming Program Guide



Town of Ashland, Virginia

August 1, 2006

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APPENDICES

- Appendix A – Example Official RTCP Petition
- Appendix B – Multi-family Building Petition Validation

A. INTRODUCTION

The Town of Ashland's Residential Traffic Calming Program (RTCP) incorporates education, enforcement and engineered street design into protecting the quality of life in Town neighborhoods. The Town has developed the RTCP to provide residents with the opportunity to raise neighborhood traffic concerns and to participate in the selection of strategies that promote safe and pleasant conditions for residents, pedestrians, bicyclists and motorists in Town neighborhoods.

Traffic calming is defined by the Institute for Transportation Engineers as "the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users." With this Guide as a framework, staff will work with neighborhoods to develop a plan to calm traffic in order to meet the goals listed below.

B. GOALS

The goals of the RTCP are:

- Provide protection to residential neighborhoods from traffic operating at excessive speeds.
- Increase access, safety, comfort and convenience for pedestrians and bicyclists.
- Foster a collaborative working relationship between Town staff and residents to the develop traffic calming measures.

C. CRITERIA

Local residential streets and certain collector streets are eligible for inclusion in the RTCP. The posted speed limit should not exceed 25 mph. Local residential streets provide access to abutting land uses and serve only to provide mobility within the neighborhood. Traffic on these streets is expected to be entering or exiting from the residences. Certain roads, although classified as collector roads, function as local residential streets. Residential collector streets that meet the following conditions may be included in the RTCP:

- a. a posted speed limit of 25 mph or less
- b. traffic volumes of less than 4,000 vehicles per day
- c. a two-lane roadway
- d. a minimum of 12 dwellings fronting on the street per 1000 ft of roadway including both sides.

The Director of Public Works shall confirm the appropriate residential area for consideration.

In addition, for a neighborhood to qualify for RTCP assistance, one or more of the following criteria must be met:

- Speeding: 15% of motorists travel at 5 mph or more above the posted speed limit.
- Safety: Significant pedestrian and bicycle activity, such as proximity to schools, playgrounds, shopping areas.
- History of motor vehicle accidents in area.

These criteria are consistent with successful traffic calming programs in other localities. The Town will conduct traffic surveys to determine whether the criteria are met.

D. IDENTIFYING NEIGHBORHOOD TRAFFIC CONCERNS

The Town will assist a neighborhood in defining traffic problems. A neighborhood consensus on that definition should be reached. Typically, the broad problems are speeding and traffic volume, but there may be additional issues that need addressing as well.

Defining the problem occurs on two levels. The first level is clearly understanding what the residents' concerns are; determining if there is, in fact, a basis for those concerns and then expressing those concerns. The second level of the problem definition is the accumulation of data to support the identified problem(s).

E. PROCESS STEPS

1. Traffic Calming Request

Citizens wanting to participate in this program must make a request to the Town Manger. They should express their most serious traffic concerns. There is no deadline for making the request.

This request should include:

- Street segment where the problem(s) exists (e.g., X Street between Y Place and Z Avenue);
- Time of day when the problem(s) occurs;
- Possible causes of the problem; and
- Perceived dangers to pedestrians, bicyclists, residents and property as a result of the problem.

2. Data Collection and Analysis

Town staff will collect and analyze necessary traffic data to determine whether 1) the data supports the problem(s) identified by the residents and 2) the street segment meets the criteria for traffic calming. Data collection will be generally conducted on weekdays, September through May, when public school is in session.

a. Data Does Not Support Implementation of RTCP

If the data collected indicates that the situation does not meet the criteria, staff will report back to the residents that the problem did not warrant any specific action. The situation may be eligible in the future.

b. Data Supports Implementation of RTCP

If the objective data confirms the existence of a problem, staff will recommend the area for the RTCP to the Town Manager for approval.

3. Project Initiation

Once approval has been received, staff will work with members of the community where a problem was confirmed to begin drafting a traffic calming plan. The focus will be on the scope and nature of the traffic problems, the traffic calming measures that can most realistically address the traffic concerns, and working with Town staff to develop preliminary design options and cost estimates for review by the neighborhood at a public meeting.

The designs will be approached in two phases. Phase I designs will consist of non-physical measures, and will be implemented first. If Phase I measures are not effective enough, Phase II designs may be implemented. Phase II includes physical measures (see Section F.3 Traffic Calming Toolbox).

Input from the Fire Department/Emergency Medical Services will be requested to determine any specific emergency requirements.

Once the preliminary designs have been developed, community support must be gained by a petitioning.

4. Assess Community Support For Traffic Calming

The next step in the implementation process is to obtain the required level of community support to be eligible for final design and funding. To assess support, members of the community will be responsible for collecting signatures from the affected homes on the street segment(s) with a petition (see Appendices A and B). Only one resident (homeowner or renter) of each affected home may vote. The petition will indicate that by signing they accept the possibility that traffic calming may be built in front of their home. To assist the community, staff will prepare a map and/or brochure explaining what the proposed measures will look like and where each traffic calming measure will be located.

For condominiums or apartments with 25 or more units, approval from all residents will not be required. Instead, written support of the traffic calming plan will be obtained from the condominium association or property management company. The building/complex may either approve or disapprove of the traffic calming plan.

a. Plan Receives Sufficient Support

Sufficient support for the traffic calming plan will involve receiving concurrence from 60% of affected households. Town staff will begin gathering resources, assessing funding sources and developing a schedule for the implementation of the plan.

b. Plan Does Not Receive Sufficient Support

If the traffic calming plan does not receive sufficient support, the plan will not be implemented until it does receive sufficient neighbor support.

5. Project Implementation

The RTCP will be implemented using a two phase approach. During Phase I, only non-physical measures will be implemented. If the Phase I measures are not successful, physical measures will be implemented as Phase II. Physical and non-physical measures are discussed in the next section.

As part of implementation of either phase, staff performs the following actions:

- Determines funding requirements;
- Secures funding if available;
- Develops construction drawings based on the preliminary design;
- Acquires right-of-way and/or easements, if required;
- Schedules construction either by Town workers or private contractor;
- Notifies affected residents of construction schedule;
- Coordinates and oversees construction or notice to private contractor to proceed;
and
- Monitors all work for compliance to design specifications.

6. Evaluation

After Phase I measures have been implemented for 6 months, staff will evaluate whether they are effective. Evaluation methods may include one or more of the following: placing radar trailer, additional police surveillance, other means of traffic monitoring, resident response.

If Phase I is determined to be unsuccessful, a preliminary design will be prepared and implemented for Phase II. Phase II measure will be evaluated on the same schedule and by the same means as Phase I measures.

If the other problems arise from the implementation of a traffic calming measures (e.g., difficulties for emergency vehicles, drainage or maintenance issues, etc.) staff will examine the causes and potential fixes. Additionally, citizens who feel that the RTCP process needs refinement may bring their issues to staff for discussion and consideration.

F. TRAFFIC CALMING MEASURES

1. Selections of Traffic Calming Measures

When selecting the appropriate traffic calming measure(s), several principles need to be taken into consideration. In general, the traffic calming measure(s) selected should have all or most of the following attributes:

- Is consistent with Virginia law and meets the standards set out in the Manual on Uniform Traffic Control Devices and the American Association of State Highway and Transportation Officials guidelines,
- Addresses the problem in the most efficient and cost effective way possible,
- Accommodates the geometrics of the street (e.g., a traffic circle can only be built in an intersection that is large enough for it),
- Is compatible with the needs of the Fire Department and Emergency Medical Services, and
- Addresses the needs of nearby schools.

2. Types of Traffic Calming Measures

Two types of traffic calming measures are considered in the RTCP: (1) Non-physical Measures and (2) Physical Measures. The table below contains a list of the non-physical and physical measures to be considered.

Only non-physical measures will be considered during Phase I of implementation. Non-physical devices are defined as low cost measures that do not physically restrict driver maneuvers. Examples of non-physical traffic calming measures include public education, additional police enforcement, signing, and pavement markings to narrow travel lanes.

Physical measures will be considered only if non-physical measures have been implemented, evaluated and found to be unsuccessful. Physical measures are treatments that reduce speed by creating a vertical, or horizontal shift in the roadway or travel lanes or that create a safer vehicle-pedestrian design.

3. Traffic Calming Toolbox Guidelines

Issue	Measure	Description	Criteria	Minimum Community Support Needed	Expense
Phase I Traffic Control Measures					
Bicyclist Safety	Bike Lanes, Signage and Street Symbols	Improve safety of bicyclists and visually narrow streets to slow traffic	American Association of State highway and Transportation Officials Bicycle Facility guide	No Minimum	Low
Speeding	Traffic Safety Education	Flyer or newsletter describing traffic concerns and traffic safety tips	Any citizen complaint	No Minimum	Low
	Signing: speed limit, 4-way stop, school, etc.	Reminds motorists of the speed limit	Any citizen complaint	No Minimum	Low
	Police Enforcement	Continued enforcement by Ashland Police Department	Any citizen complaint	No Minimum	Low
	Variable speed display board	Radar unit and board alert motorist to their travel speed	Speeding criterion is met	No Minimum	Medium
	Increased speeding fines	Fines up to \$200. Install warning signs.	Speeding criterion is met	75% of households	Low
	Street markings	Center yellow line(s), white lines on edge of lanes/bike lanes, arrows to slow traffic	Manual on Uniform Traffic Control Devices	60% of households	Low
Pedestrian Safety	Crosswalks	Crosswalks at intersections to highlight pedestrian crossing area.	Pedestrian activity	No Minimum	Low
	Mid-block crosswalk	Provide greater visibility To crossing pedestrians	Significant pedestrian traffic	No minimum	Low
	Brush Trimming	Homeowners or Town trim brush for better sight distance.	Any citizen complaint	No Minimum	Low
Phase II Traffic Control Measures					
Speeding	Street narrowing	Physically arrow street to slow traffic	Speeding criterion is met	60% of households	High
	Median	Narrows streets to prevent turns at intersections or slow traffic	Speeding criterion is met	60% of households	High
	Chicane	Winding street causes motorists to drive slower	Case by case basis	60% of households	High
	Speed hump/ Raised Crosswalks	Effective at slowing vehicles 5 - 10mph when crossing the bump	Speeding criterion is met	60% of households	Medium
	Traffic circle	Circular intersection appropriate for local streets	Case by case basis	60% of households	High

Issue	Measure	Description	Criteria	Minimum Community Support Needed	Expense
	Roundabout	Circular intersection appropriate for streets with higher volumes of traffic	Case by case basis	60% of households	High
Pedestrian Safety	Pedestrian refuge island	An island in the middle of the street to break the crossing into two sections	Speeding criterion is met	60% of households	High
	Bulb-outs	Shorten distance to cross the street and slow traffic	Speeding criterion is met	60% of households	High

G. LEARN MORE

To learn more about traffic calming and view images of a variety of measures, visit any of the following Websites:

- Alexandria Neighborhood Traffic Calming Program:
www.AlexTrafficCalming.org
- Arlington, VA, traffic calming Website:
www.co.arlington.va.us/dpw/planning/ntc
- Henrico County Traffic Calming Program:
<http://www.co.henrico.va.us/works/newdpwweb/trafficalming.htm>
- Portland, OR, traffic calming Website:
www.trans.ci.portland.or.us/trafficalming
- Pedestrian & Bicycle Information Center Image Library:
www.pedbikeimages.org and click on “Traffic Calming and Management”
- TrafficCalming.org: www.trafficalming.org
- Virginia Department of Transportation:
<http://www.virginiadot.org/programs/faq-traffic-calming.asp>

APPENDIX B- MULTIFAMILY BUILDING PETITION VALIDATION

***Note: This form is to be used instead of the Petition for condominiums and apartments with over 25 residences.**

Building Name: _____

Building Address: _____

Number of Residences: _____

Building or Complex Type (circle one): Condominium / Apartment

For Condominiums:

The president of the condominium board should sign below to show its Association's support for the traffic calming plan.

Approval Signature: _____

Name of Condominium Association president: _____

Street Address and Phone of
Condominium Association president: _____

For Apartment Buildings:

The property management company should sign below to show its support for the traffic calming plan.

Approval Signature: _____

Name of Property Manager: _____

Name of Property Management Company: _____

Street Address and Phone of
Property Management Company: _____

Note: If this petition has sufficient support, traffic calming measures will be considered. Traffic calming measures are to be implemented in two phases. Phase I, which includes non-physical measures (e.g., speed limit signs, line painting, etc.), is to be implemented first. If Phase I does not prove to be effective, Phase II, which includes physical measures, is to be implemented (e.g., speed humps, traffic circles, raised cross walks).



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

AGENDA ITEM: Council Monthly Report for May 2019

DATE: May 31, 2019

PREPARED BY: Billy Deavers

MONTHLY REPORT / PROJECT UPDATE:

Water:

- Two water leaks this month. White Meadows Dr, and Lafayette Avenue. Both were repaired by David Brooks
- Still replacing old manual read meters with touch read meters
- Still doing maintenance on fire hydrants, and inputting information on spreadsheets for easier tracking
- Monthly Bac-T samples were analyzed and passed

Public Works:

- Normal grass cutting/landscaping is underway
- New Frog trashcan placed at the playground
- Installed the take a book box at the playground
- Put chairs together for the Wine Festival
- Shawn Fortune passed the Core Exam for his Pesticide License, still has to schedule and pass the Right of Way Section
- Had two Seasonal Employees join our team, Matthew Shamblin and Justin Perry
-

Wastewater:

- Plant is still running well, with no exceptions
- Both Plant Operators, Landon Motley and Kendrick Draper have begun an online Wastewater Review Class to help prepare for the Certification Exam
- Still keeping up with manually removing grit from the Influent Channel
- Keeping up with sludge removal from the Drying Beds, as well as keeping them prepped.
- Have been no occurrences at the Lift Stations

ATTACHMENTS:

May 2019 311 Report, April 2019 DMR Summary

HEADS UP ITEMS:

- Wine Festival will be June 8, 2019. Public Works Crew will be working closely with Jo-Elsa Jordan to ensure everything runs smoothly

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

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

PERMITTEE NAME/ADDRESS (INCLUDE
FACILITY NAME/LOCATION IF DIFFERENT)

Northern Regional Office
13901 Crown Court

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

Woodbridge, VA 22193

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

MONITORING PERIOD						
YEAR	MO	DAY	TO	YEAR	MO	DAY
2019	04	01		2019	04	30

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

Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW	REPORTD	0.086	0.11	MGD	*****	*****	*****		0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****					
pH	REPORTD	*****	*****		7.1	*****	7.7	SU	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0		1/DAY	GRAB		
TSS	REPORTD	0.37	0.48	KG/D	*****	1.2	1.5	MG/L	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15		3D/W	8HC		
DO	REPORTD	*****	*****		6.9	*****	*****	MG/L	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****		1/DAY	GRAB		
TKN (N-KJEL)	REPORTD	0.38	0.49	KG/D	*****	1.2	1.4	MG/L	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5		3D/W	8HC		
E. COLI	REPORTD	*****	*****		*****	1	*****	N/CML	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****		3D/W	GRAB		
CBOD5	REPORTD	0.048	0.23	KG/D	*****	<QL	0.67	MG/L	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15		3D/W	8HC		

GENERAL PERMIT REQUIREMENTS OR COMMENTS:
OUTFALL-SPECIFIC COMMENTS:
PARAMETER-SPECIFIC COMMENTS:

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE			
				William Deavers	1965000877		
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.				TYPED OR PRINTED NAME			
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		CERTIFICATE NUMBER	
				TELEPHONE	8042211834		
TYPED OR PRINTED NAME		SIGNATURE		Date			

Status	Address Num	Street Name	Work Type	Date Flagged	Flagged By	Modified Date	Last Modified By	Description
Complete	219	Anderson Ave	Clean Drying Beds	5/17/2019 3:05:27 PM	Shawn.Fortune	5/17/2019 3:05:28 PM	Shawn.Fortune	Get up drying bed 5 205 Roper Dr take new trash can and pick up broken one on 03/20/2019 134 Milford St tAKE 2 TRASH CANS PLEASE
Complete	205	Roper Dr	Garbage	5/17/2019 3:00:56 PM	Judy.Bezley	5/21/2019 10:47:26 AM	Shawn.Fortune	
Complete	134	Milford St	Garbage	5/17/2019 2:02:49 PM	Judy.Bezley	5/17/2019 2:50:24 PM	Shawn.Fortune	
Complete	141	Chase St	Install/Set Meter	5/17/2019 1:46:05 PM	Shawn.Fortune	5/17/2019 1:46:06 PM	Shawn.Fortune	Install new meter 109 Maury Ave read meter please 15370 Hilldale Ave re-read meter please high usage 117 Butler St
Complete	109	Maury Ave	Meter Read	5/17/2019 12:34:04 PM	Judy.Bezley	5/17/2019 1:50:22 PM	Shawn.Fortune	
Complete	15370	Hilldale Ave	Meter Re-Read	5/17/2019 11:37:33 AM	Judy.Bezley	5/17/2019 12:14:30 PM	Shawn.Fortune	
Complete	117	Butler St	Building Maintenance	5/17/2019 9:49:29 AM	Judy.Bezley	5/17/2019 1:45:02 PM	Shawn.Fortune	Please come to Town Hall and put up 3 paper towel holders thanks
Complete	0	VDOT water tower	Other - Water	5/15/2019 2:45:37 PM	Shawn.Fortune	5/15/2019 2:45:38 PM	Shawn.Fortune	Replace sampling station
Complete	120	Anderson Ave	Other - Water	5/15/2019 2:42:19 PM	Shawn.Fortune	5/15/2019 2:42:20 PM	Shawn.Fortune	Replace sampling station
Complete	121	Maury Ave	Install/Set Meter	5/15/2019 9:01:16 AM	Shawn.Fortune	5/15/2019 9:01:17 AM	Shawn.Fortune	Replace meter
Complete	120	Maury Ave	Install/Set Meter	5/15/2019 8:58:34 AM	Shawn.Fortune	5/15/2019 8:58:35 AM	Shawn.Fortune	Replace meter 114 Maury Ave Connect Service
Complete	114	Maury Ave	Service Connect	5/14/2019 4:52:12 PM	Judy.Bezley	5/17/2019 12:01:16 PM	Shawn.Fortune	New Customer Erik Seastead
Complete	112	Davis Ct	Sewer Blockage - Main	5/14/2019 3:28:03 PM	Shawn.Fortune	5/17/2019 11:51:06 AM	Shawn.Fortune	Sewer main is blocked,called LANGFORD to jet the line
Complete	108	Elliott St.	Install/Set Meter	5/14/2019 3:24:18 PM	Shawn.Fortune	5/17/2019 11:52:17 AM	Shawn.Fortune	Install new meter
Complete	110	Elliott St.	Install/Set Meter	5/14/2019 3:23:40 PM	Shawn.Fortune	5/17/2019 11:51:57 AM	Shawn.Fortune	Install new meter
Complete	116	Elliott St.	Install/Set Meter	5/14/2019 3:23:10 PM	Shawn.Fortune	5/17/2019 11:50:54 AM	Shawn.Fortune	Install new meter
Complete	127	Maury Ave	Install/Set Meter	5/14/2019 11:59:32 AM	Shawn.Fortune	5/14/2019 11:59:33 AM	Shawn.Fortune	Install new meter
Complete	117	Maury Ave	Install/Set Meter	5/14/2019 11:57:43 AM	Shawn.Fortune	5/14/2019 11:57:44 AM	Shawn.Fortune	Install new meter
Complete	116	Maury Ave	Install/Set Meter	5/14/2019 11:55:33 AM	Shawn.Fortune	5/14/2019 11:55:34 AM	Shawn.Fortune	Install new meter
Complete	114	Maury Ave	Install/Set Meter	5/14/2019 11:54:47 AM	Shawn.Fortune	5/14/2019 11:54:48 AM	Shawn.Fortune	Install new meter
Complete	0	Well 5	Mowing	5/14/2019 11:53:14 AM	Shawn.Fortune	5/14/2019 11:53:15 AM	Shawn.Fortune	Mow well 5
Complete	301	liftstation	Mowing	5/14/2019 11:52:14 AM	Shawn.Fortune	5/14/2019 11:52:15 AM	Shawn.Fortune	Mow 301 liftstation
Complete	301	Town sign	Mowing	5/14/2019 11:51:30 AM	Shawn.Fortune	5/14/2019 11:51:31 AM	Shawn.Fortune	Mow town sign on 301
Complete	117	Butler St.	Mowing	5/14/2019 7:22:42 AM	Shawn.Fortune	5/14/2019 11:50:28 AM	Shawn.Fortune	Mow Town Hall
Complete	18073	Harding Drive	Hydrant Maintenance	5/14/2019 7:19:22 AM	Shawn.Fortune	5/20/2019 3:47:29 PM	Shawn.Fortune	Paint hydrant
Complete	18119	Harding Drive	Hydrant Maintenance	5/14/2019 7:18:46 AM	Shawn.Fortune	5/17/2019 12:00:45 PM	Shawn.Fortune	Paint hydrant
Complete	16221	Richmond Turnpike	Hydrant Maintenance	5/14/2019 7:18:01 AM	Shawn.Fortune	5/17/2019 11:59:21 AM	Shawn.Fortune	Paint hydrant
Complete	211	South Main	Hydrant Maintenance	5/14/2019 7:17:15 AM	Shawn.Fortune	5/17/2019 11:58:55 AM	Shawn.Fortune	Paint hydrant
New Request	124	Martin St.	Hydrant Maintenance	5/14/2019 7:15:43 AM	Shawn.Fortune	5/14/2019 7:15:43 AM	Shawn.Fortune	Paint hydrant
New Request	115	Trewalla	Hydrant Maintenance	5/14/2019 7:15:13 AM	Shawn.Fortune	5/14/2019 7:15:13 AM	Shawn.Fortune	Paint hydrant
Complete	201	Travis St	Hydrant Maintenance	5/14/2019 7:14:46 AM	Shawn.Fortune	5/17/2019 11:57:47 AM	Shawn.Fortune	Paint hydrant
Complete	120	Lacy Lane St.	Hydrant Maintenance	5/14/2019 7:14:00 AM	Shawn.Fortune	5/17/2019 11:58:27 AM	Shawn.Fortune	Paint hydrant
Complete	110	Lacy Lane	Hydrant Maintenance	5/14/2019 7:13:24 AM	Shawn.Fortune	5/15/2019 2:38:23 PM	Shawn.Fortune	Paint hydrant and find valve
Complete	118	Virginia Ave	Hydrant Maintenance	5/14/2019 7:12:39 AM	Shawn.Fortune	5/15/2019 2:38:59 PM	Shawn.Fortune	Paint hydrant and find valve 117 Butler Street Report to office to place door knockers on houses on Maury, Milford, & White 05/14/19 before close of business.
Complete	117	Butler St	Other - PW	5/13/2019 2:00:03 PM	twright@townofbowlinggr	5/14/2019 12:00:03 PM	Shawn.Fortune	Thank you
Complete	117	Butler 3	Garbage	5/13/2019 8:05:47 AM	Shawn.Fortune	5/13/2019 8:05:48 AM	Shawn.Fortune	Dump trash cans at the pavilion
Complete	136	Lafayette	Detect Water Leak	5/13/2019 7:44:01 AM	Shawn.Fortune	5/21/2019 9:41:01 AM	Shawn.Fortune	Possible water leak detected
Complete	107	Davis Ct	Other - Water Utility	5/13/2019 7:42:31 AM	Shawn.Fortune	5/13/2019 7:42:32 AM	Shawn.Fortune	Put in touch read assembly
Complete	0	Old Maury Ave well	Mowing	5/13/2019 7:40:45 AM	Shawn.Fortune	5/13/2019 7:40:46 AM	Shawn.Fortune	Mow grass at old well
Complete	207	Billboard sign	Mowing	5/13/2019 7:39:35 AM	Shawn.Fortune	5/13/2019 7:39:36 AM	Shawn.Fortune	Mow grass at Billboard sign
Complete	104	Milford St.	Mowing	5/13/2019 7:38:07 AM	Shawn.Fortune	5/13/2019 7:38:08 AM	Shawn.Fortune	Mow curbing in front of businesses

Complete	0	North Main St.	Mowing	5/13/2019 7:36:16 AM	Shawn.Fortune	5/13/2019 7:36:17 AM	Shawn.Fortune	Mowing grass areas at traffic light
Complete	0	South Main	Mowing	5/13/2019 7:33:21 AM	Shawn.Fortune	5/13/2019 7:33:22 AM	Shawn.Fortune	Mowed South Main Median and Town sign
Complete	117	Butler St	Mowing	5/9/2019 6:07:45 PM	Shawn.Fortune	5/9/2019 6:07:46 PM	Shawn.Fortune	Mow Police Department, playground and well1
Complete	170	Dickinson Dr	Mowing	5/9/2019 1:41:16 PM	Shawn.Fortune	5/9/2019 1:41:17 PM	Shawn.Fortune	Mow Bowling Green Meadows Park
Complete	13621	Farmers Dr	Other - PW	5/9/2019 12:09:16 PM	Shawn.Fortune	5/9/2019 12:09:17 PM	Shawn.Fortune	Utility mark to 13180 Rolling to 13621 Farmers Dr
Complete	143	Maury Ave	Install/Set Meter	5/9/2019 11:47:36 AM	Shawn.Fortune	5/9/2019 11:47:37 AM	Shawn.Fortune	Replace meter touch read is broken
Complete	115	Maury Ave	Install/Set Meter	5/9/2019 11:46:34 AM	Shawn.Fortune	5/9/2019 12:49:23 PM	Shawn.Fortune	Install new meter
Complete	110	Maury Ave	Install/Set Meter	5/9/2019 11:43:13 AM	Shawn.Fortune	5/9/2019 11:43:14 AM	Shawn.Fortune	Replace meter
Complete	212	Maury Ave	Garbage	5/9/2019 11:20:27 AM	Judy.Bezley	5/9/2019 12:48:15 PM	Shawn.Fortune	212 Maury Ave take new trash can and pick up broken one. 100 N Main St turn water off
Complete	100	N Main St	Service Disconnect	5/9/2019 10:32:29 AM	Judy.Bezley	5/9/2019 12:48:59 PM	Shawn.Fortune	new owner Jason Manns
Complete	116	Chase St.	Spraying	5/8/2019 11:44:48 AM	Shawn.Fortune	5/8/2019 11:44:49 AM	Shawn.Fortune	Spray grass in sidewalks from light to 116 Chase St.
Complete	117	Butler St.	Landscaping	5/8/2019 11:43:14 AM	Shawn.Fortune	5/8/2019 11:43:15 AM	Shawn.Fortune	Pull grass out of mulch and cut trees out of bushes
Complete	219	Anderson Ave	Mowing	5/7/2019 2:36:33 PM	Shawn.Fortune	5/7/2019 2:36:34 PM	Shawn.Fortune	Mowing wastewater plant
Complete	116	Chase St	Trimming	5/7/2019 9:48:41 AM	Shawn.Fortune	5/7/2019 9:48:42 AM	Shawn.Fortune	Trimming grass out of cracks in sidewalks starting at Main St to 116 Chase
Complete	117	Butler St	Mowing	5/7/2019 8:39:25 AM	Shawn.Fortune	5/7/2019 8:39:26 AM	Shawn.Fortune	Mowing Town Hall 13180 Rolling Hills Drive Low water pressure. Please check our side to see if we have the problem so the customer may contact someone if it is his issue. He would like a phone call when finished 804-572-4425 thank you
Complete	13180	Rolling Hills Dr	Customer Complaint	5/6/2019 4:38:56 PM	twright@townofbowlinggr	5/7/2019 8:38:12 AM	Shawn.Fortune	
Complete	0	Fredericksburg Trnj	Hydrant Maintenance	5/6/2019 2:40:14 PM	Shawn.Fortune	5/6/2019 2:40:15 PM	Shawn.Fortune	Got four hydrants painted
Complete	111	,115,119,122,118,1	Other - Water Utility	5/6/2019 2:31:48 PM	Shawn.Fortune	5/6/2019 2:31:49 PM	Shawn.Fortune	Drill holes in meter box tops for touch read
Complete	17188	Mulberry	Other - Water Utility	5/6/2019 2:27:43 PM	Shawn.Fortune	5/6/2019 2:27:44 PM	Shawn.Fortune	Drill hole in meter box top for touch read
Complete	17188	Mulberry	Other - Water Utility	5/6/2019 2:26:21 PM	Shawn.Fortune	5/6/2019 2:26:22 PM	Shawn.Fortune	Put down topsoil to fix where water leak was repaired
Complete	116	N Main St	Service Disconnect	5/6/2019 11:23:33 AM	twright@townofbowlinggr	5/6/2019 2:42:15 PM	Shawn.Fortune	116 N Main Street Disconnect Service for non-payment
Complete	162	E Broaddus Ave	Service Disconnect	5/6/2019 11:17:27 AM	twright@townofbowlinggr	5/6/2019 2:42:36 PM	Shawn.Fortune	162 E Broaddus Ave Disconnect for non-payment 05/06/19
Complete	130	Maury Ave	Customer Complaint	5/6/2019 11:15:35 AM	twright@townofbowlinggr	5/6/2019 2:42:07 PM	Shawn.Fortune	130 Maury Ave Customer complaint low water pressure 116 Davis Ct please take new trash can
Complete	116	Davis Ct	Garbage	5/6/2019 9:24:15 AM	Judy.Bezley	5/6/2019 2:42:28 PM	Shawn.Fortune	
Complete	219	Anderson Ave	Clean Drying Beds	5/3/2019 8:30:03 PM	Shawn.Fortune	5/3/2019 8:30:04 PM	Shawn.Fortune	Get up drying bed 4
Complete	0	North Main traffic l	Mowing	5/3/2019 8:28:07 PM	Shawn.Fortune	5/3/2019 8:28:08 PM	Shawn.Fortune	Mow at traffic light
Complete	211	South Main	Mowing	5/3/2019 8:26:54 PM	Shawn.Fortune	5/3/2019 8:26:55 PM	Shawn.Fortune	Mow South Main sign and Median 117 Butler Street Request to put together new Library Box at the playground. Pickup from Town Hall Office
Complete	117	Butler St	Other - PW	5/3/2019 9:55:07 AM	twright@townofbowlinggr	5/9/2019 11:37:46 AM	Shawn.Fortune	
Complete	219	Anderson Ave	Other - Water	5/2/2019 4:01:11 PM	Shawn.Fortune	5/2/2019 4:01:12 PM	Shawn.Fortune	Completing meter sheet
Complete	209	Maury Ave	Mowing	5/2/2019 3:59:45 PM	Shawn.Fortune	5/2/2019 3:59:46 PM	Shawn.Fortune	Mow old well on Maury
Complete	104	Milford St	Mowing	5/2/2019 3:58:26 PM	Shawn.Fortune	5/2/2019 3:58:27 PM	Shawn.Fortune	Mow businesses on both sides of street
Complete	0	Bowling Green Me	Mowing	5/2/2019 3:57:03 PM	Shawn.Fortune	5/2/2019 3:57:04 PM	Shawn.Fortune	Alan assisted
Complete	180	Dickinson	Mowing	5/2/2019 3:56:05 PM	Shawn.Fortune	5/2/2019 3:56:06 PM	Shawn.Fortune	Mow Bowling Green Meadows Park
Complete	117	Butler St	Mowing	5/2/2019 10:54:11 AM	Shawn.Fortune	5/2/2019 10:54:12 AM	Shawn.Fortune	Mow Police Department, Well1 and playground
Complete	18123	Coolidge Ln	Water Leak	5/2/2019 10:09:41 AM	Shawn.Fortune	5/6/2019 2:42:43 PM	Shawn.Fortune	Water leak near meter Jeff Voit came in office and said that there was water pooling in his back yard he said it looked like it was coming from the Lacy Ln thing.
Complete		Lacy Ln	Other - Water Utility	5/2/2019 9:26:38 AM	Judy.Bezley	5/7/2019 8:35:54 AM	Shawn.Fortune	
Complete	207	Billboard	Mowing	5/1/2019 2:43:15 PM	Shawn.Fortune	5/1/2019 2:43:16 PM	Shawn.Fortune	Mowing Billboard sign
Complete	213	VA-207-BR	Mowing	5/1/2019 10:31:40 AM	Shawn.Fortune	5/1/2019 2:45:59 PM	Shawn.Fortune	Mow well 5
Complete	16534	Tinder Dr	Mowing	5/1/2019 10:14:33 AM	Shawn.Fortune	5/1/2019 2:45:26 PM	Shawn.Fortune	Mowing Town sign
Complete	13339	Fredericksburg Tpk	Mowing	5/1/2019 9:53:06 AM	Shawn.Fortune	5/1/2019 2:45:36 PM	Shawn.Fortune	Mowing VDOT tower

Complete	101	Lacy Ln	Mowing	5/1/2019 9:15:56 AM	Shawn.Fortune	5/1/2019 2:43:55 PM	Shawn.Fortune	Mowing Lacy Lane liftstation
Complete	109	Cedar Ln	Mowing	5/1/2019 9:08:34 AM	Shawn.Fortune	5/1/2019 2:44:23 PM	Shawn.Fortune	Mowing well 4
Complete	17573	A P Hill Blvd	Mowing	5/1/2019 8:20:53 AM	Shawn.Fortune	5/1/2019 9:09:11 AM	Shawn.Fortune	Mowing 301 liftstation
Complete	18131	A P Hill Blvd	Mowing	5/1/2019 8:19:24 AM	Shawn.Fortune	5/1/2019 8:19:25 AM	Shawn.Fortune	Mowing Town sign
Complete	145	South Main	Meter Read	4/30/2019 1:46:17 PM	Shawn.Fortune	4/30/2019 1:46:18 PM	Shawn.Fortune	Reading meter high usage
Complete	219	Anderson Ave	Other - Water	4/30/2019 1:43:27 PM	Shawn.Fortune	4/30/2019 1:43:42 PM	Shawn.Fortune	Completing April DEQ water draw off sheet
Complete	219	Anderson Ave	Other - Water	4/30/2019 1:38:47 PM	Shawn.Fortune	4/30/2019 1:40:53 PM	Shawn.Fortune	Completing monthly well sheets to send to VDH
Complete	117	Butler St	Mowing	4/30/2019 1:34:21 PM	Shawn.Fortune	4/30/2019 1:34:22 PM	Shawn.Fortune	Mow Town Hall 103 E Broaddus Ave
Complete	103	E Broaddus Ave	Garbage	4/29/2019 2:58:14 PM	twright@townofbowlinggr	4/30/2019 1:32:42 PM	Shawn.Fortune	Deliver two(2) trash cans and pick up damaged cans from site.



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

AGENDA ITEM: Events Coordinator Council Monthly Report for May 2019

DATE: 05/31/19

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

EDA:

- Communicate to board members of regular meeting schedule changing as a result of Memorial Day.
- Prepare meeting packet for 5/13/19 meeting
- Attend 5/13/19 EDA meeting and record minutes
- Attend annual Business Appreciation Reception for Caroline County on 5/15/19
- Attend Excellence Awards Ceremony at A.P. Hill on 05/22/19
- Facebook post informing the public of open seats on the EDA and Planning Commission
- Accept EDA new member applications
- Distribution of the Cardinal Report (*See attached)

Clean Sweep:

- Coordinate with the Free Lance-Star for a classified ad to run two consecutive weeks
- Follow up with Goodwill for coordinating pick-up
- Coordinate with Town Business Office to maintain list of registered sales
- Create Clean Sweep map in Google Maps, print and distribute.
- Mark the Town with directional signage for event day

Bowling on the Green Virginia Wine Festival:

- Facebook promotion and social media content
- Poster and Save-the-Date distribution
- Volunteer recruitment and coordination through CCPS
- Coordinate with Meadow Event Park for cross promotion
- Coordinate with Hoomes Circle residents for private parking for Fredericksburg Big Band and Williamsburg Lawn Bowling Club.
- Create and distribute letter to Hoomes Circle residents.
- Coordinate with Williamsburg Lawn Bowling Club for parking and access.
- Site visit with Fredericksburg Big Band to coordinate access, loading/unloading, etc.
- Coordinate with property owner and Public Works to assemble newly purchased rocking chairs and benches to be used on event day.
- Coordinate with The Bavarian Chef for access and logistics on event day.
- Rent 70" flatscreen TV for Belmont Stakes viewing party.
- Coordinate with I.T. volunteer, Jeff Voight, for streaming the race on event day.
- Media buy with the Free Lance-Star
- Coordinate with Public Works for event day needs
- Order beer from Three Notch'd Brewing

- Send instructions for access, loading/unloading to participating wineries

Misc.:

- Attend weekly staff meetings
- Meeting with leaders from the United Methodist Church regarding Harvest Festival
- Facebook posts
- Coordinate with Caroline County GIS department about updating zoning map for the Comprehensive Plan.
- Provide Your Just Desserts with zoning ordinance and zoning application for a sign permit.
- Create and post public notice for discussion related to VDOT's recommendation to change White Street to be one way. (*See attached)

ATTACHMENTS:

EnterTextHere

HEADS UP ITEMS:

EnterTextHere

*Virginia Economic Developers
Association Cardinal
Community Assistance
Program*



*Bowling Green
Cardinal Team Visitation Report
May 24, 2019*

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INTRODUCTION

Through the Cardinals Committee, the Virginia Economic Developers Association (VEDA) offers a Community Assistance Program that provides a community, upon a proper request demonstrating the need and completion of an application, the opportunity to request a team of VEDA Cardinals to review the community's request for support and offer strategies that the community may choose to follow to enhance the economic opportunities of the applicant community.

On October 21, 2018 Caroline County, at the request of the Town of Bowling Green, submitted a Community Assistance Program request to assist the Town of Bowling Green determine a future economic development strategy that Bowling Green that could lead the town to economic development success.

A Cardinal Team was appointed to work with the Town of Bowling Green on the Community Assistance Program. The team consisted of:

Mike Davidson, Lead

Elizabeth Povar

Greg Wingfield

EXECUTIVE SUMMARY

The Cardinal Team spent April 2 in Bowling Green conducting the visitation and learning about the Town. In addition, the Cardinals reviewed community profiles, websites, and interviewed a selected list of regional partners. This report summarizes the Cardinal Team's findings and recommendations for steps forward.

Overall, the Cardinal Team is enthusiastic about the unique characteristics of this Town, its assets and its potential for well-managed development. The Team appreciates the time and commitment displayed by the Town's leadership, both public and private sector, and hopes that the findings and recommendations contained in this report provide guidance as the leadership moves forward.

The Cardinal Team recommends Bowling Green focus on a few short term objectives and then develop 3 and 5 year mid- to long-term plans/objectives.

Listed below are six short-term goals with brief comments.

1. **Vision:** Clarify the vision and objectives (a short, written document that all the leaders have input into and come to consensus on) - including a 1, 3 and 5-year framework for outcomes. The existing economic development strategy is a solid foundation that needs updating.
2. **Budget:** Secure a reasonable budget to implement the short-term objectives and build toward longer-term goals and build in a funding model that supports long-term goals.
3. **Communication:** Set a schedule of more disciplined and deliberate interaction with key partners (County Economic Development Authority, Fredericksburg Regional Alliance, Small Business Development Center, Department of Housing and Community Development, Virginia Tourism Corporation).
4. **Support new initiatives that are working!** For example, there are at least two festivals/events that are well-respected. Continue and promote and celebrate!
5. **Knock out a few short-term wins:** Pick 3 for the next year: Examples: Work with the PDC to figure out what BG can do with the FAMPO rural funds; become a Main Street Affiliate Community; Apply for a DCHD \$15,000 planning grant to inventory and create collateral material on developable property in the Opportunity Zone; confirm the broadband capability at each of the primary parcels of real estate and create a collateral piece that promotes the specifics of the broadband capability; visit at least two comparable Towns and learn from them; work with the SBDC to re-launch the "Coffee Coaching" for entrepreneurs or some other program that SBDC is willing to support.
6. **Identify one BHAG** (big hairy audacious goal) to achieve over the next 5 years and map the strategy to succeed (Examples: recruit an IT firm into the bank building; launch a brewery; lead the development of an Equine Trail to support tourism in the County and Town).

The Cardinal Team respectfully submits these six priorities as the most effective way to move forward with implementation of the Town's economic development strategy. We believe the categories named are the logical next steps; however, the examples shown are intended to identify tactics that could be undertaken to move forward in these categories. The Town may find that once it collectively restates its vision and confirms its objectives and strategies, there are alternative tactics that are more applicable or easier to implement. A list of many additional recommendations for tactics is included on Pages 8-10.

Respectfully Submitted,

The VEDA Cardinal Team: Mike Davidson, Greg Wingfield, Liz Povar

April 2, 2019 On-Site Visit Report

General Observations

≈ Preparation

- Bowling Green Team was well-prepared to meet with Cardinals
- Agenda was appropriate for the contextual overview
- Allotted time was appropriate
- Stakeholders involved were prepared and engaged
- Meeting room logistics were appropriate
- Comment: would have been helpful to have a map available from the start, to orient the Cardinals as the day continued

≈ Infrastructure

- Town leaders indicated that broadband is ubiquitous over the Town, which is a plus for a small rural locality. However, successive conversations with other stakeholders raised questions about the coverage and speed of the broadband.
- There was significant emphasis on the property along US 301 that could be commercially developed.
- Main Street properties ranged from relatively good to relatively poor condition.

≈ Leadership & Operational Infrastructure

- Public and private leaders were clearly engaged in the Town and active in attempting to reinvigorate its economy.
- While the Bowling Green leadership was eager to receive recommendations, there was also a sense of lack of linkage with the County and Regional economic development strategies and this seemed to weigh on the leaders.
- The current economic development function (staffing, budgeting) is very limited and is a barrier to continued implementation of any vision created by the Town leadership.
- Festivals and events were noted as "improving" in terms of type and frequency. It was unclear how many visitors are attracted to these and also unclear how the Town will use these to create "stickiness" by attendees (how does the attendance create additional ripple in the Town?).
- There was a lack of gender and racial diversity in the groups that met with the Cardinals.
- Through the group sessions, the participants did not articulate a consistent clear vision and objectives for the Town or EDA.

≈ Partner Relationships

- The working relationship between the Town, County and Regional economic development leaders does not appear to be as robust as it could be
- There is a lack of synergy among the three economic development partners as to the economic development goals of the County & Town

- The Town has no direct communication with the Fredericksburg Regional Alliance and relies on the County's economic developer to represent its assets and objectives
- The county economic development department and Board of Supervisors' leadership indicate that the County's development strategies are primarily focused on the I-95 corridor and west. This means that it is even more important for the Town to adequately fund and support its own economic development function, and it needs to more purposefully articulate its vision and objectives to these partners.

RECOMMENDATIONS AND TACTICS

Infrastructure:

- A market feasibility study needs to be completed for the US 301 corridor (can PDC assist through the FAMPO grant?).
- Site characterization should be completed for the large tract of land on the US 301 corridor (see VEDP BRSP for this).
- Work with Union Bank to determine if upper floor of main bank downtown could be marketed (seems suitable for small IT firms but need to know if bank is willing to lease first).

Partner Relationships:

- More meaningful and strategic engagement between Town/County Economic Development staff, as well as EDA/EDA and Board of Supervisors/Council, is needed. Since County focus appears to be geographically away from the Town, the Town and its partners should consider creating a proactive calendar of communication that incorporates meetings on strategic topics (ED strategy, AP Hill, Entrepreneurship, Business Retention, Tourism, US 301 development).
- Town should consider engaging directly with FRA, on a semi-annual basis, to keep the staff informed about Town development. Bring them into the Town for lunch & learn. Include the County ED staff in this.
- Test a joint County Town Business Retention and Expansion program for companies nearest to the Town.
- Work with the County ED staff to identify potential clients for which this town's real estate is appropriate (i.e. small IT firm). This could be the "anchor" that helps relaunch the downtown.
- Connect with Fredericksburg Regional Chamber of Commerce to better represent the town's business needs. See if their Governmental Military Affairs Committee can help communications with A P Hill.
- Need to strengthen relationship with SBDC through requesting regular visits to the town, identifying potential small business owners to select topics and request training on these, etc. EDA could meet with SBDC and develop a calendar of visits by SBDC quarterly, in the downtown, on topics of interest to the small biz owners/developers. Publish and promote.
- Work with Community College, SBDC, Virginia Tourism, Virginia Main Street to develop a series of customer training workshops for small business and front line workers. Become known for friendliness and service.
- Town should establish an ongoing communication strategy with AP Hill leadership. Examples could include: Regular (quarterly, semi-annual) lunch meetings between Mayor/Manager and AP Hill leadership.
- See all recommendations related to stronger, consistent communication with AP Hill leadership; can the Town create a one-pager handout for AP Hill that can be distributed

to the trainees, and helps them understand the Town welcomes them into their businesses and events?

- Regular communication from Bowling Green & Caroline leadership with the appropriate Congressional staff member assigned to handle military affairs or AP Hill specifically (i.e. years ago, Congressman Norman Sisisky facilitated consistent communication between Ft. Lee and Petersburg and surrounding localities, which over time resulted in resilient and strong partnerships that helped maintain the base when BRACC was happening)
 - Regular (quarterly, semi-annual) lunch meetings between Mayor/Manager and AP Hill leadership.
 - Become more involved in COMREL

Operational & Programmatic Infrastructure:

- Bowling Green EDA and Town Council should review their current Strategic Plan and update it; and should recommit to or modify their vision and mission statements.
- Town should forecast its public development needs, conduct a financial gap analysis, and ensure that the strategy of the EDA for development will achieve the required revenue to sustain and build town infrastructure and programming.
- Staff should identify properties most ripe for development in the Opportunity Zone, collect necessary stats on properties, and create a simple list of these to have available when potential investors call. If possible, also create a marketing flyer (hard copy and to use on website) that promotes the OZ and available properties.
- Contact other localities in GO Virginia Region 6 that have designated OZs and seek to partner with them to apply for GV capacity-building funding that can result in a market study for property development.
 - *Note: the Virginia Department of Housing & Community Development has funding that is being offered to qualified localities, to develop a strategy for leveraging local Opportunity Zones. The Town should talk with the County and DHCD about this grant and determine if it can be helpful.*
- Continue the Main Street Affiliation status effort and continue to take advantage of all technical services that the Affiliation designation will provide.
- Identify other Main Street Affiliate communities, such as Fredericksburg, and engage in discussion with them to learn from their approach. Invite them into lunch & learn with BG Main Street Association and/or arrange a series of conference calls to discuss their efforts. EDA and Main Street Association should schedule visits to one or two of their peers. Would take planning; likely needs a sponsor to help offset costs of travel? Needs to include a specific schedule of topics that they want to learn about.
- Town needs to start to establish an "image" and build that into its promotional materials, its signage, its messaging over time.
- EDA should send representatives to the next session of the Virginia Industrial Development Authorities Institute (VIDA).
- Create a "how to open a business" package for entrepreneurs and small businesses; likely there are existing templates from SBDC that can be customized for BG.
- Host a "clean-up the town" day to attract attention.

- Consider a series of town halls/lunch & learns that engage citizens to think about what a healthy downtown looks like; invite SCORE (Service Corps of Retired Executives) from Richmond to speak; invite someone from "Co-Starters" to speak.
- Partner with the Sydney museum to create more place-based use of that property on a frequent basis.
- Talk with the City of Lynchburg about its approach to incremental activities that build awareness and image in a downtown. How to build "stickiness" keep folks there as well as potential Maker Spaces.
- Bring in SBDC to help new business owners think through their business plans and prepare for possible decrease in customers once the "newness" wears off (better business planning needed).
- Create a partnership between experienced business owners and new entrepreneurs; experience can provide knowledge about financing, grit, sustainability; entrepreneurs can provide knowledge about new ways to market, etc.
- Working with County and FRA or regional tourism partners, develop messaging around a "equine trail" concept to strengthen the East-West connectivity within the County itself.
- Investigate the use of Social Media and the resources needed to make that communication successful. Then determine if the Town has the resources necessary to sustain a social media program.

ATTACHMENTS

Cardinal Assistance Program

Tuesday, April 2, 2019

VISIT AGENDA

9:00 a.m. – 9:45 a.m. Introductions / Objectives

Mayor Satterwhite, Reese Peck (Town Manager), Jo-Elsa Jordan (Economic Development & Events Coordinator), John Sieg (E.D.A. Chairman), Gary Wilson (Caroline Co. Economic Development), Cardinal Team

9:45 a.m. – 11:00 a.m. Tour Historic Bowling Green (Opportunity Zone, U.S. Route 301 Commercial Corridor, Downtown Main Street, Other commercial areas)

Mayor Satterwhite, Reese Peck, Jo-Elsa Jordan, John Sieg, Gary Wilson, Cardinal Team

11:00 a.m. – 12:30 p.m. Bowling Green E.D.A.

Reese Peck, Jo-Elsa Jordan, John Sieg, John Lane (Vice Chairman), Glenn McDearmon (Town Council), Jean Davis (Town Council), David Storke (EDA Member/Business Owner), Tyler Gibson (EDA Member/Business Owner).

12:30 p.m. – 1:30 p.m. Lunch

1:30 p.m. – 3:00 p.m. Main Street Business Group

Mark Gaines (Town Council), Mike Manns (Business Owner), Jason Manns (Business Owner), Bill Webb (Business Owner), Jessica Beale (Business Owner), Mark Bissoon (Business Owner)

3:00 p.m. – 4:00 p.m. Bowling Green Business Owners

4:00 p.m. – 5:00 p.m. Bowling Green Town Council, Caroline County Board of Supervisors Representative for Bowling Green, Jeff Sili and Caroline County Economic Development

NOTES FROM VISIT SESSIONS

- **9AM – Introductions/Overview**

- **Two-pronged development focus:** Want to focus on both the 301 corridor and the small downtown
 - *Question:* Is there any concern that the businesses that are on the 301 corridor may not be pleased that their tax \$\$ are being used to support the downtown?
 - *Question:* What is the revenue that's already derived from the downtown tax district – is it enough to support the implementation of any development plans?
- **Opportunity Zone:** Much emphasis on leveraging the Opportunity Zone, which covers both the 301 corridor as well as portions of downtown along Main Street.
- **Main Street Affiliation Designation:** Town is supporting the Main Street Business Association in its application for Main Street Affiliate status from DHCD. Very positive step forward.
- **AP Hill:** there was much discussion about the impact (or lack thereof) of Fort AP Hill. This discussion came up in every stakeholder session during the day. Routine turnover in AP Hill leadership (because it is a small garrison but large training facility) impacts the ability of the Town to develop long-term partnerships or strategies.
 - *Observation:* any single large facility presence in a small rural locality creates a unique communication and development challenge (i.e. Homestead/Bath County; Fort Lee/Petersburg; Vint Hill Farms/Fauquier). It is incumbent on the locality to consistently ensure proactive communication on a regular, sustained basis. The large entity generally does not have the same motivation for this communication.
- **Town Vision:** leaders appeared to have less than cohesive vision. After the visit, the Cardinals were provided a copy of the 2013 EDA Strategic Plan, which does include the following vision and mission statements:
 - *MISSION:* *The Bowling Green Economic Development Authority initiates and facilitates activities and programs to strengthen the economy of the Town and to stimulate its economic growth.*
 - *VISION:* *Bowling Green is designated as one of the “Best Small Towns in America.*
 - The inability of the leaders to succinctly state their vision is a concern.
 - Comments ranged from "strengthen the Town financially" to "Provide necessities for citizens that aren't here now" to "Bowling Green is no longer a hub" to "business taxes are laughable".
 - Appears there is no formal CEDS in place at this time.
 - Relationship with Fredericksburg Regional Alliance appears to be through the County, which in turn may not fully represent the potential value of this small town as a unique "place" in the regional story.

- **10:00AM – Tour of Town**

- **Real Estate:** downtown properties are mid-50s design, generally not well-maintained, vacancy rate is high. Some local investors have begun acquiring properties for redevelopment. The US 301 corridor has a parcel that is available for development and includes a 5-acre tract owned by the Town; this was intended for hotel development; has not moved forward. Significant vehicle traffic in this area could signal potential for development but no market study has been completed. Some signage is in place in an attempt to bring folks off the road and into downtown but signage is limited. Town seems to have a lot of greenspace for its size.
 - *Observation:* small downtown does lack character but has some good "bones".
 - *Observation:* Sydney Art Museum and surrounding former courthouse properties are an important anchoring image.
 - *Observation:* Having local investors is a plus. What can the locality do to continue to support them?
 - No site characterization has been done for the 5 acres or the larger site on US 301 although it is served by public water/sewer

- **11:00AM – Meeting with EDA Board**

- EDA formed as a tool for the Town to assist with development of hotel which was primarily intended to support AP Hill. Two reasons for failure of this: lack of experience by private developer and inability of Town to secure solid data from AP Hill that would inform the market study.
- **Vision of town as stated in meeting by EDA members:**
 - "Corporate America is trying to create what we already are: a vibrant village"
 - Would like to see vibrancy restored to downtown.
 - "We have felt 'Woe is me' since 1955" (fire destroyed downtown)
- **Observations:**
 - EDA members are eager to learn how to be more effective as a tool for the Town. Question was asked "What else do we have to do?"
 - No projects currently exist that can entice use of the Opportunity Zone
 - Lack of communication between the Town and County EDA is perceived as a negative
 - Limited connectivity with the Mary Washington SBDC
 - No current demographic profile of the visitors to the events
 - Town lacks an identity
 - Town (county?) participates in Fredericksburg Regional Transit system but costs \$100K/year and is possible it will not continue to be funded; Uber is available in the area!
 - Town does offer a façade program but it appears that property owners are not taking full advantage of this

- **1:30PM Main Street Business Owners**

- This group is currently becoming incorporated; it is composed of business owners who are voluntarily coming together to help build a more active, engaged downtown district. Several members own properties; others are business owners. Several have long-term connections to Bowling Green. Group's representatives appeared to be younger, newer generation. Very positive aspect for the redevelopment of the Town.
- **Observations**
 - "We love this place – it is home"
 - Main Street leaders want to change the attitude of "you'll never succeed" – which is a comment that new businesses hear too frequently
 - Want to restore the "quaint town" sense of place
 - Want to create a "community restored"
 - In 5-10 years, want to see Bowling Green as a community that people enjoy living in and where people can enjoy Main Street
 - Want to see this as a destination location that can draw new income into the town; build on small shops like ice cream parlors, restaurants, arcades, boutique retail. Small authentic destination businesses.
 - Examples of localities that this group thinks represent the vision of Bowling Green:
 - Gordonsville
 - Warsaw
 - Gloucester
 - Kilmarnock
 - Ashland
 - Scottsville (thinks this is most similar, probably 5 years ahead of Bowling Green)
 - Discussion on whether the Town needs an "anchor" business like the banks used to be; should part of their focus be on recruitment of that type of business, which can then support the boutique retail/commercial

- **3:00PM – Bowling Green Business Owners – Outside Main Street**

- Session included business owners from broader town; press was also in room.
- **Observations:**
 - Vision by owners – Want Bowling Green to flourish
 - There is high traffic volume on US 301 on Sunday afternoons; how does the Town take advantage of that?
 - Owners believe Town needs to figure out how to leverage AP Hill
 - Would be good to have at least one 24/7 business operating, because there are needs to fill for fire, rescue, and police as well as travelers.
 - Business owners see need to help new businesses succeed longer than one year; need to get them through that "valley of death". New business might get good traffic for first six months, then it drops off. How to help them continue?
 - There is a private Facebook site called "We Are The Townspeople" that is a good source for understanding the issues that are being discussed by citizens

- **4:00PM – Town Council, Board of Supervisors, EDA**
 - County BOS and ED staff noted that most of their efforts are focused on I-95 and western Caroline County. Did also note that a significant residential development just outside Bowling Green should be a good market for the town. Also noted that companies like MC Dean and Coastal are nearby and could impact the Town's economy. Town leadership indicated that new business development is a goal; also need to focus on community-based development.
 - **Observations:**
 - County ED has no strategy around business formation but it does have a tourism strategy although it's unclear how Bowling Green is involved in developing this.
 - Relationship between Town/County appears to be limited in scope and lacking strategic alignment with defined outcomes.
 - County ED staff takes lead in Business Retention strategy and at this time, is unwilling to include Town staff in any Business Retention meetings, even for those key businesses that are near to the Town.
 - County citizen perspective is noted as "east side/west side" and this lack of cohesiveness is a detriment to the Town's development.

STAKEHOLDER INTERVIEWS

As part of the assessment process, the Cardinals interviewed seven external organizations and conducted additional desk research. The following are the organizations interviewed listed alphabetically: Congressman's Wittman's Office; Department of Housing and Community Development; Fredericksburg Regional Alliance; Fredericksburg Regional Chamber of Commerce; George Washington Regional Commission; Martha Washington Small Business Development Center and Virginia Economic Development Partnership. The following questions were asked and the comments reflect the diversity of responses.

1. Describe your interactions with the Town of Bowling Green

Limited relationship with FRA as the primary relationship is through the County. Bowling Green is not a "paying" member of the Alliance.

The Town Manager attends PDC meetings and the relationship is professional. PDC does not require its Towns to pay for membership and expects that the County represents the Towns. PDC has limited overall interaction with the Towns in the County and so there may be opportunities for deeper involvement.

Bowling Green is working on the process/application to become a Main Street Affiliate. Relationship is good. Affiliate designation will entitle BG to help from DHCD including technical assistance, quarterly training calendar, etc.

VEDP Business Retention Manager has very limited knowledge of Bowling Green but some knowledge of Caroline County which has indicated that it is not interested in participating in the VEDP BRE program.

Congressional Office is very familiar with Bowling Green and has some interaction with them regarding AP Hill. Office is working to get the data BG needs for hotel project. Not a fast process to obtain. There are some security issues with data in who is on base and what training they may be obtaining. Some of the information, if known, could divulge where the group may be deployed which is a security risk.

When thinking about Bowling Green, the Regional Chamber thinks of OPPORTUNITY- it's a prime location equal-distance between Rt. 3 & 310 corridors, expected growth rate in the region/corridor is expected to be 72% over the next 20 years. BG has density to make thing happen and it needs to think about incentivizing actions and growth that it wants. Encourage BG to look into its HUB zone status. Uncertain if BG has business-level broadband connectivity. Sees BG as a nice small town to attract millennials who have the talent STEM skills to fill jobs for military/government contractors; should consider doing more to be "millennial-attractive" such as creating walking/biking paths and canoeing trails.

The SBDC has hosted both Reece Peck (town manager) and Jason Satterwhite (mayor) for conversations with staff and clients to promote updates for the Bowling Green; emphasis was placed on development of available land and a hotel and conference center. The resources of the SBDC are aligned differently than those priorities.

2. Does your organization reach out to Bowling Green on a regular basis? Has Bowling Green reached out to you in the past year or so?

FRA does not reach out to BG on a regular basis but when they have a prospect for the town, they go through the county ED office. They worked with a Defense contractor a couple of years ago who liked the small town vibe but said they needed more bandwidth.

VEDP will work with the Town if requested, as part of its Business Retention/Expansion program.

SBDC would welcome more interactivity with the Town.

3. Of the programs and/or services your organization offers, which would be the most useful to Bowling Green at this time?

Fredericksburg Regional Alliance offers site selection analysis done by two engineering firms to all members of their group. FRA staff indicated they were open to review the "Hotel" site on route 301 if the town could meet the 50% match needed for the state site review grant program.

The PDC is willing to help wherever it can, with the understanding that staff time is very limited and tied to the grants that they are managing. PDC does strongly recommend that BG contact them about the FAMPO program which currently has funding set aside for the more rural areas of the PDC. There is an open door here for BG to proactively discuss how these FAMPO funds could be used to support one of their strategic initiatives. A second idea from the PDC: the Town and the City of Fredericksburg could start a dialogue about development strategy for Main Streets. PDC thinks there's a willingness by City to share and partner, and thinks there may be some merit in assessing the vacant bank facilities in both localities, which are likely decent candidates for small IT companies. PDC recommends contacting them to start this conversation.

DHCD: Main Street program etc.

Two years ago, the SBDC attempted a "Coffee Chat" to meet with merchants and have business conversation monthly. There was little interest. They also scheduled a STAMP (Small Town and Merchant Program) site visit 2 years ago. There was little interest. More frequent communications is likely a key opportunity for programming in Bowling Green. SBDC thinks the lack of success has likely been more a lack of awareness than effectiveness. The SBDC budget is focused on high impact and high student recruitment. If neither of those is apparent,

they likely do not have the financial capacity to support programming, so communication and awareness would be more effective at this time to re-try the previous initiatives.

4. What plans do you have for the future that may impact Bowling Green?

The Chamber indicates that upcoming initiatives that will impact BG the most are their work with transportation - big construction project (\$1billion) on I-95 coming soon that will divert traffic to 301. VDOT has been studying how to manage impact. BG needs to look at this as an opportunity to get folks off 301 to stop in.

A second bridge over the Potomac is starting construction within the next year or so. This will push more traffic on 301. BG needs to be ready with strategy to attract some of the traffic.

Faster access to DC economies and have more opportunities to have companies with DC presence have employees live in BG or have satellite facilities in BG.

The SBDC plans are to hold steady and be available for opportunities as needed in Bowling Green. The SBDC has managed a high school student startup program at Washington and Lee, Rappahannock, Northumberland and Essex High Schools. It has served over 250 students and had great yields. It has begun conversations in earnest to partner with Caroline County High School for a similar program. The outcomes are long term, and specifically provide education and activities that are essential to business formation to the next generations in the County. BG should be aware of this effort.

5. What can BG do to be a better partner?

- Figure out what it wants to be.
- What are its strengths?
- There is a new wider bridge that will be built over the Potomac on 301 connecting to MD. How can BG take advantage of this opportunity? With more traffic on 301, how does BG get people to come into town?
- Work with DHCD to apply for full Main Street designation- appl. Due March 2020- (open apps are usually every 2 to 3 years)
- There is the potential to do a Community Business Launch with DHCD – this is a business plan competition.
- Partners have concerns: Limited staff and local funding to complete work; unclear vision and objectives; how will the Main Street organization sustain itself; the Town needs to educate itself on how to market its assets; Town needs to sustain the coalition of stakeholders; questions about capacity building for volunteers and donors; Town needs visible and positive physical gateways and way-finding signage.

- Town may want to work with DCHD on the Virginia Downtown Program (pilot program with a few more services than an Affiliate designation).
- Recommend looking at St. Paul and the Town of Orange as good small town examples.
- VEDP BRE manager has a contact that manages hotels and he would be happy to connect BG to this individual.
- BG should come to reality that AP Hill, as a training facility, may not be the economic driver that is currently envisioned. Note that troops' per diem is higher if spent in the Fredericksburg area, so that is a disadvantage to BG. Need to get Army personnel involved with regional groups including BG committees. Fredericksburg Chamber has a military committee (Governmental Military Affairs Committee). BG needs to engage with this Chamber.
- Recommend stronger proactive communication with partners, including ones mentioned above.
Recommend that BG officials take the lead in reaching out consistently to partners.

6. What types of development do you think Bowling Green is best suited for, and why?

Depending on outcome of site characterization, the 301 site may be suitable for hotel development or may need to be focused on another commercial development

Main Street physical facilities as well as programming.

Need to do a good asset and market survey to help determine best types of development.

The town is a great place for folks to live and raise children, there is wealth in the town. It is a very beautiful town and has character. Need to look to the 301 corridor as it has a lot of traffic and see what can be done to make BG more attractive and how to make the traffic go through downtown.

Focus on Defense contractors; consider options for both logistics (due to location related to the Ports of VA) and biopharma (Town could pull STEM workers from NOVA); has concerns about commercial district as there may be risk associated with that (evidenced by vacant commercial property in Fredericksburg). Thinks there is a regional gap in low-cost office space, affordable housing, food services/restaurants. Suggests finding the gaps and creating solutions for those.

Livability is an unscientific attribute of Bowling Green. There are historic and agricultural assets that synthesize well for living and visiting. It has a direct line of site east-west and north-south for major transportation. And yet avoids the adverse traffic patterns of both. The Harvest Festival is well known and regarded. There are some equestrian connections that could be improved to include a "Caroline Horse Trail" of sorts that could showcase the assets for that industry in the county. Also consider a mutual co-living arrangement with AP Hill; finalize a strategic plan to help affirm scale and sustainability;



Would changing White Street to be ‘One Way’ help to reduce speeding on Maury Avenue?

May 13, 2019

Concerned residents on Maury Avenue have reported the frequent issue of speeding vehicles using Maury Avenue as an access road from Food Lion and Bowling Green Plaza. As a measure to reduce “cut through” traffic, the suggestion was made by VDOT to make White Street a ‘One Way’ street, deterring traffic from entering Maury Avenue via White Street from Milford Street. Elliott Street, located a block west of White Street would remain open to traffic traveling in either direction.

The Bowling Green Town Council wants to hear from you! There will be a public hearing at the Town Council meeting scheduled for **Thursday, June 6, 2019 at 7:00 p.m.**





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

AGENDA ITEM: Town Clerk/Treasurer's Monthly Report to Council May 2019

DATE: May 31, 2019

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

Utility:

- Mailed out septic pump out letters to customers on private septic in accordance with the Chesapeake Bay Act regulations.
- Researched and compiled two years of billing histories and well readings to provide to Webb Engineering for Water Distribution PER.
- Worked with USDA to secure items and documentation needed to secure grants.

Payroll/Human Resources:

- Set up Payroll and taxes for two new employees.

Treasurer/Financial:

- Worked with CPA to prepare financial statements.
- Reviewed and posted Accounts Payable and Receivable transactions.
- Reviewed and reconciled bank deposits and online payments.

Town Clerk:

- Met weekly with Town Manager and Town Attorney to discuss text changes to Town Code in relation to recodification.
- Attended Freedom of Information Act training.
- Migrated email stored on Outlook to new G-Suite email for admin staff.

Meeting attended:

- May Town Council Meeting
- 4 weekly staff meetings
- Recodification discussion with Town Manager and Attorney
- Payment request meeting with USDA

- 3 Google Suite meeting
- 2 Meetings with CPA
- 1 sewer project progress meeting

ATTACHMENTS:

- Delinquent Tax Report
- Police Revenue Summary

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2013	1	MT	.00	.00	16.52	.00	996.40	.00	1,688.60	102
	1	PP	.00	.00	16.00	.39	39.99	.00	2,085.01	85
	1	VI	.00	.00	16.52	.00	1,036.39	.00	3,773.61	187
		HALF TOTALS =	.00	.00	4,810.00	.39	1,036.39	.00	3,773.61	187
		DEPT# TOTALS =	.00	.00	4,810.00	.39	1,036.39	.00	3,773.61	187
PP2014	1	MT	.00	.00	14.92	64.28	149.21	.00	152.25	1
	1	PP	.00	.00	24.90	48.04	1,511.14	.00	1,694.04	115
	1	VI	.00	.00	39.82	.00	97.35	.00	2,070.65	87
		HALF TOTALS =	.00	.00	39.82	112.32	1,757.70	.00	3,916.94	203
		DEPT# TOTALS =	.00	.00	39.82	112.32	1,757.70	.00	3,916.94	203
PP2015	1	MC	.00	.00	.00	.00	.00	.00	.00	0
	1	MT	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	.00	15.21	9.80	1,536.40	.00	1,339.73	108
	1	VI	.00	.00	15.21	.00	87.91	.00	2,123.05	89
		HALF TOTALS =	.00	.00	15.21	9.80	1,624.31	.00	3,466.90	198
		DEPT# TOTALS =	.00	.00	15.21	9.80	1,624.31	.00	3,466.90	198
PP2016	1	PP	.00	.00	83.34	29.73	2,188.98	.00	1,718.38	119
	1	VI	.00	.00	83.34	.00	.00	.00	2,368.00	95
		HALF TOTALS =	.00	.00	83.34	29.73	2,188.98	.00	4,086.38	214
		DEPT# TOTALS =	.00	.00	83.34	29.73	2,188.98	.00	4,086.38	214
PP2017	1	PP	.00	.00	55.71	16.71	2,312.17	.00	2,366.10	150
	1	VI	.00	.00	55.71	.00	398.74	.00	3,155.26	143
		HALF TOTALS =	.00	.00	55.71	16.71	2,710.91	.00	5,521.36	293
		DEPT# TOTALS =	.00	.00	55.71	16.71	2,710.91	.00	5,521.36	293
PP2018	1	MC	.00	.00	17.02	1.76	5,929.00	.00	6,504.54	331
	1	PP	.00	.00	17.02	.00	183.77	.00	8,726.23	299
	1	VI	.00	.00	17.02	1.76	6,112.77	.00	15,230.77	630
		HALF TOTALS =	.00	.00	17.02	1.76	6,112.77	.00	15,230.77	630
		DEPT# TOTALS =	.00	.00	17.02	1.76	6,112.77	.00	15,230.77	630
PP		TOTALS =	.00	.00	227.62	170.71	15,431.06	.00	35,995.96	1725
		COMPANY TOTALS =	.00	.00	227.62	170.71	15,431.06	.00	35,995.96	1725

55

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2001	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2002	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2003	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	1
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	1
RE2004	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	1
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	1
RE2005	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	0
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	0
RE2006	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	1
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	1
RE2007	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	2
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	2
RE2008	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	2
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	2
RE2009	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	2
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	2
RE2010	1	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	2
			DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	2

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1	HALF	.00	270.96	.00	.00	.00	.00	270.96	2
		TOTALS =	.00	270.96	.00	.00	.00	.00	270.96	2
RE2012	1	HALF	.00	270.96	.00	.00	.00	.00	270.96	2
		TOTALS =	.00	270.96	.00	.00	.00	.00	270.96	2
RE2013	1	HALF	.00	380.64	.00	.00	.00	.00	380.64	4
		TOTALS =	.00	380.64	.00	.00	.00	.00	380.64	4
RE2014	1	HALF	.00	380.64	.00	.00	.00	.00	380.64	4
		TOTALS =	.00	380.64	.00	.00	.00	.00	380.64	4
RE2015	1	HALF	.00	558.72	6.78	.18	14.64-	.00	544.08	7
		TOTALS =	.00	558.72	6.78	.18	14.64-	.00	544.08	7
	2	HALF	.00	.00	.00	.00	.00	.00	.00	0
		TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	558.72	6.78	.18	14.64-	.00	544.08	7
RE2016	1	HALF	.00	1,013.09	33.67	70.98	336.70-	.00	676.39	8
		TOTALS =	.00	1,013.09	33.67	70.98	336.70-	.00	676.39	8
		DEPT# TOTALS =	.00	1,013.09	33.67	70.98	336.70-	.00	676.39	8
RE2017	1	HALF	.00	1,275.82	12.79	15.24	127.91-	.00	1,147.91	10
		TOTALS =	.00	1,275.82	12.79	15.24	127.91-	.00	1,147.91	10
		DEPT# TOTALS =	.00	1,275.82	12.79	15.24	127.91-	.00	1,147.91	10
RE2018	1	HALF	.00	3,739.18	8.47	.02	44.67-	.00	3,694.51	25
		TOTALS =	.00	3,739.18	8.47	.02	44.67-	.00	3,694.51	25
		DEPT# TOTALS =	.00	3,739.18	8.47	.02	44.67-	.00	3,694.51	25
RE		TOTALS =	.00	9,220.69	73.34	211.24	640.32-	.00	8,580.37	73
		COMPANY TOTALS =	.00	9,220.69	73.34	211.24	640.32-	.00	8,580.37	73
		DEPT. TOTALS								

6/03/2019

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2017	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2018	1	01	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
	HALF	TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
	DEPT#	TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
TD		TOTALS =	.00	2,991.12	.00	.00	.00	.00	2,991.12	4
	COMPANY TOTALS =		.00	2,991.12	.00	.00	.00	.00	2,991.12	4
	DEPT. TOTALS				.00	.00	.00	.00		

May 2019 YTD Police Department Revenue

Budgeted

YTD

140101	***FINES AND FORFEITURES***								
0001	POLICE/COURT FINES	30,000.00	30,000.00	34,868.79	40,216.29	10,216.29-	34.05-		
0002	RETURNED CHECK FEE	400.00	400.00	75.00	75.00	325.00	81.25		
0003	E SUMMONS FEES **RESTRICTED USE**	.00	.00	2,670.00	2,670.00	2,670.00-	100.00-		
	FINES AND FORFEITURES	30,400.00	30,400.00	37,613.79	42,961.29	12,561.29-	41.32-		
	FINES AND FORFEITURES	30,400.00	30,400.00	37,613.79	42,961.29	12,561.29-	41.32-		
220109	***STATE/COUNTY FUNDS***								
0001	VA 599 POLICE FUNDING	23,000.00	23,000.00	18,390.00	18,390.00	4,610.00	20.04		
	STATE/COUNTY FUNDS	23,000.00	23,000.00	18,390.00	18,390.00	4,610.00	20.04		

Total

61351.29



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

AGENDA ITEM: Town Manager's Monthly Report for May 2019

DATE: 5/31/19

PREPARED BY: Reese Peck

MONTHLY REPORT / PROJECT UPDATE:

Meeting:

Town Council: May 2, 2019 regular meeting.

Town Council Committees: Both Budget & Policy and Facilities

Commission and Authority Meetings: Planning Commission, EDA & Fort AP hill Executive Steering Committee

Other Meetings: Weekly sewer project updates, Monthly sewer project coordination meeting, Web Engineering (water system preliminary engineering report), weekly recodification conference calls with Town Counsel.

Chesapeake Bat Act septic pump out letters have been mailed.

Email transition has been completed.

ATTACHMENTS:

None

HEADS UP ITEMS:

The Planning Commission and EDA with beholding a joint meeting on the updating of the Town's future use map.



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

AGENDA ITEM: May 2019 Bills
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in May 2019

ATTACHMENTS:

Check Reports:

- 5/03/19
- 5/10/19
- 5/14/19
- 5/17/19
- 5/22/19
- 5/24/19
- 5/31/19

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24366	850	HAUN DAWN	000	5/03/2019	75.00	.00
24367	743	LOCAL SERVICES	000	5/03/2019	176.00	.00
24368	991	RGS&S COMMERCIAL	000	5/03/2019	289.00	.00
24369	918	STAPLES ADVANTAGE	000	5/03/2019	530.18	.00
24370	19	VERIZON	000	5/03/2019	173.26	.00
24371	256	VERIZON WIRELESS	000	5/03/2019	440.61	.00
24372	12	WASTE MANAGEMENT	000	5/03/2019	7,796.83	.00
		CLASS TOTAL			9,480.88	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,480.88	
		EPY TOTAL			.00	
		FINAL TOTAL			9,480.88	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,480.88- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRUAL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	000850	HAIN DAMN	0161	5/03/2019		4400-071200-1240-	75.00	24366		00735 SPRING CLEAN SWEEP
		DISC. TOTAL					.00	EPY PMT TOTAL		75.00
		TOTAL					75.00			
00000	000743	LOCAL SERVICES	44279	5/03/2019		4100-012110-2600-	176.00	24367		00735 FESTIVAL OF FEET
		DISC. TOTAL					.00	EPY PMT TOTAL		176.00
		TOTAL					176.00			
00000	000991	RGS&S COMMERCIAL CLEANING 1767		5/03/2019		4100-043100-7200-	289.00	24368		00735 2019-04
		DISC. TOTAL					.00	EPY PMT TOTAL		289.00
		TOTAL					289.00			
00000	000918	STAPLES ADVANTAGE	72160347411	5/03/2019		4100-043100-6001-	32.36	24369		00735 INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					32.36			
00000	000918		72160347411	5/03/2019		4500-500100-6001-	32.35	24369		00735 INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					32.35			
00000	000918		721603847401	5/03/2019		4100-043100-6001-	61.35	24369		00735 HP INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					61.35			
00000	000918		721603847401	5/03/2019		4500-500100-6001-	61.35	24369		00735 HP INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					61.35			
00000	000918		721603847402	5/03/2019		4100-043100-6001-	4.90	24369		00735 INK
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					4.90			
00000	000918		721603847402	5/03/2019		4520-500100-6001-	4.89	24369		00735 INK
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					4.89			
00000	000918		721603847421	5/03/2019		4100-043100-6001-	32.36	24369		00735 INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					32.36			
00000	000918		721603847421	5/03/2019		4500-500100-6001-	32.36	24369		00735 INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					32.36			
00000	000918		721603847421	5/03/2019		4520-500100-6001-	32.35	24369		00735 INK & PENS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					32.35			
00000	000918		721659479801	5/03/2019		4100-012410-6001-	61.16	24369		00735 PAPER & POST IT NOTE
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					61.16			
00000	000918		721659479811	5/03/2019		4100-012410-6001-	7.89	24369		00735 FILE JACKET
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					7.89			
00000	000918		721675044501	5/03/2019		4100-043100-7200-	22.99	24369		00735 PAPER TOWELS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					22.99			
00000	000918		721675044501	5/03/2019		4100-012410-6001-	42.48	24369		00735 PAPER & FILE JACKETS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					42.48			
00000	000918		721731364401	5/03/2019		4100-043100-7200-	105.68	24369		00735 TRASH LINERS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					105.68			
00000	000918		721735352901	5/03/2019		4500-500100-6005-	41.39	24369		00735 GLOVES & TOWELS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					41.39			
00000	000918		721735352901	5/03/2019		4520-500100-6004-	65.63	24369		00735 GLOVES & TOWELS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					65.63			
00000	000019	VERIZON	2019-05	5/03/2019		4500-500100-5230-	15.30	24370		00735 ***
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					15.30			
00000	000019	VERIZON	2019-05	5/03/2019		4500-500100-5230-	157.96	24370		00735 ***
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					157.96			
00000	000256	VERIZON WIRELESS	9828517987	5/03/2019		4100-031100-5230-	79.99	24371		00735 PC
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					79.99			
00000	000256		9828517987	5/03/2019		4100-043100-5230-	97.87	24371		00735 PM
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					97.87			
00000	000256		9828517987	5/03/2019		4100-012110-5250-	46.91	24371		00735 TM
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					46.91			
00000	000256		9828517987	5/03/2019		4100-012410-5230-	20.08	24371		00735 TC
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					20.08			
00000	000256		9828517987	5/03/2019		4500-500100-5230-	97.88	24371		00735 WATER
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					97.88			
00000	000256		9828517987	5/03/2019		4520-500100-5230-	97.88	24371		00735 SEWER
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					97.88			
00000	000012	WASTE MANAGEMENT	268891702816	5/03/2019		4520-500100-3180-	651.94	24372		00735 SLUDGE
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					651.94			
00000	000012		268908402814	5/03/2019		4520-500100-3320-	83.99	24372		00735 WWTP
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					83.99			
00000	000012		268936102816	5/03/2019		4100-043100-7130-	1,317.91	24372		00735 DUMPSTER
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					1,317.91			
00000	000012		335567324249	5/03/2019		4100-043100-7130-	5,742.99	24372		00735 RESIDENTS
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					5,742.99			
		DISC. TOTAL					.00	EPY PMT TOTAL		
		TOTAL					9,480.88			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THIS TOTAL 9,480.88 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24377	944	ATLANTIC BROADBAND /	000	5/10/2019	189.40	.00
24378	201	BAT TREASURERS USER GROUP	000	5/10/2019	350.00	.00
24379	999999	CLARK SHELVA	000	5/10/2019	150.00	.00
24380	1020	CONSOLIDATED PIPE & SUP	000	5/10/2019	1,178.00	.00
24381	932	IBM CORPORATION	000	5/10/2019	854.59	.00
24382	546	JOHNSON'S EXTERMINATING	000	5/10/2019	375.00	.00
24383	257	ON SITE PC	000	5/10/2019	65.00	.00
24384	999999	PECK A RESE	000	5/10/2019	46.52	.00
24385	999999	SALE LYNN	000	5/10/2019	50.00	.00
24386	15	TREASURER OF VIRGINIA	000	5/10/2019	6.90	.00
24387	77	VAPWA	000	5/10/2019	70.16	.00
24388	44	VUPS	000	5/10/2019	50.40	.00
24389	893	W W WEBB & ASSOC PLLC	000	5/10/2019	1,465.00	.00
24390	451	XEROX CORPORATION	000	5/10/2019	231.90	.00
		CLASS TOTAL			5,082.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			5,082.87	
		EPY TOTAL			.00	
		FINAL TOTAL			5,082.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,082.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH AMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000944	ATLANTIC BROADBAND /	2019-05	5/10/2019		4100-012410-5230-	118.20	24377			TELECOMMUNICATIONS	00738 TH
00000 000944		2019-05	5/10/2019		4520-500100-5230-	71.20	24377			TELECOMMUNICATIONS	00738 MMRP
						.00					189.40
00000 000201	BAI TREASURERS' USER GROUP FY2020		5/10/2019		4100-012410-5810-	350.00	24378			MEMBERSHIP DUES	00738 FY 2020 FEES
						.00					350.00
00000 999999	CLARK SHELVA		THDR 2019-04-27		100-000200-3500-	150.00	24379			REFUNDS PAYABLE	00738 THDR 2019-04-27
						.00					150.00
00000 001020	CONSOLIDATED PIPE & SUP	6290482000000	5/10/2019		4500-500100-6050-	1,178.00	24380			METER/FIRE HYDRANTS	00738 METERS
						.00					1,178.00
00000 000932	IBM CORPORATION	Q8244K2	5/10/2019		4100-012410-3320-	351.83	24381			COMPUTER LICENSES/SUPPORT	00738 MAINTENANCE
00000 000932		Q8245K2	5/10/2019		4100-012410-3310-	502.76	24381			OFFICE EQUIPMENT	00738 LBRSE
						.00					854.59
00000 000546	JOHNSON'S EXTERMINATING	05102019	5/10/2019		4100-043100-7200-	375.00	24382			TOWN HALL EXPENSES	00738 4-27 & 28 SET & BREA
						.00					375.00
00000 000257	ON SITE PC	4307	5/10/2019		4100-012410-3320-	65.00	24383			COMPUTER LICENSES/SUPPORT	00738 MELISSA'S COMPUTER
						.00					65.00
00000 999999	PECK A RESE	2019-04	5/10/2019		4100-012110-3000-	46.52	24384			TOWN MANAGER EXPENSES	00738 MILLERGE
						.00					46.52
00000 999999	SALE LYNN	THDR 2019-04-28	5/10/2019		100-000200-3500-	50.00	24385			REFUNDS PAYABLE	00738 THDR 2019-04-
						.00					50.00
00000 000015	TREASURER OF VIRGINIA	T423290	5/10/2019		4100-012410-5230-	6.90	24386			TELECOMMUNICATIONS	00738
						.00					6.90
00000 000077	VAMMA	05102019	5/10/2019		4520-500100-5613-	70.16	24387			VPDES FEES/DEQ	00738 CHESAPEAKE BAY INITI
						.00					70.16
00000 000044	VUPS	04190448	5/10/2019		4500-500100-5899-	50.40	24388			MISS UTILITY COSTS	00738 TRANSMISSIONS
						.00					50.40
00000 000893	W W WEBB & ASSOC PLLC	190310	5/10/2019		4500-500100-6007-	1,465.00	24389			REPAIR/MAINTENANCE	00738 DAVIS CT
						.00					1,465.00
00000 000451	XEROX CORPORATION	096714402	5/10/2019		4100-012410-3310-	231.90	24390			OFFICE EQUIPMENT	00738 2019-04
						.00					231.90
						.00					5,082.87
						.00					5,082.87

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 THE TOTAL 5,082.87 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

API00B 5/15/2019 TOWN OF BOWLING GREEN
TIME-10:16:19

A/P CHECK REGISTER
Check Date - 5/14/2019

ActPd - 2019/05

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24391	514	K L LANGFORD EXCAVATING	000	5/14/2019	76,595.13	.00
		CLASS TOTAL			76,595.13	.00
		ACH TOTAL			.00	
		CHECK TOTAL			76,595.13	
		EPY TOTAL			.00	
		FINAL TOTAL			76,595.13	.00

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THE TOTAL 76,595.13- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____

_____ TOWN MANAGER

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000514	K L LANGFORD EXCAVATING	6250	5/14/2019		4500-500100-6007-	68,637.13	24391			REPAIR/MAINTENANCE	00740 DAVIS CT UPGRADE
00000	000514		6251	5/14/2019		4500-500100-6007-	3,490.00	24391			REPAIR/MAINTENANCE	00740 VERIZON BID
00000	000514		6252	5/14/2019		4520-500100-6007-	2,130.00	24391			REPAIR/ MAINTENANCE	00740 DAVIS COURT
00000	000514		6254	5/14/2019		4500-500100-6007-	2,338.00	24391			REPAIR/MAINTENANCE	00740 WILDBERRY LAWN
		DISC. TOTAL					.00					
		CHECK TOTAL					.00					
		CHECK TOTAL					76,595.13					
		ACH PMT TOTAL					.00					
		CPA PMT TOTAL					.00					
		TOTAL					76,595.13					

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DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24403	9999999	CARTER NINA LYNN	000	5/22/2019	49.75	.00
24404	9999999	CLUBHOUSE PROPERTIES LLC	000	5/22/2019	2.16	.00
24405	9999999	COOPER ELIZABETH P	000	5/22/2019	24.86	.00
24406	9999999	JONES VICTORIA M	000	5/22/2019	2.51	.00
24407	9999999	SCHOOLS CARROLL RAY	000	5/22/2019	30.00	.00
24408	9999999	STEVENSON THERESA	000	5/22/2019	83.69	.00
24409	9999999	VARNADO LYNDA JOYCE	000	5/22/2019	14.55	.00
		CLASS TOTAL			207.52	.00
		ACH TOTAL			.00	
		CHECK TOTAL			207.52	
		EPY TOTAL			.00	
		FINAL TOTAL			207.52	.00

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DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH	REFUNDS PAYABLE	BATCH INV. DESCRIPTION
00000	999999	CARTER NINA LYNN	EP1800001310001	5/22/2019	N	100-000200-3500-	19.75	24403			REFUNDS PAYABLE	00015 TAX REFUND
00000	999999		EP1800001310002	5/22/2019	N	100-000200-3500-	30.00	24403			REFUNDS PAYABLE	00015 TAX REFUND
		DISC. TOTAL					.00				REFUNDS PAYABLE	49.75
		CHECK TOTAL										TOTAL
00000	999999	CLUBHOUSE PROPERTIES LLC	UT0020030480001	5/22/2019	N	100-000200-3500-	2.16	24404			REFUNDS PAYABLE	00015 UTILITY REFUND
		DISC. TOTAL					.00					2.16
		CHECK TOTAL										TOTAL
00000	999999	COOPER ELIZABETH P	UT0020015940001	5/22/2019	N	100-000200-3500-	24.86	24405			REFUNDS PAYABLE	00015 UTILITY REFUND
		DISC. TOTAL					.00					24.86
		CHECK TOTAL										TOTAL
00000	999999	JONES VICTORIA M	UT0020019060001	5/22/2019	N	100-000200-3500-	2.51	24406			REFUNDS PAYABLE	00015 UTILITY REFUND
		DISC. TOTAL					.00					2.51
		CHECK TOTAL										TOTAL
00000	999999	SCHOOLS CARROLL BAY	EP1800006420003	5/22/2019	N	100-000200-3500-	30.00	24407			REFUNDS PAYABLE	00015 TAX REFUND
		DISC. TOTAL					.00					30.00
		CHECK TOTAL										TOTAL
00000	999999	STEVENSON THERESA	UT0020031210001	5/22/2019	N	100-000200-3500-	83.69	24408			REFUNDS PAYABLE	00015 UTILITY REFUND
		DISC. TOTAL					.00					83.69
		CHECK TOTAL										TOTAL
00000	999999	VARNADO LYNDA JOYCE	UT0020021550001	5/22/2019	N	100-000200-3500-	14.55	24409			REFUNDS PAYABLE	00015 UTILITY REFUND
		DISC. TOTAL					.00					14.55
		CHECK TOTAL										TOTAL
		CHECK TOTAL					207.52					207.52

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24392	554	CAROLINE COUNTY TREASURER	000	5/17/2019	100.00	.00
24393	10	DOMINION VIRGINIA POWER	000	5/17/2019	5,758.59	.00
24394	932	IBM CORPORATION	000	5/17/2019	854.59	.00
24395	1043	STATE OF ESCAPE, LLC	000	5/17/2019	1,010.00	.00
24396	148	THE FREE LANCE STAR	000	5/17/2019	2,192.00	.00
24397	861	THE UPS STORE #6358	000	5/17/2019	502.25	.00
24398	327	TREASURER OF VIRGINIA	000	5/17/2019	40.00	.00
24399	1002	VACORP	000	5/17/2019	240.52	.00
24400	12	WASTE MANAGEMENT	000	5/17/2019	737.86	.00
		CLASS TOTAL			11,435.81	.00
		ACH TOTAL			.00	
		CHECK TOTAL			11,435.81	
		EPY TOTAL			.00	
		FINAL TOTAL			11,435.81	.00

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P.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	BATCH INV. DESCRIPTION
00000 000554	CAROLINE COUNTY TREASURER	20190517	5/17/2019	ACH PMT TOTAL	4100-043100-7110-	100.00	24392	.00	PARKING LOT/STREET/SIDWALK M00739 156 & 152 MAURY
DISC. TOTAL						.00			
00000 000010	DOMINION VIRGINIA POWER	2019-04	5/17/2019	ACH PMT TOTAL	4100-031100-5110-	62.26	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4100-043100-5110-	56.16	24393	.00	ELECTRICITY-STREETLIGHTS
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4100-043100-7200-	460.31	24393	.00	TOWN HALL EXPENSES
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4500-500100-5110-	1,708.07	24393	.00	ELECTRICITY-STREETLIGHTS
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4500-500100-5110-	135.32	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4500-500100-5110-	681.19	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4500-500100-5110-	395.33	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4520-500100-5110-	35.05	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4520-500100-5110-	93.07	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4520-500100-5110-	18.61	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4520-500100-5110-	2,044.59	24393	.00	ELECTRICITY
00000 000010		2019-04	5/17/2019	ACH PMT TOTAL	4520-500100-5110-	70.63	24393	.00	ELECTRICITY
DISC. TOTAL						.00			
00000 000932	IBM CORPORATION	Q8503K3	5/17/2019	ACH PMT TOTAL	4100-012410-3320-	351.83	24394	.00	COMPUTER LICENSES/SUPPORT
00000 000932		Q8504K3	5/17/2019	ACH PMT TOTAL	4100-012410-3310-	502.76	24394	.00	OFFICE EQUIPMENT
DISC. TOTAL						.00			
00000 001043	STATE OF ESCAPE, LLC	117003	5/17/2019	ACH PMT TOTAL	4100-012110-3160-	1,010.00	24395	.00	COMPENSATION - COUNCIL/COMMITTEES
DISC. TOTAL						.00			
00000 000148	THE FREE LANCE STAR	2019-04	5/17/2019	ACH PMT TOTAL	4100-012110-3600-	2,192.00	24396	.00	ADVERTISING
DISC. TOTAL						.00			
00000 000861	THE UPS STORE #6358	4301	5/17/2019	ACH PMT TOTAL	4400-071200-1220-	147.40	24397	.00	WINE FESTIVAL
00000 000861		4330	5/17/2019	ACH PMT TOTAL	4400-071200-1220-	252.40	24397	.00	WINE FESTIVAL
00000 000861		4384	5/17/2019	ACH PMT TOTAL	4400-071200-1220-	102.45	24397	.00	WINE FESTIVAL
DISC. TOTAL						.00			
00000 000327	TREASURER OF VIRGINIA	294273	5/17/2019	ACH PMT TOTAL	4100-012110-2600-	40.00	24398	.00	MAJOR EXPENSES
DISC. TOTAL						.00			
00000 001002	VACORP	2019-03	5/17/2019	ACH PMT TOTAL	4100-012410-2500-	15.42	24399	.00	HYBRID DISABILITY INSURANCE
00000 001002		2019-03	5/17/2019	ACH PMT TOTAL	4100-043100-2500-	34.14	24399	.00	HYBRID DISABILITY INSURANCE
00000 001002		2019-03	5/17/2019	ACH PMT TOTAL	4500-500100-2500-	14.90	24399	.00	HYBRID DISABILITY INS
00000 001002		2019-03	5/17/2019	ACH PMT TOTAL	4520-500100-2500-	54.30	24399	.00	HYBRID DISABILITY INS
00000 001002		2019-04	5/17/2019	ACH PMT TOTAL	4100-012410-2500-	15.42	24399	.00	HYBRID DISABILITY INSURANCE
00000 001002		2019-04	5/17/2019	ACH PMT TOTAL	4100-043100-2500-	35.64	24399	.00	HYBRID DISABILITY INSURANCE
00000 001002		2019-04	5/17/2019	ACH PMT TOTAL	4500-500100-2500-	14.90	24399	.00	HYBRID DISABILITY INS
00000 001002		2019-04	5/17/2019	ACH PMT TOTAL	4520-500100-2500-	55.80	24399	.00	HYBRID DISABILITY INS
DISC. TOTAL						.00			
00000 000012	WASTE MANAGEMENT	269011402816	5/17/2019	ACH PMT TOTAL	4520-500100-3180-	737.86	24400	.00	SLUDGE REMOVAL
DISC. TOTAL						.00			
CHECK TOTAL						11,435.81			
CHECK TOTAL						11,435.81			
CHECK TOTAL						11,435.81			

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24410	1050	AIS INDUSTRIAL SERVICES	000	5/24/2019	23,174.00	.00
24411	27	ARC3 GASES	000	5/24/2019	144.00	.00
24412	1039	BIG DOG AUTOMOTIVE, LLC	000	5/24/2019	194.88	.00
24413	1020	CONSOLIDATED PIPE & SUP	000	5/24/2019	1,502.00	.00
24414	864	INTERNATIONAL INSTITUTE	000	5/24/2019	210.00	.00
24415	514	K L LANGFORD EXCAVATING	000	5/24/2019	1,385.00	.00
24416	515	MEMORABLE MOMENTS	000	5/24/2019	540.00	.00
24417	48	MID-ATLANTIC LAB	000	5/24/2019	60.00	.00
24418	1021	MUNICIPAL CODE CORP	000	5/24/2019	414.99	.00
24419	11	RAPPAHANNOCK ELEC COOP	000	5/24/2019	492.14	.00
24420	659	SOSMETAL PRODUCTS INC	000	5/24/2019	559.30	.00
24421	653	STEMMLE PLUMBING REPAIR	000	5/24/2019	7,700.00	.00
24422	277	VA ASSOCIATION OF CHIEFS	000	5/24/2019	175.00	.00
24423	256	VERIZON WIRELESS	000	5/24/2019	40.01	.00
24424	1049	WEX BANK	000	5/24/2019	1,121.25	.00
24425	878	WHITE OAK ELECTRIC	000	5/24/2019	2,613.60	.00
		CLASS TOTAL			40,326.18	.00
		ACH TOTAL			.00	
		CHECK TOTAL			40,326.18	
		EPY TOTAL			.00	
		FINAL TOTAL			40,326.18	.00

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DATE

TOWN MANAGER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCT#	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	NET AMOUNT	CHECK NO.	ACH ACH	BATCH INV. DESCRIPTION
00000	001050	AIS INDUSTRIAL SERVICES	28356	5/24/2019		4520-500100-6007-	23,174.00	24410		23,174.00	24410		REPAIR/ MAINTENANCE
		DISC. TOTAL					.00			.00			
00000	000027	ARC3 GASES	06236003	5/24/2019		4500-500100-6007-	144.00	24411		144.00	24411		REPAIR/MAINTENANCE
		DISC. TOTAL					.00			.00			
00000	001039	BIG DOG AUTOMOTIVE, LLC	1321	5/24/2019		4100-043100-3111-	140.95	24412		140.95	24412		VEHICLE MAINT
00000	001039		1322	5/24/2019		4100-043100-3111-	53.93	24412		53.93	24412		VEHICLE MAINT
		DISC. TOTAL					.00			.00			
00000	001020	CONSOLIDATED PIPE & SUP	6290482001000	5/24/2019		4500-500100-6050-	72.00	24413		72.00	24413		METER/FIRE HYDRANTS
00000	001020		6290551000000	5/24/2019		4500-500100-6050-	1,430.00	24413		1,430.00	24413		METER/FIRE HYDRANTS
		DISC. TOTAL					.00			.00			
00000	000864	INTERNATIONAL INSTITUTE	05242019	5/24/2019		4100-012110-5810-	210.00	24414		210.00	24414		MEMBERSHIP DUES
		DISC. TOTAL					.00			.00			
00000	000514	K L LANGFORD EXCAVATING	6269	5/24/2019		4520-500100-6007-	1,385.00	24415		1,385.00	24415		REPAIR/ MAINTENANCE
		DISC. TOTAL					.00			.00			
00000	000515	MEMORABLE MOMENTS	13618	5/24/2019		4400-071200-1220-	540.00	24416		540.00	24416		WINE FESTIVAL
		DISC. TOTAL					.00			.00			
00000	000048	MID-ATLANTIC LAB	14950	5/24/2019		4500-500100-6021-	60.00	24417		60.00	24417		TESTING SUPPLIES/CHEMICALS
		DISC. TOTAL					.00			.00			
00000	001021	MUNICIPAL CODE CORP	00327307	5/24/2019		4100-012110-5840-	301.60	24418		301.60	24418		MISCELLANEOUS
00000	001021		00327312	5/24/2019		4100-012110-5840-	113.39	24418		113.39	24418		MISCELLANEOUS
		DISC. TOTAL					.00			.00			
00000	000011	RAEPHANNOCK BHEC COOP	2019-04	5/24/2019		4100-043100-5110-	71.89	24419		71.89	24419		ELECTRICITY-STREETLIGHTS
00000	000011		2019-04	5/24/2019		4500-500100-5110-	240.81	24419		240.81	24419		ELECTRICITY
00000	000011		2019-04	5/24/2019		4500-500100-5110-	51.72	24419		51.72	24419		ELECTRICITY
00000	000011		2019-04	5/24/2019		4500-500100-5110-	21.00	24419		21.00	24419		ELECTRICITY
00000	000011		2019-04	5/24/2019		4520-500100-5110-	23.93	24419		23.93	24419		ELECTRICITY
00000	000011		2019-04	5/24/2019		4520-500100-5110-	82.79	24419		82.79	24419		ELECTRICITY
		DISC. TOTAL					.00			.00			
00000	600659	SOSMETHY PRODUCTS INC	1374133	5/24/2019		4520-500100-6030-	352.55	24420		352.55	24420		PUMP & TAP SUPPLIES/CHEMICALS
00000	600659		1374187	5/24/2019		4100-043100-6009-	206.75	24420		206.75	24420		EQUIPMENT/ SUPPLIES
		DISC. TOTAL					.00			.00			
00000	000653	STEREMIS PLUMBING REPAIR	160217	5/24/2019		4520-500100-6007-	3,150.00	24421		3,150.00	24421		REPAIR/ MAINTENANCE
00000	000653		162228	5/24/2019		4520-500100-6007-	4,550.00	24421		4,550.00	24421		REPAIR/ MAINTENANCE
		DISC. TOTAL					.00			.00			
00000	000277	VA ASSOCIATION OF CHIEFS	958	5/24/2019		4100-031100-5810-	175.00	24422		175.00	24422		MEMBERSHIP DUES/SUBSCRIPTIONS
		DISC. TOTAL					.00			.00			
00000	000256	VERIZON WIRELESS	9829803761	5/24/2019		4100-031100-5230-	40.01	24423		40.01	24423		TELECOMMUNICATIONS
		DISC. TOTAL					.00			.00			

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	001049	WEX BANK	59144081	5/24/2019		4100-031100-6008-	274.50	24424			VEHICLE FUEL/OIL	00741 PC
00000	001049		59144081	5/24/2019		4100-043100-6008-	282.26	24424			VEHICLE FUEL/OIL	00741 PW
00000	001049		59144081	5/24/2019		4500-500100-6008-	282.25	24424			VEHICLE FUEL/OIL	00741 WATER
00000	001049		59144081	5/24/2019		4520-500100-6008-	282.25	24424			VEHICLE FUEL & OIL	00741 SEWER
		DISC. TOTAL					.00					1,121.26
		CHECK TOTAL										TOTAL
00000	000878	WHITE OAK ELECTRIC	3023	5/24/2019		4520-500100-6007-	577.60	24425			REPAIR/ MAINTENANCE	00741 3/9 HERITAGE LS
00000	000878		3023	5/24/2019		4520-500100-6007-	317.60	24425			REPAIR/ MAINTENANCE	00741 3/14 HERITAGE LS
00000	000878		3023	5/24/2019		4520-500100-6007-	227.60	24425			REPAIR/ MAINTENANCE	00741 3/19 BG MEADOWS LS
00000	000878		3023	5/24/2019		4520-500100-6007-	447.60	24425			REPAIR/ MAINTENANCE	00741 3/26 BG MEADOWS LS
00000	000878		3023	5/24/2019		4520-500100-6008-	595.60	24425			VEHICLE FUEL & OIL	00741 4/3 LACEY LN LS
00000	000878		3023	5/24/2019		4520-500100-6007-	447.60	24425			REPAIR/ MAINTENANCE	00741 5/9 WMTTP
		DISC. TOTAL					.00					2,613.60
		CHECK TOTAL										TOTAL
		CHECK TOTAL					40,326.18					40,326.18
		CHECK TOTAL					.00					TOTAL
		CHECK TOTAL					.00					TOTAL

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
24426	18	A & M HOME CENTER	000	5/31/2019	99.42	.00
24427	600	BENNETT DEBORAH T	000	5/31/2019	210.00	.00
24428	999999	BROWN KRISTEN	000	5/31/2019	50.00	.00
24429	47	CAROLINE GARAGE	000	5/31/2019	62.02	.00
24430	1010	CENTRAL VIRGINIA DISTRIBU	000	5/31/2019	271.00	.00
24431	14	CINTAS OF RICHMOND	000	5/31/2019	951.33	.00
24432	907	COYLE VALARIE	000	5/31/2019	600.00	.00
24433	679	DAVID L BROOKS HAULLING &	000	5/31/2019	3,635.00	.00
24434	664	DAVIS JEAN	000	5/31/2019	600.00	.00
24435	234	ENVIROCOMPLIANCE LAB INC	000	5/31/2019	1,325.00	.00
24436	234	ENVIROCOMPLIANCE LAB INC	000	5/31/2019	540.00	.00
24437	648	ERRARD ANDREA G	000	5/31/2019	1,667.00	.00
24438	28	G & G MILFORD FARM SERV.	000	5/31/2019	1,699.99	.00
24439	946	GAINES MARK	000	5/31/2019	600.00	.00
24440	1051	GAINES TAMMIE	000	5/31/2019	600.00	.00
24441	999999	GERBER ROBERT	000	5/31/2019	150.00	.00
24442	780	HOWARD DEBORAH	000	5/31/2019	600.00	.00
24443	898	JAMES MARY	000	5/31/2019	175.00	.00
24444	836	JOHN ALLISON	000	5/31/2019	35.00	.00
24445	378	MCDERMON GLENN	000	5/31/2019	600.00	.00
24446	598	SATTERWHITE JASON	000	5/31/2019	900.00	.00
24447	918	STAPLES ADVANTAGE	000	5/31/2019	368.76	.00
24448	934	TOTAL POWER SWEEPING SER	000	5/31/2019	1,900.00	.00
24449	291	USA BIUE BOOK	000	5/31/2019	477.39	.00
24450	313	VA ENERGY PURCHASING	000	5/31/2019	60.00	.00
24451	19	VERIZON WIRELESS	000	5/31/2019	173.26	.00
24452	256	VERIZON WIRELESS	000	5/31/2019	440.61	.00
24453	61	WML	000	5/31/2019	737.00	.00
24454	12	WASTE MANAGEMENT	000	5/31/2019	1,138.98	.00
24455	930	WEBB EMILY	000	5/31/2019	315.00	.00
24456	438	WRIGHT OTIS	000	5/31/2019	600.00	.00
		CLASS TOTAL			20,581.76	.00
		ACH TOTAL			.00	
		CHECK TOTAL			20,581.76	
		EPY TOTAL			.00	
		FINAL TOTAL			20,581.76	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 20,581.76- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCTL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000018	A & M HOME CENTER	B32486	5/31/2019		4100-043100-7200-	43.86	24426		TOWN HALL EXPENSES	00736 MOPS & BATTERIES
00000	000018		B32906	5/31/2019		4520-500100-6007-	6.98	24426		REPAIR/ MAINTENANCE	00736 TAPE AND CONNECTOR
00000	000018		B33084	5/31/2019		4500-500100-6007-	8.98	24426		REPAIR/MAINTENANCE	00736 PAINT THINNER
00000	000018		C29426	5/31/2019		4520-500100-6007-	17.67	24426		REPAIR/ MAINTENANCE	00736 OXIDE BIT & SCREW EX
00000	000018		C29428	5/31/2019		4520-500100-6007-	18.94	24426		REPAIR/ MAINTENANCE	00736 SOCKET & RIPPING BAR
00000	000018		C29574	5/31/2019		4100-043100-6007-	2.99	24426		REPAIR/ MAINT TOWN BUILDINGS	00736 BLUR TARP
		DISC. TOTAL		99.42							
		CHECK TOTAL					210.00	24427		TOWN HALL ACTIVITIES	00736 YOGA
00000	000600	BENNETT DEBORAH T	2019-05	5/31/2019		4400-071200-1310-	.00			TOTAL	210.00
		DISC. TOTAL					.00				
		CHECK TOTAL					50.00	24428		REFUNDS PAYABLE	00736 THDR 05-25-2019
00000	999999	BROWN KRISTEN	THDR 05-25-2019	5/31/2019		100-000200-3500-	.00			TOTAL	50.00
		DISC. TOTAL					.00				
		CHECK TOTAL					62.02	24429		VEHICLE MAINTENANCE	00736 2017 SUV OIL CHG****
00000	000047	CAROLINE GARAGE	23503	5/31/2019		4100-031100-3310-	62.02			TOTAL	62.02
		DISC. TOTAL					.00				
		CHECK TOTAL					271.00	24430		WINE FESTIVAL	00736 BEER FOR WINE FEST
00000	001010	CENTRAL VIRGINIA DISTRIBUTION 2019-06-08	2019-06-08	5/31/2019		4400-071200-1220-	.00			TOTAL	271.00
		DISC. TOTAL					.00				
		CHECK TOTAL					58.00	24431		UNIFORMS/ SAFETY EQUIP	00736 UNIFORMS
00000	000014	CINTAS OF RICHMOND	4020724502	5/31/2019		4500-500100-6011-	27.26	24431		UNIFORMS/SAFETY EQUIP	00736 UNIFORMS
00000	000014		4020724502	5/31/2019		4520-500100-6011-	65.59	24431		UNIFORMS/ SAFETY EQUIPMENT	00736 UNIFORMS
00000	000014		4021175232	5/31/2019		4100-043100-6011-	47.71	24431		UNIFORMS/ SAFETY EQUIP	00736 UNIFORMS
00000	000014		4021175232	5/31/2019		4500-500100-6011-	30.92	24431		UNIFORMS/SAFETY EQUIP	00736 UNIFORMS
00000	000014		4021175232	5/31/2019		4520-500100-6011-	83.54	24431		UNIFORMS/ SAFETY EQUIPMENT	00736 UNIFORMS
00000	000014		4021175232	5/31/2019		4100-043100-6011-	179.91	24431		UNIFORMS/ SAFETY EQUIP	00736 UNIFORMS
00000	000014		4021616345	5/31/2019		4500-500100-6011-	30.69	24431		UNIFORMS/SAFETY EQUIP	00736 UNIFORMS
00000	000014		4021616345	5/31/2019		4520-500100-6011-	83.32	24431		UNIFORMS/ SAFETY EQUIPMENT	00736 UNIFORMS
00000	000014		4022048935	5/31/2019		4100-043100-6011-	46.12	24431		UNIFORMS/ SAFETY EQUIP	00736 UNIFORMS
00000	000014		4022048935	5/31/2019		4500-500100-6011-	30.69	24431		UNIFORMS/SAFETY EQUIP	00736 UNIFORMS
00000	000014		4022048935	5/31/2019		4520-500100-6011-	83.32	24431		UNIFORMS/ SAFETY EQUIPMENT	00736 UNIFORMS
00000	000014		4022485488	5/31/2019		4100-043100-6011-	46.12	24431		UNIFORMS/ SAFETY EQUIP	00736 UNIFORMS
00000	000014		4022485488	5/31/2019		4500-500100-6011-	30.69	24431		UNIFORMS/SAFETY EQUIP	00736 UNIFORMS
00000	000014		4022485488	5/31/2019		4520-500100-6011-	83.32	24431		UNIFORMS/ SAFETY EQUIPMENT	00736 UNIFORMS
00000	000014		4022912796	5/31/2019		4100-043100-6011-	89.87	24431		UNIFORMS/ SAFETY EQUIP	00736 UNIFORMS
00000	000014		4022912796	5/31/2019		4500-500100-6011-	30.68	24431		UNIFORMS/SAFETY EQUIP	00736 UNIFORMS
00000	000014		4022912796	5/31/2019		4520-500100-6011-	83.32	24431		UNIFORMS/ SAFETY EQUIPMENT	00736 UNIFORMS
		DISC. TOTAL					.00			TOTAL	951.33
		CHECK TOTAL					600.00	24432		COMPENSATION - COUNCIL/COMMISSO	00736 2ND 1/2 FY19
00000	000907	COVIER VALARIE	05312019	5/31/2019		4100-012110-3160-	.00			TOTAL	600.00
		DISC. TOTAL					.00				
		CHECK TOTAL					3,635.00	24433		REPAIR/MAINTENANCE	00736 TAPAYETTE AVE
00000	000679	DAVID L BROOKS HAULING & 22033	05312019	5/31/2019		4500-500100-6007-	.00			TOTAL	3,635.00
		DISC. TOTAL					600.00	24434		COMPENSATION - COUNCIL/COMMISSO	00736 2ND 1/2 FY19
00000	000664	DAVIS JEAN	05312019	5/31/2019		4100-012110-3160-	.00			TOTAL	600.00
		DISC. TOTAL					115.00	24435		TESTING	00736 TESTING
00000	000234	ENVIROCOMPLIANCE LAB INC	R9438334	5/31/2019		4520-500100-3160-	115.00	24435		TESTING	00736 TESTING
		DISC. TOTAL									

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH ACH PMT	ACH DESC.	BATCH INV. DESCRIPTION
00000	000234		R9438393	5/31/2019		4520-500100-3160-	155.00	24435		TESTING	00736 TESTING
00000	000234		R9438493	5/31/2019		4520-500100-3160-	150.00	24435		TESTING	00736 TESTING
00000	000234		R9438520	5/31/2019		4520-500100-3160-	115.00	24435		TESTING	00736 TESTING
00000	000234		R9538857	5/31/2019		4520-500100-3160-	155.00	24435		TESTING	00736 TESTING
00000	000234		R9538637	5/31/2019		4520-500100-3160-	135.00	24435		TESTING	00736 TESTING
00000	000234		R9538659	5/31/2019		4520-500100-3160-	115.00	24435		TESTING	00736 TESTING
00000	000234		R9538694	5/31/2019		4520-500100-3160-	155.00	24435		TESTING	00736 TESTING
00000	000234		R9538785	5/31/2019		4520-500100-3160-	115.00	24435		TESTING	00736 TESTING
		DISC. TOTAL					1,325.00				1,325.00
00000	000234	ENVIRONMENTAL LAB INC	R9538814	5/31/2019		4520-500100-3160-	115.00	24436		TESTING	00736 TESTING
00000	000234		R9538852	5/31/2019		4520-500100-3160-	155.00	24436		TESTING	00736 TESTING
00000	000234		R9538957	5/31/2019		4520-500100-3160-	115.00	24436		TESTING	00736 TESTING
00000	000234		R9538989	5/31/2019		4520-500100-3160-	155.00	24436		TESTING	00736 TESTING
		DISC. TOTAL					540.00				540.00
00000	000648	BEARD ANDREA G		5/31/2019		4100-012110-3150-	1,667.00	24437		PROFESSIONAL SERVICES - LEGAL	00736 ATTORNEY
		DISC. TOTAL					.00				1,667.00
00000	000028	G & G MILROD FARM SERV.	179050	5/31/2019		4100-043100-6007-	25.22	24438		REPAIR/ MAINT TOWN BUILDINGS	00736 SPTH. OIL
00000	000028		179169	5/31/2019		4500-500100-6007-	25.66	24438		REPAIR/MAINTENANCE	00736 TOP SOIL & FILLER
00000	000028		179324	5/31/2019		4100-043100-3111-	15.17	24438		VEHICLE MAINT	00736 CHUCK DRILL & CL SUP
00000	000028		179324	5/31/2019		4100-043100-6006-	3.59	24438		HAND TOOLS	00736 CHUCK DRILL & CL SUP
00000	000028		179510	5/31/2019		4100-043100-7110-	549.38	24438		PARKING LOT/STREET/SIDEWALK	00736 HANGING BASKETS
00000	000028		179633	5/31/2019		4520-500100-6007-	80.97	24438		REPAIR/ MAINTENANCE	00736 LIME & PLASTIC
		DISC. TOTAL					.00				699.99
00000	000946	GAINES MARK		5/31/2019		4100-012110-3160-	600.00	24439		COMPENSATION - COUNCIL/COMMISS	00736 2ND 1/2 FY19
		DISC. TOTAL					.00				600.00
00000	001051	GAINES TAMMIE		5/31/2019		4100-012110-3160-	600.00	24440		COMPENSATION - COUNCIL/COMMISS	00736 2ND 1/2 FY19
		DISC. TOTAL					.00				600.00
00000	999999	GERRER ROBERT		5/31/2019		100-000200-3500-	150.00	24441		REFUNDS PAYABLE	00736 THDR 05182019
		DISC. TOTAL					.00				150.00
00000	000780	HOWARD DEBORAH		5/31/2019		4100-012110-3160-	600.00	24442		COMPENSATION - COUNCIL/COMMISS	00736 2ND 1/2 FY19
		DISC. TOTAL					.00				600.00
00000	000898	JAMES MARY		5/31/2019		4400-071200-1310-	175.00	24443		TOWN HALL ACTIVITIES	00736 HAPPY YOGA
		DISC. TOTAL					.00				175.00
00000	000836	JOHN ALLISON		5/31/2019		4400-071200-1310-	35.00	24444		TOWN HALL ACTIVITIES	00736 YOGA
		DISC. TOTAL					.00				35.00
00000	000378	MCDERMANN GLENN		5/31/2019		4100-012110-3160-	600.00	24445		COMPENSATION - COUNCIL/COMMISS	00736 2ND 1/2 FY19
		DISC. TOTAL					.00				600.00
00000	000598	SATTERWHITE JASON		5/31/2019		4100-012110-3160-	900.00	24446		COMPENSATION - COUNCIL/COMMISS	00736 2ND 1/2 FY19
		DISC. TOTAL					.00				900.00



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

AGENDA ITEM: R-2019-005 Depository Designation
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - Resolution
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town is required to designate annually the bank in which Town funds will be deposited.

ATTACHMENTS:

R-2019-005 Depository Designation

REQUESTED ACTION:

Adopt Resolution

R-2019-005

RESOLUTION

**TOWN OF BOWLING GREEN
COMMONWEALTH OF VIRGINIA
RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS
OF THE TOWN OF BOWLING GREEN**

BUDGET FY2020

Be it Resolved, that the following financial institutions are hereby designated as depositories for funds for the Town of Bowling Green:

Atlantic Union Bank

Adopted this 6th day of June 2019
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Reschedule July Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The July Town Council meeting needs to be rescheduled because the first Thursday falls on July 4th. It is recommended that the meeting be rescheduled for the following Thursday, July 11th.

ATTACHMENTS:

None.

REQUESTED ACTION:

Approve date.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Adoption FY 2019-2020 Fiscal Plan

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - Resolution

PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Proposed budget and rates for FY 2020 were developed in conjunction with the Budget Committee and reviewed by the entire Town Council at its March 21, 2019 work session. Changes made since the work session include a Wellhead Protection grant from the Virginia Department of Health, reallocation of staff salaries based upon a re-evaluation of program needs, adjustments to insurance costs based upon the final rates received from the insurers and raises for Mayor and Council members.

The budget was duly advertised and the Council held a public hearing on the proposed fiscal plan on May 2, 2019.

ATTACHMENTS:

Resolution 2019-002 Approving The Fiscal Year 2019-2020 Annual Fiscal Plan

REQUESTED ACTION:

Adopt Resolution 2019-003

Resolution 2019-003

**TOWN COUNCIL OF BOWLING GREEN
RESOLUTION APPROVING THE FISCAL YEAR
2019-2020 ANNUAL FISCAL PLAN**

WHEREAS, THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, HAS RECEIVED BUDGET REQUESTS FROM THE TOWNS’ OFFICERS, HEADS OF DEPARTMENTS, OFFICES, BOARDS, COMMISSIONS, AND AGENCIES FOR PREPARATION OF THE BUDGET FOR FISCAL YEAR 2019-2020;

WHEREAS, THE COUNCIL HAS PUBLISHED NOTICE OF THE PROPOSED BUDGET BASED ON SUCH REQUESTS, HELD A PUBLIC HEARING ON THE PROPOSAL, AND CONSIDERED THE PROPOSED BUDGET IN TERMS OF THE PUBLIC HEALTH, SAFETY, AND WELFARE;

WHEREAS, THE COUNCIL HAS HERETOFORE PREPARED A BUDGET FOR FISCAL YEAR 2019-2020 FOR INFORMATION AND FISCAL PLANNING ONLY; AND,

WHEREAS, THE COUNCIL IS NOT OBLIGATED TO APPROPRIATE OR COMMIT ALL FUNDS FOR ANY ITEMS INCLUDED IN THE PROPOSED BUDGET AND NO FUNDS MAY BE DISBURSED WITHOUT AN APPROPRIATION BY THE TOWN COUNCIL OF BOWLING GREEN;

NOW, THEREFORE, BE IT RESOLVED, THAT THE FISCAL YEAR 2019-2020 A REVENUE BUDGET OF \$2,020,040 AND EXPENDITURE BUDGET OF \$2,020,040 ARE ADOPTED AND THE BUDGETS OF OFFICERS, HEADS OF DEPARTMENTS, OFFICES, BOARDS, COMMISSIONS, AND AGENCIES BUDGETS ARE HEREBY APPROVED FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND EXTENDING TO JUNE 30, 2020, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER.

REVENUE ESTIMATES	FISCAL YEAR 2020 PLAN
FUND #100 General Funds	
Real Estate	\$141,500
Public Service	\$4,500
Personal Property	\$55,500
Penalty & Interest	\$14,000
Revenue From Use Of Money	\$1,000
Refuse Collection	\$86,700
Sales Tax	\$32,000
Consumer Utility Tax	\$30,000
Business License	\$85,000
Vehicle License & Registration Fees	\$27,650
Bank Stock Tax	\$150,000
Transient Occupancy Tax	\$4,500
Meals Tax	\$230,000
Permits, Fees And Licenses	\$3,000
Fines and Forfeitures	\$43,100

Rentals	\$26,000
Other Miscellaneous Revenue	\$2,100
VA Police Funding	\$23,000
PPTRA State Reimbursement	\$22,000
Communications Tax	\$40,000
Grants	\$1,034
VA Fire Program	\$10,000
Use of Fund Balance	\$78,544
Total General Funds Revenues	\$1,111,128
Other Funds (Net of Transfers)	
FUND #400 Events and Activities	\$39,000
FUND #420 Debt Service	\$34,000
FUND #500 Water	\$413,662
FUND #520 Sewer	\$422,250
Total Other Funds Revenue	\$908,912
TOTAL REVENUE ESTIMATES	\$2,020,040
EXPENDITURE ESTIMATES	FISCAL YEAR 2020 PLAN
FUND #100 General Funds	
Council And Manager's Office	\$275,169
Clerk/Treasurer	\$211,874
Police Department	\$134,581
Donations	\$13,000
Public Works	\$289,055
Total Direct General Fund Expenditures	\$923,678
GENERAL FUND TRANSFERS	
FUND #400 Events and Activities	\$5,500
FUND #420 Debt Service	\$182,000
Total General Fund Transfers	\$187,500
OTHER FUND EXPENDITURES	
FUND #400 Events and Activities	\$44,450
FUND #420 Debt Service	\$216,000
FUND #500 Water Operations	\$413,662
FUND #520 Sewer Operations	\$422,250
Total Other Funds	\$1,096,362
TOTAL EXPENDITURE ESTIMATES	\$2,020,040
SUMMARY	
TOTAL EXPENDITURE ESTIMATES (Net of General Fund Transfers)	\$2,020,040
TOTAL TOWN BUDGET REVENUES (Net of General Fund Transfers)	\$2,020,040
UNASSIGNED FUND BALANCE SUMMARY	
Beginning General Fund Unassigned Fund Balance - July 1, 2019	\$330,000
Use of General Fund Balance	(\$78,544)
Ending General Fund Unassigned Fund Balance - June 30, 2020	\$251,456

BE IT FURTHER RESOLVED, THAT THE APPROVAL OF THIS BUDGET SHALL NOT CONSTITUTE AN APPROPRIATION OF FUNDS.

ORDERED THIS THE 6TH DAY OF JUNE 2019.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

McDearmon
M Gaines
T Gaines
Coyle

Wright
Howard
Davis

Melissa Lewis, Town Clerk

Approved this 6th day of June, 2019
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor



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

AGENDA ITEM: Appropriation Resolution R-2019-004
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Resolution
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Appropriation of funds for the adopted FY2019-2020 Budget for July 1, 2019 – June 30, 2020 and reappropriation of certain FY 2018-2019 funds.

ATTACHMENTS:

R-2019-004 Appropriation of Adopted FY19 Operating Budget and reappropriation of certain FY 2018-2019 funds.

REQUESTED ACTION:

Adopt Resolution

Resolution 2019-004

TOWN OF BOWLING GREEN
APPROPRIATION OF ADOPTED TOWN OPERATING BUDGET
FOR
FISCAL YEAR 2019-2020
AND TO REAPPROPRIATE CERTAIN UNSPENT FISCAL
YEAR 2018-2019 FUNDS

IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, THAT THE FOLLOWING ANNUAL APPROPRIATIONS OF FUNDS ARE MADE FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER:

BOWLING GREEN, VIRGINIA ADOPTED EXPENDITURE
BUDGET FISCAL YEAR 2019-2020

EXPENDITURE ESTIMATES	FISCAL YEAR 2020
FUND #100 General Funds	
Council and Manager's Office	\$275,169
Clerk/Treasurer	\$211,874
Police Department	\$134,581
Donations	\$13,000
Public Works	\$289,055
Total Direct General Fund Expenditures	\$923,678
GENERAL FUND TRANSFERS	
FUND #400 Events and Activities	\$5,500
FUND #420 Debt Service	\$182,000
Total General Fund Transfers	\$187,500
OTHER FUND EXPENDITURES	
FUND #400 Events and Activities	\$44,450
FUND #420 Debt Service	\$216,000
FUND #500 Water Operations	\$413,662
FUND #520 Sewer Operations	\$422,250
Total Other Funds	\$1,096,362
TOTAL EXPENDITURE ESTIMATES	\$2,020,040

AND, that unspent FY 2018-2019 funds from Fund #300 Capital Projects for the USDA sewer replacement project and the preliminary engineering report for water system improvements and Fund #320 EDA for projects and development activities be reappropriated.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF BOWLING GREEN, VIRGINIA, THAT THE APPROPRIATIONS FOR FISCAL YEAR 2019-2020, BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020, FOR ALL OTHER OFFICES AND AGENCIES BE MADE AS FOLLOWS:

1. ALL APPROPRIATIONS ARE DECLARED TO BE MAXIMUM, CONDITIONAL, AND APPROPRIATE APPROPRIATIONS, THE PURPOSE BEING TO MAKE THE APPROPRIATIONS PAYABLE IN FULL IN THE AMOUNTS NAMED HEREIN, IF NECESSARY, AND THEN ONLY IN THE EVENT THE REVENUES COLLECTED AND OTHER RESOURCES AVAILABLE DURING THE YEAR ENDED JUNE 30, 2020, FOR WHICH THE APPROPRIATIONS ARE MADE, ARE SUFFICIENT TO PAY ALL THE APPROPRIATIONS IN FULL; OTHERWISE, THE SAID APPROPRIATIONS SHALL BE DEEMED TO BE PAYABLE IN SUCH PROPORTION AS THE SUM OF ALL REALIZED REVENUE IS TO THE TOTAL AMOUNT OF THE REVENUES ESTIMATED BY THE TOWN COUNCIL OF BOWLING GREEN TO BE AVAILABLE FOR APPROPRIATION IN THE YEAR ENDING JUNE 30, 2019;
2. THE TOWN COUNCIL OF BOWLING GREEN RESERVES THE RIGHT TO CHANGE DURING ANY TIME DURING SAID FISCAL YEAR THE COMPENSATION SO PROVIDED TO ANY OFFICER OR EMPLOYEE OR TO ABOLISH ANY OFFICE OR POSITION EXCEPTING SUCH OFFICE OR POSITION AS IT MAY BE PROHIBITED BY LAW FROM ABOLISHING;
3. FURTHER, THE TOWN MANAGER IS AUTHORIZED TO MAKE SUCH REARRANGEMENTS OF POSITIONS AND APPROPRIATIONS WITH THE SEVERAL DEPARTMENTS UNDER THE CONTROL OF THE TOWN COUNCIL THAT MAY BEST MEET THE NEEDS AND INTERESTS OF BOWLING GREEN, VIRGINIA; AND, THE TOWN MANAGER IS AUTHORIZED TO MAKE TRANSFERS OF FUNDS FROM ONE LINE ITEM TO ANOTHER WITHIN AND BETWEEN ANY DEPARTMENT OR AGENCY APPROPRIATION;
4. THE TOWN MANAGER MAY INCREASE APPROPRIATIONS FOR THE FOLLOWING ITEMS OF NON-BUDGETED REVENUE THAT MAY OCCUR DURING THE FISCAL YEAR: A. INSURANCE RECOVERIES RECEIVED FOR DAMAGE TO TOWN VEHICLES OR OTHER PROPERTY FOR WHICH TOWN FUNDS HAS BEEN EXPENDED TO MAKE REPAIRS. B. REFUNDS OR REIMBURSEMENTS MADE TO THE TOWN FOR WHICH THE TOWN HAS EXPENDED FUNDS DIRECTLY RELATED TO THAT REFUND OR REIMBURSEMENT. C. ADDITIONAL, UNBUDGETED GRANTS RECEIVED DURING THE FISCAL YEAR FOR WHICH THERE IS SUFFICIENT REVENUES TO DEFRAY EXPENDITURES;
5. THE TOWN MANAGER MAY APPROPRIATE BOTH REVENUE AND EXPENDITURES FOR DONATIONS BY CITIZENS OR CITIZEN GROUPS IN SUPPORT OF TOWN PROGRAMS. ANY REMAINING UNENCUMBERED BALANCE OF A RESTRICTED DONATION AT THE END OF THE FISCAL YEAR WILL BE REAPPROPRIATED INTO THE SUBSEQUENT FISCAL YEAR; AND,

BE IT FURTHER RESOLVED THAT THE TREASURER OF BOWLING GREEN, VIRGINIA, IS HEREBY AUTHORIZED TO TRANSFER TO OTHER FUNDS FROM THE GENERAL FUND FROM TIME TO TIME AS THE MONIES BECOME AVAILABLE, THE SUM EQUAL TO, BUT NOT TO EXCEED THE APPROPRIATIONS MADE TO THESE FUNDS FROM THE GENERAL FUND FOR THE PERIOD COVERED BY THIS APPROPRIATION RESOLUTION.

BE IT FURTHER RESOLVED THAT THE TOWN MANAGER IS AUTHORIZED TO PRE-APPROVE ACCOUNTS PAYABLES INVOICES FOR PAYMENT AROUND THE 10TH AND AROUND

THE END OF EACH MONTH PRIOR TO FORMAL APPROVAL BY TOWN COUNCIL OF BOWLING GREEN. FORMAL APPROVAL BY THE TOWN COUNCIL OF BOWLING GREEN WILL BE MADE DURING THE MEETING OF THE MONTH FOLLOWING THE ACTUAL PAYMENT OF THE BILLS. THIS PROCEDURE WILL ENABLE THE TOWN TO AVOID PAYING PENALTY AND INTERESTCHARGES FOR THE LATE PAYMENT OF INVOICES.

ORDERED THIS THE 6TH DAY OF JUNE 2019.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

Melissa Lewis, Town Clerk

Approved this 6th day of June, 2019
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor



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

AGENDA ITEM: R-2019-006 – Resolution to Increase Council’s Pay
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Resolution
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Resolution to increase Council Members’ annual pay from \$1200 to \$1800.

ATTACHMENTS:

R-2019-006 Resolution to Increase Councils Annual Pay

REQUESTED ACTION:

Adopt Resolution.

RESOLUTION – MAYOR/COUNCIL SALARIES

WHEREAS Council members of the Bowling Green Town Council currently receive an annual salary of \$1,200 ,with the Mayor receiving a salary of \$1,800; and

WHEREAS councilmember salaries have not been increased for ten years.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its regular monthly meeting on Thursday June 6, 2019 that, effective July 1, 2019 the salary of the Bowling Green council members shall be increased to \$1800; and

BE IT FURTHER RESOLVED that beginning on January 1, 2021 the Mayor shall receive an annual salary of \$2700.

Adopted this 6th day of June 2019
by the Town Council of Bowling Green, Virginia

Honorable Jason E. Satterwhite, Mayor

Clerk of the Council



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

AGENDA ITEM: Request for appropriation of unassigned funds

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - Resolution

PRESENTER: Jo-Elsa Jordan, bgtownevents@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Request for \$5000 from Events and Activities Unassigned Fund Balance to cover Wine Festival expenses. The unassigned fund balance for Events and Activities is approximately \$12,600. This amount is an accumulation of net revenues of events of the past several years.

ATTACHMENTS:

Budget Action Form

REQUESTED ACTION:

Approve.



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

AGENDA ITEM: New Job Descriptions and New Pay Ranges
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Job descriptions and pay ranges were developed in concert with the Personnel and Budget Committee. The proposed budget was prepared based upon these proposed ranges.

ATTACHMENTS:

Proposed Job Descriptions and Proposed Pay Ranges

REQUESTED ACTION:

Adopt New Job Descriptions and Proposed Pay Ranges.

Town of Bowling Green Job Description



POSITION: **Economic Development Coordinator**
DEPARTMENT: **Town Administration**
PAY RANGE: **\$47,979-\$ 62,372-\$ 76,766**
FLSA: **Exempt**

GENERAL STATEMENT OF JOB: Under general supervision Town Manager, performs advanced administrative support work for the Economic Development Authority (EDA). This position is also responsible for planning, developing, and coordinating special events and programs including marketing and soliciting sponsorships to promote Town business. Employee must exercise independent judgment, initiative, and attention to detail in completing job duties.

ESSENTIAL JOB FUNCTIONS:

- Prepares for and executes events and ensure quality of events.
- Partners with various local, regional, and state tourism entities to promote the Town as an event destination; serves on related committees as needed; coordinates Town marketing efforts with regional and state marketing strategies to maximize dollars and reach.
- Partners with businesses to encourage support and sponsorship for events and increase event traffic to businesses.
- Develops and distributes promotional materials to support tourism efforts, activities and works to attract new events and retain previous events using online social media.
- Assists in developing and implementing an ongoing public communications plan that reports tourism efforts, activities, and results based on predetermined measures.
- Designs and maintains website for Economic Development;
- Assists in the development and execution of the goals, strategies, and actions associated with the Town's Comprehensive Plan and the EDA's Strategic Vision Plan.
- Acts as liaison and point of contact between Town government and the local business community.
- Assists in the development and implementation of programs aimed at highlighting and supporting existing local businesses; works with multiple federal, state, and local agencies to facilitate the Town's efforts to assist retention and expansion of existing businesses; organizes and conducts ribbon-cutting ceremonies, as requested, by local businesses.
- Identifies various federal, state, and local government programs that offer opportunities for assistance; advises businesses regarding these programs.
- Provides information to and works closely with local educational institutions in the development of needed employment and workforce training initiatives as presented by the Town's existing business community.
- Serves as clerk to the Economic Development Authority (EDA); attends monthly and special called meetings; takes, transcribes and distributes meeting minutes; posts minutes to website; prepares agenda packets; arranges meeting room set-up and procures refreshments; processes EDA accounts payables; compiles and submits financial documents to accountant.
- Performs clerical and administrative duties in support of EDA.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some work can be done remotely with permission of Town Manager. This position requires attendance at occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Broad knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Access, Power Point and Publisher, and portable document file (PDF) software.
- General knowledge of office practices and procedures, organization and function of Economic Development, Town Administration, and the EDA.
- General knowledge of resources available to the business community (existing and prospective).
- Ability to schedule and coordinate a variety of diverse activities, to organize project assignments, to obtain and apply data, and to analyze and process such information.
- Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a bachelor's degree in communications, marketing, tourism, business administration or a related field; some experience in public event planning and management; and, familiarity with the greater Bowling Green region.
- Knowledge of large scale event coordination; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
-

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based on Town's criteria.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

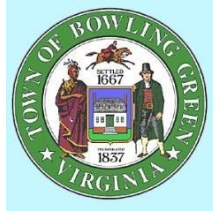
MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input type="checkbox"/>

Town of Bowling Green Job Description



POSITION: **Wastewater Treatment Plant Trainee**
DEPARTMENT: **Public Works and Utilities**
PAY RANGE: **\$32,474-\$42,216-\$51,959**
FLSA: **Non-Exempt**

GENERAL STATEMENT OF JOB: Under close supervision, performs semi-skilled work in the operation and general maintenance of the water treatment plant. Trains in and assists with operation of water treatment plant. As directed, operates and maintains motor controllers, pumps, valves and meters. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must exercise tact, courtesy and firmness in contact with customers and the general public. Position reports to designated Lead Water Treatment Plant Operator. Work may require rotation of shifts.

ESSENTIAL JOB FUNCTIONS:

- Assists Wastewater Operators in their duties.
- Maintains awareness of safety requirements for wastewater treatment plant environments and on-site chemical Safety Data Sheets.
- Trains in Wastewater plant operations and laboratory procedures.
- Tests for Total Suspended Solids (TSS) and percent for settlement.
- Removes sludge from drying beds; cleans clarifiers.
- Installs, maintains and repairs wastewater equipment.
- Performs general facility maintenance, custodial duties and grounds keeping.
- Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Duties are performed indoors and outdoors in an office and treatment plant environment. Occasionally responds to after-hours calls on nights, weekends and holidays, if needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to comprehend and apply training received in the operation wastewater treatment system, repair and maintenance
- Ability to progress to the next level of licensure.
- Ability to implement and follow operating and recording procedures; to prepare reports, logs, work orders, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively and efficiently in a variety of technical or professional languages including mechanical, electrical, chemical, and biological terminology; to express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to performing under stress and when confronted with emergency situations.
- Ability to prepare logs, test reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to prepare forms, reports, work orders using prescribed formats.
- Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly. Ability to speak/talk, hear/listen and read.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

EDUCATION AND EXPERIENCE:

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Position requires Class IV license as a Wastewater Treatment Plant Operator within 18 months of employment.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-employment physical examination and
WWTP Operator I: May 2017

drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

Proposed Pay Ranges by Department/Position

Dept./ Position	Pay Range		
Town Manager	Min.	Mid.	Max.
<i>Town Manager</i>	\$78,153	\$101,599	\$125,044
<i>Economic Development Coordinator</i>	\$47,979	\$62,372	\$76,766
Police Department			
<i>Police Chief</i>	\$61,235	\$79,605	\$97,976
<i>Patrolman (Part-Time)</i>	\$15	\$17.50	\$20
Clerk/Treasurer Department	Min.	Mid.	Max.
<i>Clerk/Treasurer</i>	\$61,235	\$79,605	\$97,976
<i>Deputy Clerk/Treasurer</i>	\$43,518	\$56,574	\$69,629
<i>Administrative Assistant</i>	\$30,928	\$40,206	\$49,484
<i>Office Assistant (Part-Time)</i>	\$10	\$12.50	\$15
Public Utilities & Public Works Department	Min.	Mid.	Max.
<i>Director of Public Works and Utilities</i>	\$67,511	\$87,765	\$108,018
Treatment Plant	Min.	Mid.	Max.
<i>WWTP Chief Operator</i>	\$61,235	\$79,605	\$97,976
<i>WWTP Operator III</i>	\$41,446	\$53,880	\$66,314
<i>WWTP Operator II</i>	\$37,593	\$48,871	\$60,148
<i>WWTP Operator I</i>	\$34,098	\$44,327	\$54,556
<i>WWTP Operator Trainee</i>	\$32,474	\$42,216	\$51,959
Grounds / Facility Maintenance / Water System	Min.	Mid.	Max.
<i>Water System Operator and Field Foreman</i>	\$37,593	\$48,871	\$60,148
<i>Maintenance / Groundskeeper II</i>	\$29,455	\$38,291	\$47,128
<i>Maintenance / Groundskeeper I</i>	\$25,444	\$33,078	\$40,711
<i>Groundskeeper (Seasonal)</i>	\$10	\$12.50	\$15



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

AGENDA ITEM: Personnel Policy Exemption
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Jo-Elsa Jordan for the past five years has on a contract basis been handling the Town's events, social media and press relations and more recently serving as the EDA's Secretary. Since many of these duties overlap with the newly created Economic Development Coordinator, the Town Manager is requesting an exemption from the Town's normal recruitment process and that he be allowed to hire Jo-Elsa Jordan as the Town's Economic Development Coordinator.

ATTACHMENTS:

None

REQUESTED ACTION:

Approve the Town Manager's hiring of Jo-Elsa Jordan as the Town's Economic Development Coordinator without going thru the normal recruitment process outlined in the Personnel Policy Manual.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Joining Caroline County on shared AS400

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Town and County utilize the same accounting and utility software which runs off of AS400 platform on an IBM server. Currently the Town leases its server from IBM for \$800 per month which includes a maintenance agreement. The lease ends in October at which time we would be required to purchase our server at fair market value (amount unknown at this time).

Caroline County has offered to allow us to utilize its server and pay them instead of purchasing from IBM. This would require a one-time upfront cost of \$4448.13, and \$700 per month.

ATTACHMENTS:

Letter from Caroline County

REQUESTED ACTION:

Make a decision of County's proposal.

Caroline County, Virginia

MAY 30 2019

Board of Supervisors

Caroline County, VA



Jeffrey S. Black
Western Caroline District

Clayton T. Forehand
Madison District

Nancy L. Long
Port Royal District

Jeffery M. Sili
Bowling Green District

Floyd W. Thomas
Mattaponi District

Reginald L. Underwood
Reedy Church District

Charles M. Culley, Jr.
County Administrator

May 24, 2019

Mr. A. Reese Peck, Town Manager
Town of Bowling Green
117 Butler Street
P. O. Box 468
Bowling Green, VA 22427

Dear Reese,

The Town of Bowling Green has previously expressed an interest in utilizing Caroline County's AS400 computer to operate its BAI Municipal Software System (the "Bright System") in lieu of purchasing its own new AS400. In March, the Board of Supervisors authorized staff to purchase a new AS/400 Power9 Production System that the County plans to take delivery of in August 2019. The system will be purchased with a 5-year maintenance and support plan, CAS Severn Implementation Services and LaserVault backup and installation services at a total cost of \$50,636.

The purchase of a new AS400 will enable the County to host Bowling Green's Bright System functions should the Town so desire. The Board of Supervisors has approved the following conditions for the Town's use of the system:

1. The Town pays the following one-time start-up costs associated exclusively with merging the two systems:
 - Estimated cost for BAI Municipal Software to link Bowling Green and Caroline – \$1,600

"Committed To Service, Dedicated To The People"

212 North Main Street, P. O. Box 105 Bowling Green, Virginia 22427
(804)633-5380 – Telephone (804)633-4970 – Fax

www.co.caroline.va.us

Mr. Reese Peck
May 24, 2019
Page Two

- Estimated cost for Businets to purchase firewall hardware, one-year Fortinet Forticare service and update, configure, set up and install firewall plus estimated shipping & handling - \$1,128.13
- Estimated cost for CAS Severn printer setup over VPN - \$1,720

Total estimated one-time upfront costs - \$4,448.13 (note: this is an estimate. Actual fees may be higher).*

**Funds can be paid up-front in lump sum or added to monthly payments as described below. Should the Town opt to cease use of the County's AS400 before paying the up-front costs in full, payment of the remaining balance will be due within 30 days.*

2. The Town pays the County \$700 per month for the use of the AS/400 and off-site remote data backup via LaserVault.*

**The County reserves the right to increase the monthly fee should annual fees for support and upgrades exceed the Consumer Price Index in a given year.*

Please let me know if you have any questions or need any additional information.

Sincerely,



Charles M. Culley, Jr.
County Administrator



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

AGENDA ITEM: Budget, Policy, Personnel, and Ordinance Committee – Town Manager Search

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Mark Gaines, Committee Chair markgaines@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Budget, Policy, Personnel, and Ordinance Committee has met and discussed options for searching for a replacement when the current Town Manager retires in November 2020.

ATTACHMENTS:

None.

REQUESTED ACTION:

None.



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

AGENDA ITEM: Budget, Policy, Personnel, and Ordinance Committee – Food Trucks

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Mark Gaines, Chair markgaines@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The Budget, Policy, Personnel, and Ordinance Committee has met and discussed the future of Food Trucks in Town.

ATTACHMENTS:

None.

REQUESTED ACTION:

None