

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

**September 7, 2017  
7:30 P.M.**

- I. CALL TO ORDER AND QUORUM ESTABLISHED:**
- II. PUBLIC HEARINGS:**
- III. DELEGATIONS:**
- IV. PUBLIC COMMENTS:**
- V. CONSENT AGENDA:**
  - A. Bills
  - B. Minutes
  - C. R-2017-014
  - D. R-2017-015
  - E. R-2017-16
- VI. STAFF REPORTS:**
  - A. Events Coordinator's Report – August 2017
  - B. Clerk/ Treasurer's Report – August 2017
  - C. Public Works and Utilities Report – **August** 2017
  - D. Police Department Report – August 2017
  - E. Town Manager's Report – August 2017
- VII. NEW BUSINESS:**
  - A. Schedule Town Council Interviews
  - B. Hurricane Harvey Relief Assistance
- VIII. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**
- IX. UNFINISHED BUSINESS:**
- X. INFORMATIONAL ITEMS:**
- XI. CLOSED SESSION:**
- XII. ADJOURNMENT**

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: Bills

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Bills from August 2017

**BACKGROUND / SUMMARY:** Invoices for work done/items purchased in August 2017. Requesting approval of invoices so check may be disbursed.

**ATTACHMENTS:**

Check Reports:

- 08/04/17
- 08/15/17
- 08/18/17
- 08/25/17
- 08/30/17

**REQUESTED ACTION:**

Approve the Invoices

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

| <i>FOR USE DURING MEETING</i> |                          |         | <i>VOTE:</i>             |                          |             |
|-------------------------------|--------------------------|---------|--------------------------|--------------------------|-------------|
| <i>Y</i>                      | <i>N</i>                 |         | <i>Y</i>                 | <i>N</i>                 |             |
| <input type="checkbox"/>      | <input type="checkbox"/> | Coleman | <input type="checkbox"/> | <input type="checkbox"/> | McDearmon   |
| <input type="checkbox"/>      | <input type="checkbox"/> | Davis   | <input type="checkbox"/> | <input type="checkbox"/> | Wright      |
| <input type="checkbox"/>      | <input type="checkbox"/> | Gaines  | <input type="checkbox"/> | <input type="checkbox"/> | Rowe        |
| <input type="checkbox"/>      | <input type="checkbox"/> | Hauser  | <input type="checkbox"/> | <input type="checkbox"/> | Satterwhite |

PASSED

NOT PASSED

AP100B 8/04/2017 TOWN OF BOWLING GREEN  
TIME-11:20:53

A/P CHECK REGISTER  
Check Date - 8/04/2017

Acct'd - 2017/08

PAGE 1

| CHECK# | VEND# | VENDOR   | CLASS       | DATE      | AMOUNT    | DISCOUNT |
|--------|-------|----------|-------------|-----------|-----------|----------|
| 22735  | 957   | TYV INC. | 000         | 8/04/2017 | 12,000.00 | .00      |
|        |       |          | CLASS TOTAL |           | 12,000.00 | .00      |
|        |       |          | ACH TOTAL   |           | .00       |          |
|        |       |          | CHECK TOTAL |           | 12,000.00 |          |
|        |       |          | FINAL TOTAL |           | 12,000.00 | .00      |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 12,000.00- 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 AMT | ACH G/L | ACCOUNT DESC.      | BATCH INV. DESCRIPTION   |
|----------|------------|-------------|-------------|--------------|-----------|-------------------|------------|-----------|---------|---------|--------------------|--------------------------|
| 00000    | 000957     | TYV INC.    | 001         | 8/04/2017    |           | 4100-071310-6007- |            |           |         |         |                    | 00604 PAINTING BALL ROOM |
|          |            |             | DISC. TOTAL |              |           |                   | 12,000.00  | 22735     | TOTAL   |         | REPAIR/MAINTENANCE |                          |
|          |            |             |             |              |           |                   | .00        |           | TOTAL   |         | 12,000.00          |                          |
|          |            |             |             |              |           |                   | .00        |           | TOTAL   |         | 12,000.00          |                          |
|          |            |             |             |              |           |                   | .00        |           | TOTAL   |         | 12,000.00          |                          |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 12,000.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 8/04/2017 TOWN OF BOWLING GREEN  
 TIME-13:24:20

A/P CHECK REGISTER  
 Check Date - 8/04/2017

ActPd - 2017/08

PAGE 1

| CHECK# | VEND# | VENDOR                 | CLASS | DATE      | AMOUNT    | DISCOUNT |
|--------|-------|------------------------|-------|-----------|-----------|----------|
| 22736  | 609   | ART & SIGN F/X INC     | 000   | 8/04/2017 | 1,115.00  | .00      |
| 22737  | 950   | CAROLINE HEATING & AIR | 000   | 8/04/2017 | 20,687.16 | .00      |
|        |       | CLASS TOTAL            |       |           | 21,802.16 | .00      |
|        |       | ACH TOTAL              |       |           | .00       |          |
|        |       | CHECK TOTAL            |       |           | 21,802.16 |          |
|        |       | FINAL TOTAL            |       |           | 21,802.16 | .00      |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 21,802.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

| P.O. NO. | VENDOR NO. | VENDOR NAME            | INVOICE NO. | INVOICE DATE | A/P ACRL | ACCOUNT NO.       | NET AMOUNT | CHECK NO. | ACH AMT | ACH PMT | G/L ACCOUNT        | BATCH INV. DESCRIPTION   |
|----------|------------|------------------------|-------------|--------------|----------|-------------------|------------|-----------|---------|---------|--------------------|--------------------------|
| 00000    | 000609     | ART & SIGN F/X INC     | 2017-3091   | 8/04/2017    |          | 4100-041000-1101- | 1,115.00   | 22736     |         |         | REPAIRS/SUPPLIES   | 00605 GOLF CART SIGNS    |
|          |            | DISC. TOTAL            |             |              |          |                   | .00        |           |         |         |                    |                          |
|          |            | CHECK TOTAL            |             |              |          |                   | 1,115.00   |           |         |         |                    |                          |
| 00000    | 000950     | CAROLINE HEATING & AIR | 125-17 1    | 8/04/2017    |          | 4100-071310-6007- | 20,687.16  | 22737     |         |         | REPAIR/MAINTENANCE | 00605 AC & 4 GAS HEATERS |
|          |            | DISC. TOTAL            |             |              |          |                   | .00        |           |         |         |                    |                          |
|          |            | CHECK TOTAL            |             |              |          |                   | 20,687.16  |           |         |         |                    |                          |
|          |            | CHECK TOTAL            |             |              |          |                   | .00        |           |         |         |                    |                          |
|          |            | CHECK TOTAL            |             |              |          |                   | 21,802.16  |           |         |         |                    |                          |
|          |            | CHECK TOTAL            |             |              |          |                   | .00        |           |         |         |                    |                          |
|          |            | CHECK TOTAL            |             |              |          |                   | 21,802.16  |           |         |         |                    |                          |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 21,802.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

| CHECK# | VEND# | VENDOR                    | CLASS | DATE      | AMOUNT    | DISCOUNT |
|--------|-------|---------------------------|-------|-----------|-----------|----------|
| 22738  | 588   | BOWLING GREEN AUTO CARE   | 000   | 8/15/2017 | 152.50    | .00      |
| 22739  | 79    | G H WATTS CONST INC       | 000   | 8/15/2017 | 750.00    | .00      |
| 22740  | 953   | JOE WHEELER'S SEPTIC TANK | 000   | 8/15/2017 | 350.00    | .00      |
| 22741  | 936   | MATERN STAFFING           | 000   | 8/15/2017 | 439.35    | .00      |
| 22742  | 257   | ON SITE PC                | 000   | 8/15/2017 | 175.04    | .00      |
| 22743  | 321   | PROFESSIONAL LOCK         | 000   | 8/15/2017 | 243.00    | .00      |
| 22744  | 957   | TYV INC.                  | 000   | 8/15/2017 | 1,500.00  | .00      |
| 22745  | 728   | VML INSURANCE             | 000   | 8/15/2017 | 6,265.76  | .00      |
| 22746  | 955   | ZERBE'S MOVING & DELIVERY | 000   | 8/15/2017 | 960.00    | .00      |
|        |       | CLASS TOTAL               |       |           | 10,835.65 | .00      |
|        |       | ACH TOTAL                 |       |           | .00       |          |
|        |       | CHECK TOTAL               |       |           | 10,835.65 |          |
|        |       | FINAL TOTAL               |       |           | 10,835.65 | .00      |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 10,835.65- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

| P.O. NO. | VENDOR NO. | VENDOR NAME                | INVOICE NO.    | INVOICE DATE | A/P ACRL | ACCOUNT NO.       | NET AMOUNT | CHECK NO. | ACH PMT | ACH ACH | ACCOUNT DESC.               | BATCH INV. DESCRIPTION     |
|----------|------------|----------------------------|----------------|--------------|----------|-------------------|------------|-----------|---------|---------|-----------------------------|----------------------------|
| 00000    | 000588     | BOWLING GREEN AUTO CARE    | 474923         | 8/15/2017    |          | 4100-031100-3310- | 152.50     | 22738     |         |         | VEHICLE MAINTENANCE         | 00606 2005 CV BEBC PAN AS  |
|          |            |                            |                |              |          |                   |            |           |         |         |                             |                            |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         | 152.50                      |                            |
| 00000    | 000079     | G H WATTS CONST INC        | P170212        | 8/15/2017    |          | 4500-500100-6007- | 750.00     | 22739     |         |         | REPAIR/MAINTENANCE          | 00606 PATCH SIDEMALK HILPO |
|          |            |                            |                |              |          |                   | .00        |           |         |         | 750.00                      |                            |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         |                             |                            |
| 00000    | 000931     | JOB HERRLIER'S SEPTIC TANK | 08082017       | 8/15/2017    |          | 4520-500100-3180- | 350.00     | 22740     |         |         | SLUDGE REMOVAL              | 00606 PUMP LIFT STATION    |
|          |            |                            |                |              |          |                   | .00        |           |         |         | 350.00                      |                            |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         |                             |                            |
| 00000    | 000936     | WATERN STAPPING            | 13020500001802 | 8/15/2017    |          | 4100-043100-1102- | 435.00     | 22741     |         |         | CONTRACTED SERVICES         | 00606 07-17 - 07-21-17     |
|          |            |                            |                |              |          |                   | 4.35       | 22741     |         |         | CONTRACTED SERVICES         | 00606 HEALTH CARE REPORT   |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         | 439.35                      |                            |
| 00000    | 000257     | ON SITE PC                 | 3626           | 8/15/2017    |          | 4100-012410-5230- | 140.00     | 22742     |         |         | TELECOMMUNICATIONS          | 00606 HOOKING UP INTERNET  |
|          |            |                            |                |              |          |                   | 175.00     | 22742     |         |         | TELECOMMUNICATIONS          | 00606 HOOKING UP INTERNET  |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         | 175.04                      |                            |
| 00000    | 000321     | PROFESSIONAL LOCK          | 105970         | 8/15/2017    |          | 4100-071310-3320- | 85.00      | 22743     |         |         | PROFESSIONAL SERVICES       | 00606 BERKEY PC & NEW KEYS |
|          |            |                            |                |              |          |                   | 158.00     | 22743     |         |         | PROFESSIONAL SERVICES       | 00606 BERKEY PC & NEW KEYS |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         | 243.00                      |                            |
| 00900    | 000957     | TTV INC.                   | 08152017       | 8/15/2017    |          | 4100-071310-6007- | 1,500.00   | 22744     |         |         | REPAIR/MAINTENANCE          | 00606 PAINT KITCHEN/OFFICE |
|          |            |                            |                |              |          |                   | .00        |           |         |         | 1,500.00                    |                            |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         |                             |                            |
| 00000    | 000728     | VNL INSURANCE              | 043663 1       | 8/15/2017    |          | 4100-012110-5100- | 3,132.88   | 22745     |         |         | TOWN INSURANCE-GENERAL FUND | 00606 1ST QUARTER INSUR    |
|          |            |                            |                |              |          |                   | 1,566.44   | 22745     |         |         | TOWN INSURANCE-WATER        | 00606 1ST QUARTER INSUR    |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         | 6,285.76                    |                            |
| 00000    | 000955     | ZERRB'S MOVING & DELIVERY  | 1453           | 8/15/2017    |          | 4100-071310-3320- | 960.00     | 22746     |         |         | PROFESSIONAL SERVICES       | 00606 MOVING OFFICE        |
|          |            |                            |                |              |          |                   | .00        |           |         |         | 960.00                      |                            |
|          |            | DISC. TOTAL                |                |              |          |                   | .00        |           |         |         |                             |                            |
|          |            | CHECK TOTAL                |                |              |          |                   | 10,835.65  |           |         |         | 10,835.65                   |                            |
|          |            | CHECK TOTAL                |                |              |          |                   | .00        |           |         |         | 10,835.65                   |                            |
|          |            | CHECK TOTAL                |                |              |          |                   | .00        |           |         |         | 10,835.65                   |                            |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 TRM TOTAL 10,835.65- BOWLS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_



AP100B 8/25/2017 TOWN OF BOWLING GREEN  
TIME-13:19:12

A/P CHECK REGISTER  
Check Date - 8/25/2017

ActPd - 2017/08

PAGE 1

| CHECK# | VEND# | VENDOR      | CLASS       | DATE      | AMOUNT | DISCOUNT |
|--------|-------|-------------|-------------|-----------|--------|----------|
| 22764  | 900   | TINNEY DAVE | 000         | 8/25/2017 | 500.00 | .00      |
|        |       |             | CLASS TOTAL |           | 500.00 | .00      |
|        |       |             | ACH TOTAL   |           | .00    |          |
|        |       |             | CHECK TOTAL |           | 500.00 |          |
|        |       |             | FINAL TOTAL |           | 500.00 | .00      |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 500.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

| P.O. NO. | VENDOR NO. | VENDOR NAME | INVOICE NO. | INVOICE DATE | A/P ACCR'L | ACCOUNT NO.       | NET AMOUNT | CHECK NO. | ACH PMT TOTAL | ACH G/L ACCOUNT DESC. | BATCH INV. DESCRIPTION |
|----------|------------|-------------|-------------|--------------|------------|-------------------|------------|-----------|---------------|-----------------------|------------------------|
| 00000    | 000900     | TINNEY DAVE | 08252017    | 8/25/2017    |            | 4100-073000-3300- | 500.00     | 22764     |               | MUSIC ON THE GREEN    | 00611 MOG              |
|          |            | DISC. TOTAL |             |              |            |                   | .00        |           |               | 500.00                |                        |
|          |            | CHECK TOTAL |             |              |            |                   | .00        |           |               | 500.00                |                        |
|          |            | CHECK TOTAL |             |              |            |                   | .00        |           |               | 500.00                |                        |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 500.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

AP100B 8/30/2017 TOWN OF BOWLING GREEN  
TIME-14:23:20

A/P CHECK REGISTER  
Check Date - 8/30/2017

AcPd - 2017/08

PAGE 1

| CHECK# | VEND# | VENDOR                             | CLASS | DATE      | AMOUNT      | DISCOUNT |
|--------|-------|------------------------------------|-------|-----------|-------------|----------|
| 22766  | 228   | VIRGINIA DEPARTMENT OF CLASS TOTAL | 000   | 8/30/2017 | 100.00      | .00      |
|        |       |                                    |       |           | 100.00      | .00      |
|        |       |                                    |       |           | .00         |          |
|        |       |                                    |       |           | ACH TOTAL   |          |
|        |       |                                    |       |           | 100.00      |          |
|        |       |                                    |       |           | CHECK TOTAL |          |
|        |       |                                    |       |           | 100.00      |          |
|        |       |                                    |       |           | FINAL TOTAL |          |
|        |       |                                    |       |           | 100.00      | .00      |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

| P.O. NO. | VENDOR NO. | VENDOR NAME                        | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO.       | NET AMOUNT | CHECK NO. | ACH AMT | MISC EXPENSES | BATCH INV. DESCRIPTION     |
|----------|------------|------------------------------------|-------------|--------------|-----------|-------------------|------------|-----------|---------|---------------|----------------------------|
| 00000    | 000228     | VIRGINIA DEPARTMENT OF DISC. TOTAL | 2017 HF     | 8/30/2017    |           | 4400-071100-5842- | 100.00     | 22766     |         | 100.00        | 00612 2017 ROAD CLOSE PERM |
|          |            |                                    | CHECK TOTAL |              |           | .00 CPA PMT TOTAL | .00        |           |         | 100.00        |                            |
|          |            |                                    | CHECK TOTAL |              |           | .00 CPA PMT TOTAL | .00        |           |         | 100.00        |                            |
|          |            |                                    | CHECK TOTAL |              |           | .00 CPA PMT TOTAL | .00        |           |         | 100.00        |                            |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 100.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

API00B 8/18/2017 TOWN OF BOWLING GREEN  
TIME - 9:10:38

A/P CHECK REGISTER  
Check Date - 8/18/2017

ActPd - 2017/08

PAGE 1

| CHECK# | VEND# | VENDOR            | CLASS | DATE      | AMOUNT   | DISCOUNT |
|--------|-------|-------------------|-------|-----------|----------|----------|
| 22750  | 959   | BURTON FLOORS LLC | 000   | 8/18/2017 | 7,307.32 | .00      |
| 22751  | 960   | INGRAHAM MARK     | 000   | 8/18/2017 | 1,000.00 | .00      |
|        |       | CLASS TOTAL       |       |           | 8,307.32 | .00      |
|        |       | ACH TOTAL         |       |           | .00      |          |
|        |       | CHECK TOTAL       |       |           | 8,307.32 |          |
|        |       | FINAL TOTAL       |       |           | 8,307.32 | .00      |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 8,307.32- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

\_\_\_\_\_ TOWN MANAGER

| P.O. NO. | VENDOR NO. | VENDOR NAME       | INVOICE NO. | INVOICE DATE | A/P ACCRL | ACCOUNT NO.       | NET AMOUNT | CHECK NO. | ACH ACH | REPAIR/MAINTENANCE | BATCH INV. DESCRIPTION     |
|----------|------------|-------------------|-------------|--------------|-----------|-------------------|------------|-----------|---------|--------------------|----------------------------|
| 00000    | 000959     | BURTON FLOORS LLC | 511096      | 8/18/2017    |           | 4100-071310-6007- | 7,307.32   | 22750     | TOTAL   | REPAIR/MAINTENANCE | 00608 OFFICE & KITCHEN FLO |
|          |            |                   | DISC. TOTAL |              |           |                   | .00        |           |         | 7,307.32           |                            |
| 00000    | 000960     | INGRAHAM MARK     | 08182017    | 8/18/2017    |           | 4100-073000-3300- | 1,000.00   | 22751     | TOTAL   | MUSIC ON THE GREEN | 00608 MOG 08182017         |
|          |            |                   | DISC. TOTAL |              |           |                   | .00        |           |         | 1,000.00           |                            |
|          |            |                   | CHECK TOTAL |              |           |                   | 8,307.32   |           | TOTAL   | 8,307.32           |                            |
|          |            |                   | CHECK TOTAL |              |           |                   | .00        |           | TOTAL   | 8,307.32           |                            |

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,307.32- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_ TOWN MANAGER \_\_\_\_\_

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: Minutes

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** Minutes –Town Council Meeting – July 6, 2017

**BACKGROUND / SUMMARY:** Transcribed Minutes from the July 6, 2017 Town Council Minutes.

**ATTACHMENTS:**

Minutes

**REQUESTED ACTION:**

Approval of the Minutes

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

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

**VOTE:**

PASSED

NOT PASSED

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

July 6, 2017

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

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Accounts Clerk Judy Beazley, Police Chief Wendy Jones, Town Attorney Andrea Erard, Director of Public Works Billy Deavers, and Events Coordinator Jo-Elsa Jordan.

AUDIENCE: Jeff Sili, Jeff Voit, Tina Gambil, John Sieg, Caroline Frye, Sam Frye, David Swink, Karen Tignor, Gary Wilson, Kathy Beard, Ashley Allen, Whitney Watts, Bill Hoffer, Steven Collins, Larry Stone, Kate Todd, Sean Korsgaard, Chris Keyser and Susan Sili.

The Mayor called the meeting to order at 7:34 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America.

The Mayor introduced the new Director of Public Works and Utilities Billy Deavers and stated that he has 30+ years' experience in Public Works.

DELEGATIONS:

A. John Seig, Chairman Bowling Green Economic Development Authority -  
Mr. Seig spoke about the 4 Enterprise Zones in the Town of Bowling Green.

**On motion by Mr. McDearmon and a second by Mr. Gaines, Council voted to set a Public Hearing for August 3, 2017 on establishing local Enterprise Zones. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis & Rowe.**

B. Sean Nelson – VDOT Representative –

Mr. Nelson spoke on marking 6 designated parking spaces on E. Broaddus Ave.as presented to Council at its June meeting. Mr. Nelson informed Council that VDOT will be repaving the streets in Bowling Green in 2019 following the completion of the Town's sewer project. He stated that ongoing sidewalk repairs should be complete by the end of the week.

C. Kathy Beard, Susan Sili, and Charles Culley - Caroline Remembers: WWI & WWII



Commemorative Event

Mrs. Sili presented a slide show featuring Caroline County Residents that served in WWI & WWII.

Ms. Jordan reminded Council that the Town in partnership with Caroline County will host a USO dance at Town Hall on September 23, 2017. The Fredericksburg Big Band will provide music.

D. Gary Wilson, Jeff Sili and Charles Culley – Caroline County Economic Development Initiatives.

Mr. Sili advised that the Bowling Green Farmers' Market is now able to accept EBT cards as a form of payment. He requested a donation of a tent and table for the representative designated to process EBT payments at the Farmers' Market. Gary Wilson advised that the County is marketing the Town of Bowling Green as well as the County.

PUBLIC COMMENTS:

The following members of the public spoke in favor of approving text amendment to bring The Little Wedding House, located at 115 E. Broaddus Ave, in to compliance with the Town's zoning:

- A. Bill Hoffer, 111 E. Broaddus Ave.
- B. Tina Gambil, 122 Lakewood Rd.
- C. Steven Collins, non-resident
- D. Michael Reese, E. Broaddus Ave.
- E. Kate Todd, non-resident
- F. Larry Stone, non-resident
- G. Crystal Knight, non-resident
- H. Chris Kyser , non-resident
- I. Whitney Watts, 165 S. Main St.

Ms. Gaines handed the Town Clerk letters from the public that were also in favor of a text amendment to bring her business into compliance.

The Mayor called for additional public comments. Hearing none, he closed the public comments portion of the meeting. He thanked everyone for coming and invited them to come to all of the monthly meetings. He advised that they were the 1<sup>st</sup> Thursday of each month. He noted that a Work Session was scheduled to discuss enforcement of zoning violations.

CONSENT AGENDA:

- A. Minutes – Town Council Meeting – June 1, 2017**
- B. Bills – June 2017**

|                                    |                |                                   |                |
|------------------------------------|----------------|-----------------------------------|----------------|
| <b>A &amp; M Home Center</b>       | <b>720.96</b>  | <b>Amerigas Fredericksburg</b>    | <b>126.00</b>  |
| <b>Beazley Judy</b>                | <b>31.53</b>   | <b>Caroline Garage</b>            | <b>252.77</b>  |
| <b>Caroline Heating &amp; Air</b>  | <b>5087.16</b> | <b>Cintas Corporation</b>         | <b>38.95</b>   |
| <b>Cintas Of Richmond</b>          | <b>498.20</b>  | <b>Commonwealth Engineer</b>      | <b>360.00</b>  |
| <b>Dominion Chemical</b>           | <b>253.30</b>  | <b>Envirocompliance</b>           | <b>1530.00</b> |
| <b>G &amp; G Milford Farm Serv</b> | <b>220.05</b>  | <b>IBM Corporation</b>            | <b>854.59</b>  |
| <b>James, Mary</b>                 | <b>140.00</b>  | <b>John, Allison</b>              | <b>280.00</b>  |
| <b>Johnson’s Exterminating</b>     | <b>690.00</b>  | <b>Local Services</b>             | <b>80.00</b>   |
| <b>Matern Staffing</b>             | <b>909.00</b>  | <b>McGinley, Michelle B</b>       | <b>105.00</b>  |
| <b>Mid-Atlantic Lab</b>            | <b>60.00</b>   | <b>Minor &amp; Associates</b>     | <b>1662.50</b> |
| <b>On Site PC</b>                  | <b>1949.00</b> | <b>OPA Chemicals LLC</b>          | <b>286.76</b>  |
| <b>Pendletons Outdoor Pow</b>      | <b>133.15</b>  | <b>Power &amp; Flow Solutions</b> | <b>3133.92</b> |
| <b>Pro Shred Security</b>          | <b>45.00</b>   | <b>SosMetal Products Inc</b>      | <b>539.07</b>  |
| <b>Staples Advantage</b>           | <b>463.95</b>  | <b>Sunbelt Rentals INC</b>        | <b>1131.05</b> |
| <b>The Caroline Progress</b>       | <b>1125.00</b> | <b>The UPS Store</b>              | <b>100.00</b>  |
| <b>Treasurer of Virginia</b>       | <b>656.63</b>  | <b>Uline</b>                      | <b>1587.33</b> |
| <b>USA Blue Book</b>               | <b>1627.47</b> | <b>Verizon</b>                    | <b>283.43</b>  |
| <b>Verizon Wireless</b>            | <b>273.89</b>  | <b>VUPS</b>                       | <b>28.35</b>   |
| <b>Webb, Emily</b>                 | <b>280.00</b>  | <b>Xerox Corporation</b>          | <b>432.49</b>  |
| <b>*Burns, Simone</b>              | <b>89.97</b>   | <b>*Hopkins, Helen</b>            | <b>78.94</b>   |
| <b>*Johnson, Jeanette</b>          | <b>7.90</b>    | <b>*Moen, Kevin</b>               | <b>150.00</b>  |
| <b>*Stephens, Julie</b>            | <b>.16</b>     | <b>*Matern Staffing</b>           | <b>575.70</b>  |
| <b>*Art &amp; Sign F/X Inc</b>     | <b>1115.00</b> | <b>*Dominion Energy</b>           | <b>5076.90</b> |
| <b>*Golden, Vanessa</b>            | <b>150.00</b>  | <b>*Metrocast Communication</b>   | <b>167.25</b>  |
| <b>*Rappahannock Electric</b>      | <b>150.00</b>  | <b>*The Free Lance Star</b>       | <b>535.04</b>  |
| <b>*Treasurer Of Virginia</b>      | <b>736.95</b>  | <b>*Waste Management</b>          | <b>88.33</b>   |
| <b>*Brown, Medra</b>               | <b>150.00</b>  | <b>*Calhoun, Deanna</b>           | <b>150.00</b>  |
| <b>*Cash</b>                       | <b>300.00</b>  | <b>*Grigsby, Joshua</b>           | <b>800.00</b>  |
| <b>*Matern Staffing</b>            | <b>3492.08</b> | <b>*Rappahannock Electric</b>     | <b>417.97</b>  |
| <b>*Shell Fleet</b>                | <b>468.25</b>  | <b>*Verizon Wireless</b>          | <b>40.01</b>   |

**\*Bills previously or separately authorized by Council.**

- C. Homestay Ordinance – Refer to Planning Commission
- D. Sign Ordinance – Refer to Planning Commission
- E. Special Events in Commercial Districts – Refer to planning Commission
- F. Set Public Hearing on O-2017-003 - An Ordinance to amend the Town Code of Bowling Green concerning the zoning requirements of the corner lots in the R-1, R-2 and R-3 Residential Districts.
- G. Set Public Hearing for Ordinance allowing Town to charge fees for collections on delinquent account via a collection agency

H. Set Public Hearing for R-2017-001 – rezoning of 17518 AP Hill Blvd from R-1 to B-1.

I. Set Public Hearing on Sign Ordinance

**On Motion by Mr. Hauser and a second by Mr. Gaines, Council voted to approve the Consent Agenda. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.**

STAFF REPORTS:

The following informational items were noted:

A. Events Coordinator’s Report – June 2017

B. Clerk/Treasurer’s Report - June 2017

C. Police Department Report - June 2017

Chief Jones reported that for the month of June there were:

- 20 calls responded to by the Town Police; an investigation is pending regarding one of the calls.
- 16 traffic stops, during which 12 summonses were given and four warnings. 10 warnings for fire lane or parking violations issued by the Town Police.
- Caroline County Sheriff’s Office had 15 calls of service. One informational report was taken regarding these calls. CCSO had four traffic stops with one warning and one summonses issued by deputies in Town for June 2017.
- no speed logs conducted for the month.
- no new sex offenders had been registered as residing in the Town.
- Mr. McDearmon asked questions about equipment she had ordered.
- The Mayor asked the Chief to get a quote on fixed solar speed.
- Mayor advised that the Town should purchase an AED and have it stay at Town Hall and asked that Chief Jones get an estimate on 3 devices.

D. Town Manager’s Report- July 2017:

Mr. Peck reported the following:

- The Hotel Developer is interviewing Architectural Firms and hiring Virginia based project manager.
- Planters for Main Street have been ordered
- A Public Works Director and WWTP Chief Operator had been hired.

E. Town Attorney’s Report July 2017:

Ms. Erard advised she will be working with the Town Treasurer to start collecting the delinquent BPOL, Meals, Real Estate and Personal Property Taxes. The Treasurer will be sending out notices that the bills will go to a collection agency.

NEW BUSINESS:

The following list of items from Public Works to be surplus was given to Council for consideration:

1. GMC 3500 HD Dump Truck,
2. Cargo 7000 sweeper truck,
3. Johnston ISO 9001 sweeper truck
4. Shelton-Witt towable air compressor

Mr. McDearmon stated that the money from the surplus should be used for Waste Water Treatment Plant repairs and maintenance.

**On motion by Ms. Davis and a second by Mr. Wright, Council voted to surplus GMC 3500 HD Dump Truck, Cargo 7000 sweeper truck, Johnston ISO 9001 sweeper truck and a Shelton-Witt towable air compressor. Voting aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis and Rowe.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Matt Rowe - Public Health, Safety, and Personnel Committee - Mr. Rowe reported that the Town has hired a Director of Public Works - Billy Deavers. Mr. Rowe also announced that he will be resigning from Town Council. August 4, 2017 will be his last meeting.

**On motion by Mr. McDearmon and a second by Mr. Gaines, Council voted to accept the resignation of Mr. Rowe. Voting Aye: McDearmon, Wright, Gaines and Hauser. Voting Nay: Coleman and Davis.**

Mr. Gaines asked when the Town would end its contract for Waste Water services with William Stanley. The Town Manager advised that beginning in August, his services would only be needed for water operations as Mr. Deavers is fully licensed for Waste Water Operations.

The Mayor stated that there are 2 vacancies on the Planning Commission due to member resignations.

B. Jean Davis - Budget Committee – Ms. Davis had nothing to report.

C. Mary-Frances Coleman - Building and Grounds Committee – Ms. Coleman advised the Walk About Sign had been installed.

D. Martin Hauser - Ordinance, Licenses, and Permits Committee – Mr. Hauser reported that the Ordinance, Licenses, and Permits Committee would like to meet on a number

of issues raised on the Consent Agenda that were referred to the Planning Commission. There will be a Public Hearing on a Rezoning Application for the property located at 17518 A.P. Hill Blvd.

E. Mark Gaines - Streets and Sidewalks Committee – Mr. Gaines reported that the sidewalks are being repaired on N Main and was concerned that the work areas needed to be blocked off to avoid pedestrian injury.

F. Otis Wright - Water, Sewer, and Trash Committee - Mr. Wright had nothing to report.

G. Glenn McDearmon - Economic Development, Activities, and Tourism Committee - Mr. McDearmon thanked John Sieg his presentation on the Enterprise Zones.

UNFINISHED BUSINESS:

There was no Unfinished Business

INFORMATIONAL ITEMS:

National Night out is August 1, 2017 from 5 – 7 P.M.

There will be a work session on July 20<sup>th</sup> at 7:00pm on zoning and zoning enforcement.

**ADJOURNMENT: There was a motion made by Mr. Rowe, seconded by Ms. Davis to adjourn at 10:27 P.M. Voting Aye: McDearmon, Wright, Gaines, Hauser, Coleman, Davis, and Rowe.**

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: R-2017-014 Resolution of Governing Body – USDA Police Car Grant

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** R-2017-014 Resolution of Governing Body – USDA Police Car Grant

**BACKGROUND / SUMMARY:**

Resolution as required by the USDA to award Police Car Grant. This Resolution states that we will not be financing the remaining portion of the vehicle purchase.

**ATTACHMENTS:**

R-2017-014 Resolution of Governing Body – USDA Police Car Grant

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

*FOR USE DURING MEETING*

Y      N

- Coleman
- Davis
- Gaines
- Hauser

Y      N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite

RESOLUTION OF GOVERNING BODY OF

TOWN OF BOWLING GREEN, VIRGINIA

The governing body of the TOWN OF BOWLING GREEN, consisting of \_\_\_\_\_ members, in a duly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ at which a quorum was present RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development, (the Government) in the PURCHASE OF POLICE VEHICLE AND EQUIPMENT to serve the community, the governing body does hereby adopt and abide by the covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the TOWN MAYOR of the TOWN OF BOWLING GREEN be authorized to execute on behalf of TOWN COUNCIL the above-referenced agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-referenced documents, is hereby entered into the permanent minutes of the meetings of this Board.

TOWN OF BOWLING GREEN  
(ENTITY NAME)

By: \_\_\_\_\_

Attest: \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the above resolution was duly adopted by the \_\_\_\_\_ of the \_\_\_\_\_ in a duly assembled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Secretary/Clerk

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: R-2017-015 Resolution  
Approving the Transfer of Cable  
Television Franchise

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** R-2017-015 Resolution Approving the Transfer of Cable Television Franchise

**BACKGROUND / SUMMARY:**

As the Franchising Authority the Town must consent to the transfer to Atlantic Broadband of the Franchise and all of MetroCast's rights in and under the Franchise.

**ATTACHMENTS:**

R-2017-015 Resolution Approving the Transfer of Cable Television Franchise

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

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

**VOTE:**

PASSED

NOT PASSED



## **RESOLUTION**

### **A RESOLUTION APPROVING THE TRANSFER OF THE CABLE TELEVISION FRANCHISE GRANTED BY THE TOWN OF BOWLING GREEN**

#### **FINDINGS**

- A. The Town of Bowling Green ("Franchising Authority") has received a request from Gans Communications, L.P., d/b/a MetroCast Communications ("MetroCast"), to assign to Atlantic Broadband (Delmar), LLC, a wholly-owned, indirect subsidiary of Cogeco Communications, Inc., ("Atlantic Broadband") the cable television franchise held by MetroCast ("Franchise").
- B. The Franchise requires that MetroCast obtain the Franchising Authority's prior consent for the assignment of the Franchise by MetroCast to Atlantic Broadband.
- C. MetroCast and Atlantic Broadband have properly requested the Franchising Authority's consent to the assignment and transfer of the Franchise and related assets to Atlantic Broadband.
- D. Atlantic Broadband has the financial, technical, and legal ability to fulfill the obligations of the Franchise, and the assignment of the Franchise to Atlantic Broadband will serve the public interest.

#### **ORDINANCE**

Based on the above findings, the Town of Bowling Green resolves as follows:

- 1. The Franchising Authority consents to the transfer to Atlantic Broadband of the Franchise and all of MetroCast's rights in and under the Franchise.
- 2. Upon the closing of the sale of MetroCast's cable system to Atlantic Broadband ("Closing"), Atlantic Broadband shall become bound by the Franchise and shall perform and discharge all obligations and duties under the Franchise that arise on and after the Closing.
- 3. Upon Closing, the Franchising Authority releases MetroCast from all obligations and liabilities under the Franchise that relate to periods from and after the Closing.
- 4. Upon Closing, Caisse de depot et placement du Quebec ("CDPQ") will have an indirect equity interest in Atlantic Broadband.

5. Atlantic Broadband may: (a) assign or transfer its assets to an entity directly or indirectly controlling, controlled by, or under common control with Atlantic Broadband; (b) restructure debt or change the ownership interests among its existing equity holders and/or CDPQ; (c) pledge or grant to any lender a security interest in Atlantic Broadband's assets to secure indebtedness; and (d) sell equity interests in Atlantic Broadband or any of Atlantic Broadband's affiliates.
6. All Franchising Authority action necessary to approve this Resolution and the Franchise transfer has been duly and validly taken.
7. This Resolution is effective upon adoption.

Passed and adopted the \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Name:  
Title:

ATTEST:

\_\_\_\_\_  
Name:  
Title:

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: R-2017-016 Resolution in Appreciation of Matt Rowe's Service on Council

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:** R-2017-016 Resolution in Appreciation of Matt Rowe's Service on Council

**BACKGROUND / SUMMARY:**

This Resolution is a formal acknowledgement of Council's appreciation of Matt Rowe's accomplishment while is served in a public capacity with the Town. A framed copy will be presented to Mr. Rowe by the Mayor at the October Council meeting.

**ATTACHMENTS:**

R-2017-016 Resolution in Appreciation of Matt Rowe's Service on Council

**REQUESTED ACTION:**

Adopt Resolution

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

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

**VOTE:**       PASSED       NOT PASSED

## RESOLUTION

### **A Resolution of the Bowling Green Town Council Commending Matt Rowe for His Service and Dedication to the Town of Bowling Green and its Governing Body**

WHEREAS, Matt Rowe has served on the Town Council of the Town of Bowling Green from January 1, 2015, until August 4, 2017; and

WHEREAS, Matt Rowe was elected to serve by the citizens of the Town of Bowling Green from a group of excellent and highly qualified civic-minded residents of the Town of Bowling Green; and

WHEREAS, Matt Rowe, as is the case with all Town Council members, has given many hours of his time in service to the Town as a member of the Town Council; and

WHEREAS, Matt Rowe, seeing the need for the Town to become increasingly involved in economic development activities, currently serves as a member of the Bowling Green Economic Development Authority; and

WHEREAS, Matt Rowe has been instrumental in addressing many issues affecting the Town as a member of Town Council's Economic Development, Activities, and Tourism committee and served as Chairman of Town Council's Public Health, Safety and Personnel committee; and

WHEREAS, Matt Rowe, considering the future for Bowling Green and understanding that decisions made today should support the natural growth of tomorrow, served as a member of the Planning Commission from July 2010 until December 2014; and

WHEREAS, Matt Rowe was instrumental in creating enterprise zones in Bowling Green, thereby supporting future economic stability of the community; and

WHEREAS, Matt Rowe, as a member of Town Council, has been involved in actions that have provided for the improvement of the Town, and actions that have benefitted the overall governance of the Town of Bowling Green, actions and activities that have made Bowling Green a better place in which to live and work;

Now Therefore, Be it Resolved by the Town Council of the Town of Bowling Green,

THAT Matt Rowe be commended for his service and dedication to the Town of Bowling Green and its Town Council; and

THAT the Town Council expresses its gratitude to Matt Rowe for all his efforts and support, and wishes him well in all future endeavors.

Adopted this 7th day of September 2017  
by the Town Council of Bowling Green, Virginia

---

Honorable Jason E. Satterwhite

---

Clerk of the Council



**Town of Bowling Green – Events Coordinator** (Contractor)  
**Monthly Report/Project Update**  
**For August 2017**

Prepared By: Jo-Elsa Jordan

Date: 08/31/17

Additional and/or Support Materials Attached: Yes X

No

**Monthly Activities:**

- **Music on the Green**

- Coordinate with Town Treasurer for entertainers' payment
- Coordinate with Public Works for stage set up on Courthouse Lawn
- Update Facebook event each week
- Event promotion via Facebook posts
- Coordinate with freelance reporters from The Caroline Progress
- (4) Event days – 8/4, 8/11, 8/18, 8/25

- **Harvest Festival**

- Vendor Recruitment
- Review/Approve vendor applications
- Update Vendor Spreadsheet
- Coordinate with Town Clerk to process vendor payment
- Sponsorship request to Dominion Power Foundation
- Sponsorship request to Waste Management
- Secured sponsorship from MetroCast and REC
- Follow with McKesson RE: Sponsorship/Pumpkin Decorating
- Coordinate with volunteers for new Harvest Festival Bike Show
- Meeting with BGPD, CCSO and BG Fire/Rescue to determine operation plan for safety.
- Coordinate with event emcee
- Create entertainment line-up/timeline
- Coordinate with Caroline Agricultural Fair for petting zoo
- Coordinate with 4-H for event clean-up
- Meet with Milford Street businesses to inform of Bike Show
- Complete and submit VDOT land use permits for street closures
- Finalize marketing graphic
- Print/distribute posters (See attached)
- Coordinate with property owner for permission to install large Harvest Festival banner
- Obtain quote from B101.5 for media buy

- **Community Relations**

WWI WWII Commemoration:

Working with Caroline County Tourism & Economic Development and the Caroline Historical Society on WWI/WWII Commemoration event/USO dance in September

8/1/17 Committee meeting

Distribute marketing graphic

Create and distribute press release (\*See attached)

Coordinate with A.P. Hill on historic story board displays and American flag backdrop for the stage.

Coordinate with Memorable Moments for linen table clothes

Create budget

Track ticket/table sales

Create event floor plan

Promote event via Facebook (\*Spent \$20 to “boost” the event.)

- **Economic Development Authority**

Create minutes from July meeting and distribute to Board members

Take photos of Main Street commercial spaces and residential homes

Create Power Point presentation for “Main Street Improvement” meeting (\*See attached)

Create EDA meeting agenda (\*See attached)

- **Bowling Green Community Farmers Market**

Facebook posts

Correspondence to Virginia Healthy Food Program Director regarding SNAP (EBT) Program

**Misc.:**

Facebook posts for Town of Bowling Green page

Present at Town Council meeting on 8/4/17

Staff meetings on Wednesdays

**Heads Up Items:** Council to determine charitable contribution from the Bowling on the Green Wine Festival to Caroline County Public Schools Education Foundation.

## **MUSIC ON THE GREEN**

---

| <b>EXPENSES</b>                | <b>ESTIMATED COST</b> | <b>ACTUAL EXPENDITURES</b> |
|--------------------------------|-----------------------|----------------------------|
| Entertainment (Sound included) | \$3,500.00            | \$2,900.00                 |
| Advertising                    | \$500.00              | \$400.00 (Signage)         |
| Printing                       | \$200.00              | \$50.00                    |
| Misc.                          | \$300.00              | \$0.00                     |
| <b>TOTAL EXPEDITURES</b>       | <b>\$4,500.00</b>     | <b>\$3,350.00</b>          |

OUR FAVORITE PLACE TO COME HOME TO!

THE TOWN OF BOWLING GREEN

28TH ANNUAL

**HARVEST  
FESTIVAL**

**HOMECOMING**

Free Admission

**COME HOME AND  
REUNITE WITH  
FAMILY & FRIENDS  
FOR A DAY OF FUN  
FOR ALL AGES!**

**SATURDAY**  
**OCTOBER 21, 2017**

**9:00AM - 4:00PM  
ON MAIN STREET**

**BEER GARDEN  
FEATURING**

**THE DIPLOMATS!**

**2:00PM - 5:30PM**

**ENTERTAINMENT ALL DAY | LIVE MUSIC | FOOD VENDORS**

**ANTIQUE TRACTOR SHOW • CLASSIC CAR & TRUCK SHOW  
MOTORCYCLE SHOW • ARTISAN CRAFTS • FARMERS MARKET  
CHILDREN'S ACTIVITIES • KIDDIE RIDES • PETTING ZOO**

**NO DOGS  
PLEASE**

[WWW.TOWNOFBOWLINGGREEN.COM](http://WWW.TOWNOFBOWLINGGREEN.COM)





# Big Band Concert & Dance!



Featuring:  
THE FREDERICKSBURG BIG BAND



**SATURDAY**  
SEPTEMBER 23, 2017

8:00 PM TO 11:00 PM

**BYOB**

**TICKETS**

\$12 IN ADVANCE  
\$15 AT THE DOOR

*Location:*  
BOWLING GREEN TOWN HALL  
(FORMER USO BLDG)  
117 BUTLER STREET  
BOWLING GREEN, VA 22427



*Package Deal!*

CONTACT (804) 633-3490 TO RESERVE A  
TABLE FOR EIGHT (8) FOR AN

*Additional \$25*  
LIMITED AVAILABILITY!

TICKETS MAY BE PURCHASED ONLINE AT  
[USOCONCERTFREDERICKSBURG  
BIGBAND.EVENTBRITE.COM](http://USOCONCERTFREDERICKSBURG<br/>BIGBAND.EVENTBRITE.COM)

*1940's Period  
Dress is Welcomed!*

*SWING DANCE AND JITTERBUG WITH BIG BAND  
MUSIC IN AN ORIGINAL USO BUILDING.*

This event is sponsored by Caroline County and the Town of Bowling Green commemorating WWI & WWII



FOR IMMEDIATE RELEASE

## ***Bowling Green Commemorates WWI and WWII With USO Big Band Concert & Dance at Former USO Building***

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

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

**Bowling Green, VA.** – August 24, 2017; The Town of Bowling Green is partnering with Caroline County and the Town of Port Royal to host a year-long series of events commemorating WWI and WWII including a *USO Big Band Concert & Dance* featuring the Fredericksburg Big Band on Saturday, September 23<sup>rd</sup>, from 8:00 p.m. to 11:00 p.m. at the Bowling Green Town Hall, a former USO building. Guests are encouraged to dress in 1940's period clothing for an evening of big band music and swing dancing by Dance FXBG.

In an effort to make capital improvements to the former USO building and in offering an experience authentic to the time period, the Bowling Green Town Council approved funds to be spent on freshly painted walls and newly sanded hardwood floors. Jo-Elsa Jordan, Events Coordinator for the Town of Bowling Green and Bowling Green native, stated, "My grandmother used to tell me stories about the USO dances held at Town Hall when she was a teenager. This is a fun way to recreate that experience for those of us that weren't around then."

The concert on Saturday is preceded by a several events taking place on Thursday, September 21st and Friday, September 22<sup>nd</sup> throughout Caroline County, as part of a marketing leverage grant through the Virginia Tourism Corporation. Visitors can come to the Town Hall, located in Bowling Green at 117 Butler Street, for free tours of the Virginia History Mobile, which will be stationed in the parking lot. Folks are invited inside the former USO building to view story board displays from the WWII era furnished by Fort A.P. Hill. While in Town, guests can visit the

(more)

Caroline Historical Society, located inside the Sidney E. King Arts Center, and the Caroline Museum and Cultural Center, to view an impressive collection of photos, banners and memorabilia from WWI and WWII. Additionally, those traveling along the Rt. 301 corridor can stop in Historic Port Royal for tours of the American History Museum.

Tickets for the *USO Big Band Concert & Dance* can be purchased in advance for \$12 at the Caroline County Visitors Center in Carmel Church, the Bowling Green Town Hall or online at [usoconcertfredericksburgbigband.eventbrite.com](http://usoconcertfredericksburgbigband.eventbrite.com). Table reservations for eight (8) are also available through the Visitors Center for an additional \$25. Questions about the event can be answered by calling the Visitors Center at (804) 633-3490. The event is BYOB.

Media Contact: Jo-Elsa Jordan, Town of Bowling Green; Events Coordinator  
Phone: 804-516-5045  
Email: [bgtownevents@gmail.com](mailto:bgtownevents@gmail.com)

###

# Bowling Green Economic Development Authority

August 15, 2017

## AGENDA

---

**OBJECTIVE: To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.**

- I. The future of Bowling Green – Working together
- II. First impressions; What does a person see when coming to Bowling Green?
  - a. Homes of Bowling Green
  - b. Condition of commercial buildings on Main Street
- III. Potential for Bowling Green
  - a. Kilmarnock, VA
- IV. Improvements by the Town of Bowling Green
  - a. Working with VDOT to repair sidewalk
  - b. Painting curbs and fire hydrants
  - c. Planters on light poles
  - d. Playground and Tile Project
  - e. Improvements to Town Hall
- V. EDA priorities
  - a. Improvement of building facades and window displays (paint, awnings, lighting, curb appeal)
  - b. Improvement of signage/visibility
  - c. Improvements to the rear façade and parking area visible from Chase Street, Ennis Street and Butler Street.
- VI. Exercise/Open discussion “1 for 1 Rule”
- VII. Thank you!

**Bowling Green Economic Development Authority Meeting**  
**Tuesday, August 15, 2017**



**OBJECTIVE:** To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.

**THE SECRET TO  
GETTING AHEAD IS  
GETTING STARTED.**


**-MARK TWAIN**

An aerial, high-angle photograph of a city street at night. The street is illuminated by streetlights, and several cars are visible, some parked and some in motion. The buildings lining the street are multi-story and have a classic architectural style. The overall scene is dark, with the lights providing a contrast.

—  
WE CANNOT BECOME  
WHAT WE WANT  
BY REMAINING  
WHAT WE ARE

*Max Depree*

—

A black and white photograph of Henry Ford. He is wearing a dark suit, a white shirt, a dark tie, and a fedora hat. He is standing next to a vintage car, with his hand near the door. The background is slightly blurred, showing what appears to be an industrial or factory setting.

**“COMING TOGETHER IS A BEGINNING; KEEPING TOGETHER IS PROGRESS; WORKING TOGETHER IS SUCCESS.”**

**HENRY FORD**

© Lifehack Quotes



**OBJECTIVE:** To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.

## **First Impressions**

**What does a person see when  
coming to Bowling Green?**

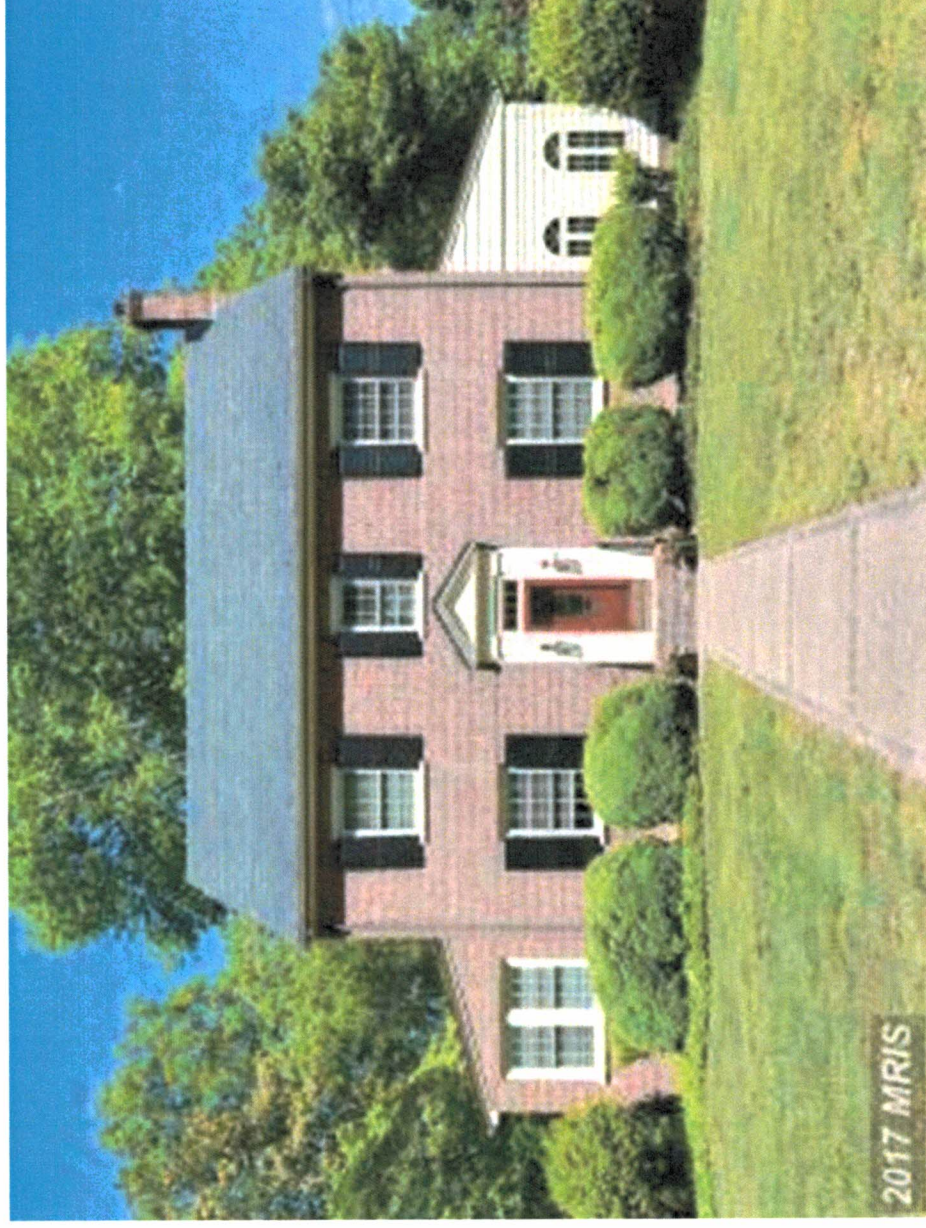
# Homes in Bowling Green



# Homes in Bowling Green



# Homes in Bowling Green



# Homes in Bowling Green



# Homes in Bowling Green



# Homes in Bowling Green



"You never get  
a second chance  
to make  
a first impression"

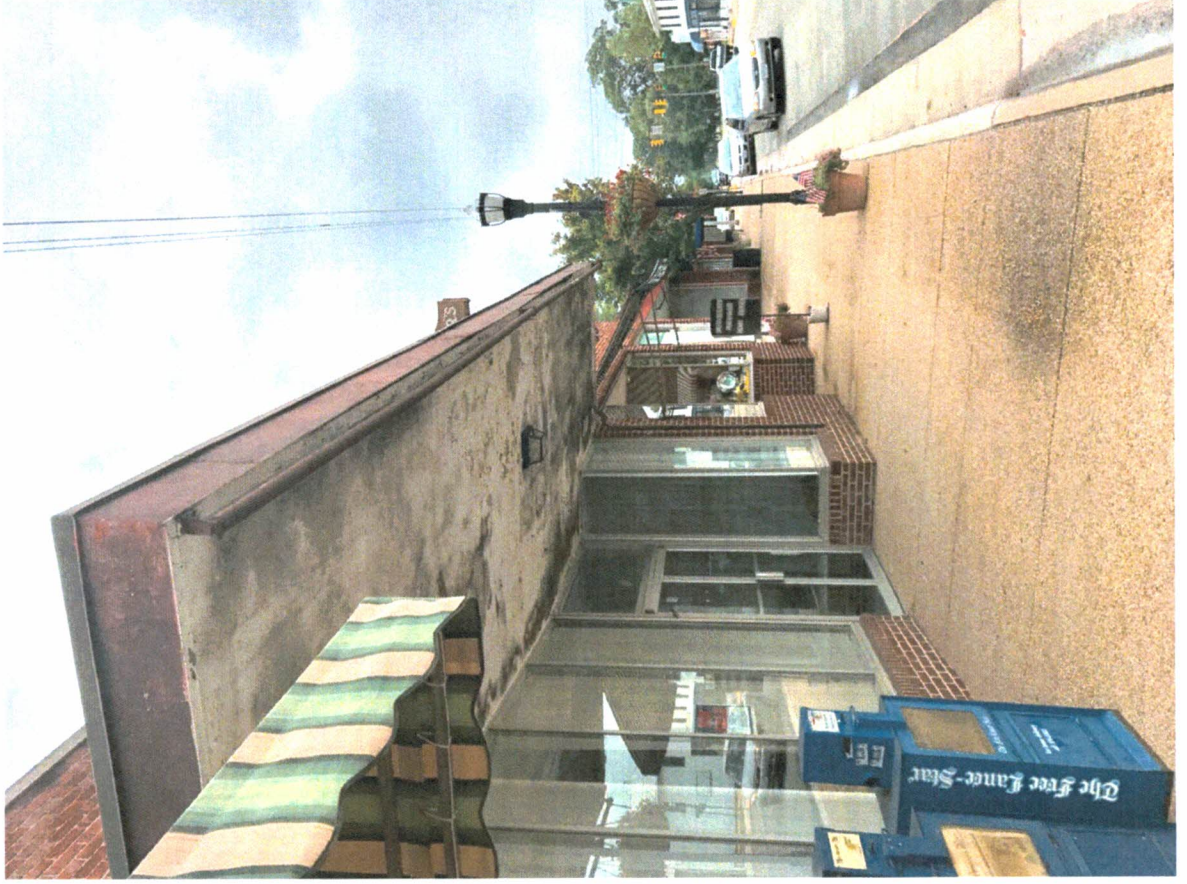
*Will Rogers*



# Main Street Business District



# Main Street Business District



# Main Street Business District



# Main Street Business District



# Main Street Business District



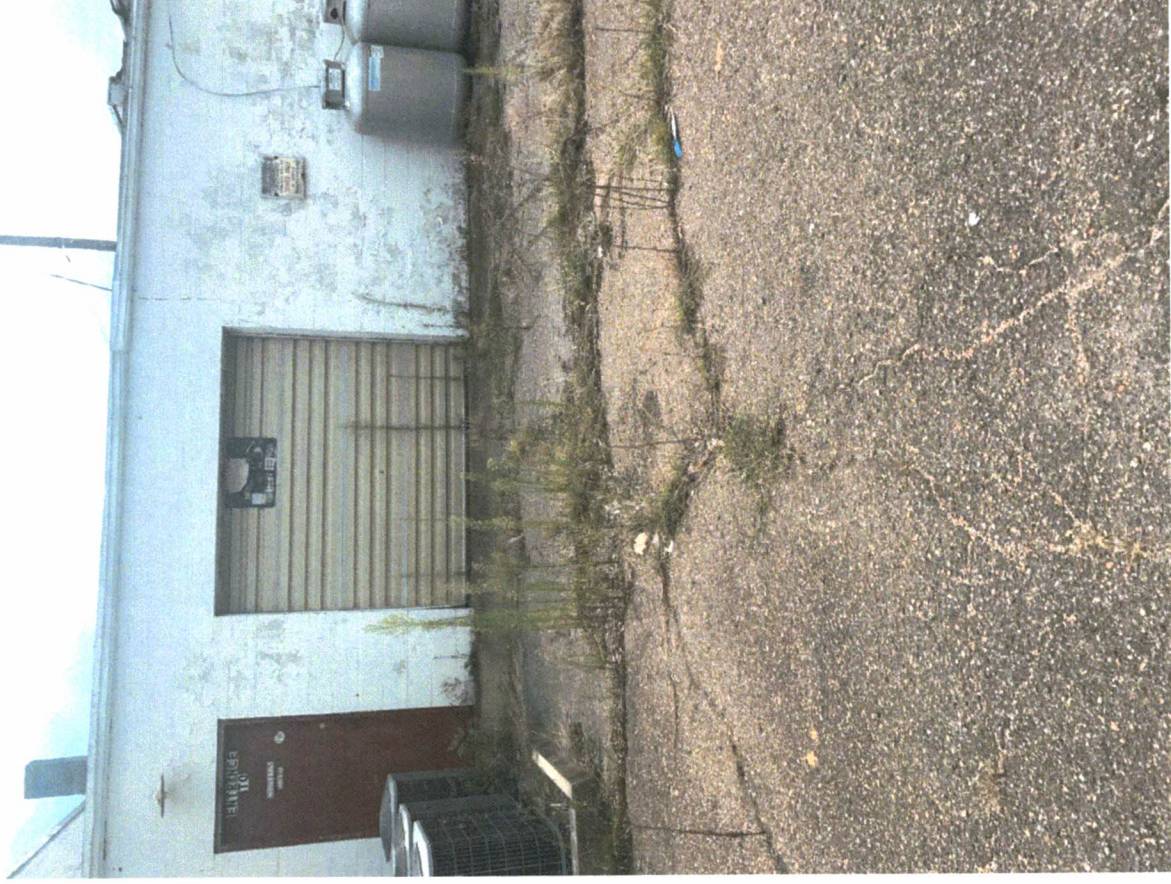
# Main Street Business District



# Main Street Business District



# Main Street Business District





# Main Street Business District



# Main Street Business District



# Main Street Business District



# Main Street Business District



# Main Street Business District



# Main Street Business District



# Potential for Bowling Green – A look at Kilmarnock, VA



# Potential for Bowling Green – A look at Kilmarnock, VA





**OBJECTIVE:** To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.

## **What improvements have been made by the Town of Bowling Green?**

- Working with VDOT to repair sidewalks.
- Painting curbs and fire hydrants.
- Installing planters on light poles.
- Community Playground & Pavilion
- Improvements to Town Hall

**OBJECTIVE:** To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.

## **Priorities for the Economic Development Authority:**

- Improvements of building facades and window displays (paint, awnings, lighting, curb appeal).
- Improvements to signage/visibility
- Improvements to the rear façade and parking area visible from Chase Street, Ennis Street and Butler Street.

**OBJECTIVE:** To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.

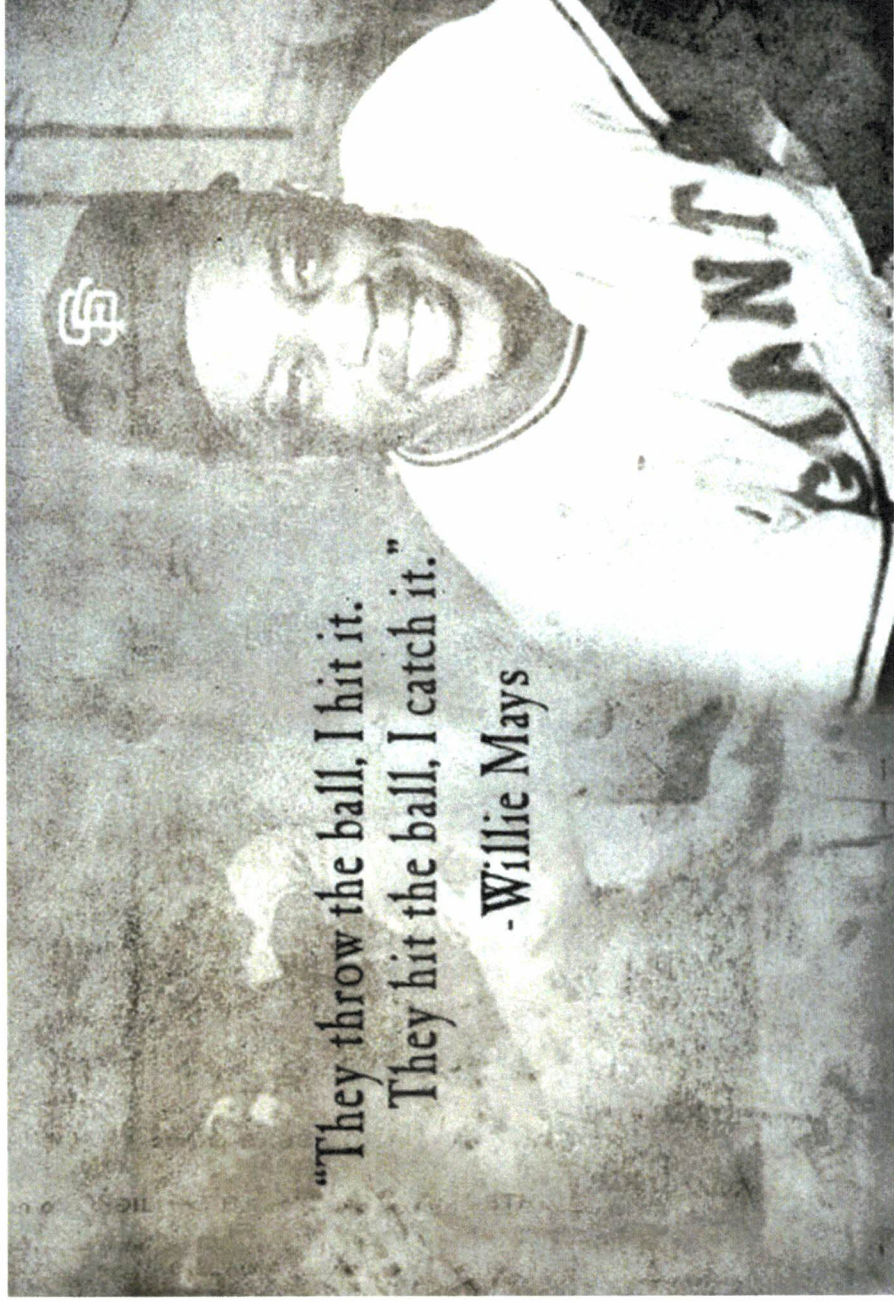
**How can the EDA help you with improvements to the facade or rear of your building?**

**RULE: “1 for 1”**

For every one (1) thing you would like from the EDA, you must list one (1) thing that you’re willing to do yourself.

**OBJECTIVE:** To identify aesthetic improvements needed in the Main Street Business District, to determine action items needed from property owners and to determine how EDA funding can assist.

*Members of the Economic Development Authority thank you  
for being a part of this productive discussion!*



***Let's play ball!***



**Town of Bowling Green – Clerk/Treasurer’s  
Council Monthly Report/Project Update  
For August 2017**

Prepared By: Melissa Lewis

Date: 09/01/17

Additional and/or Support Materials Attached: Yes  No

**Ongoing:**

- Fulfilling numerous FOIA Request in timely manner.
- Responding to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Working with staff to train on Mobile311/Facility Dude for effective implementation.
- Entering Work Orders into Mobile 311.
- Working with CPA to reconcile and close out FY17 financial records.
- Preparing FY17 documents for Audit.
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Preparing and mailing zoning violation letters as determined by the zoning administrator.
- Preparing 2017 Real Estate, Tax District, and Personal Property Bills.
- Updating employee files, enrolling new employees in health insurance, VRS, etc.
- Completing final paperwork for terminated employees.
- Preparing July/ August Utility Bills.
- Assessing customer complaints on utility billing issuing adjustments on bills as necessary.
- Coordinating with Tara Delaney of the USDA to gather all documents and signatures needed for Police Car Grant.
- Coordinating with Tara Delaney of the USDA to gather all documents and signatures needed for Sewer Project Financing.
- Reviewing and posting Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewing and posting Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewing and reconciling bank deposits prepared by the Accounts Clerk.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

**Pending Actions:**

None.

**Decisions Needed:**

None.

## **Heads Up Items:**

- Currently reviewing the Town's Website to update items that are outdated or no longer correct.
- At the October meeting will present an ad to be run in the local paper for Council's approval informing residents that beginning January 1, 2018 all unpaid delinquent Personal Property, Real Estate, and 301 Tax District tax accounts will be turned over to a collections agency at which time they will owe an additional 20%.

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

TOWN HALL RENTALS

August 2017

| <u>#USES</u> | <u>NAME OF USER</u>          | <u>ACTIVITY</u> | <u>FEES</u> |
|--------------|------------------------------|-----------------|-------------|
| 24           | Activities Program           | Yoga/Pitaiyo    | 390.00      |
| 1            | Joshua Griffin               | Party           | 500.00      |
| 1            | GWRC – Go Virginia           | Meeting         | N/C         |
| 1            | Town Council                 | Meeting         | N/C         |
| 1            | Town Council                 | Special Meeting | N/C         |
| 1            | Personnel Committee          | Meeting         | N/C         |
| 1            | Caroline Remembers USO Dance | Meeting         | N/C         |
| <hr/>        |                              |                 |             |
| 30           | Total                        |                 | \$890.00    |





**Town of Bowling Green – Public Works  
and Utilities Council Monthly  
Report/Project Update  
For July 2017**

Prepared By: Billy Deavers

Date: 08/31/2017

Additional and/or Support Materials Attached: Yes  No

## Ongoing:

### Wastewater Operations:

- MLSS has come down
- The two drying beds that were under contract to empty have been completed and ready for use
- Our Chief Operator quit

### Water Operations:

- Currently reading meters
- Still painting curbs
- Currently flushing fire hydrants
- Completed testing on Alpha on well 5, results pending

### Public Works:

- Golf cart signs are, waiting to be installed
- Still in process of painting curbs traffic yellow.
- Still soliciting bids for Town Hall renovations to include:
  - Roof
  - Door Replacement
- Planters have arrived and are installed
- Had training on 311 app
- Defibrillators are on order

## Completed:

### Wastewater Operations:

- Number 2 and 3 drying beds are completed
- Working on unstopping line at the 301 lift station

### Water Operations:

- Replacement of various non - functioning meters

## Heads up:

- Redoing electric boxes at lift stations
- Golf cart signs will be going up
- Flushing fire hydrants





**Town of Bowling Green – Town Manager Town  
Council Monthly Report/Project Update  
For August 2017**

Prepared By: A. Reese Peck

Date: 08/31/17

Additional and/or Support Materials Attached: Yes x

No

**Meetings Attended:**

**Town Council:** August 3<sup>rd</sup> regular meeting and August 7<sup>th</sup> special session.

**Town Council Subcommittee:** Ordinances, Licenses and Permits.

**Commission and Authority Meetings:** Economic Development Authority Business Community Forum.

**Other Meetings:** George Washington Regional Commission area administrators' monthly meeting.

**Main Street & Commercial Corridor Revitalization:**

Planters installed on Main Street. Public Works continues to paint curbs along Main Street.

**Planning/Zoning/Siting Issues:**

Hand delivered NOTICE OF VIOLATION & CORRECTIVE ORDER to Mark Gaines for the property at 115 E Broadus Avenue owned by Virginia Limbrick, Mark A Gaines and Tammy C Gaines (currently under review by their attorney).

**Other:**

Town Hall Renovation – front office and kitchen painted and new flooring installed; event hall painted and floor refinished; ceiling tiles replaced in front office; trees trimmed and diseased tree removed.  
Piloted Dude Solutions – see attached task management report.

**Pending Actions:**

Arts Commission disbandment.

**Decisions Needed:**

Approve/Disapprove MetroCast Ownership Transfer Resolution; Approve/Disapprove Arts Council Disbandment Resolution; Approve/Disapprove USDA Police Car Grant Resolution.

**Heads Up Items:** Police Chief Interviews.

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

| Status      | Priority | Street Name                          | Work Type                | Description   | Comments  |
|-------------|----------|--------------------------------------|--------------------------|---|---|
| New Request | 5        | 107 N Main St                        | Special Events Breakdown | Remove Music On The Green banner from window. ***be careful not to scratch the window***  |   |
| Complete    | 5        | 15421 Caroline Manor Cir             | Service Connect          | Please turn Mickhole Booker's water back on   |   |
| Complete    | 5        | 0 Intersection of Main and Milford   | Sidewalks                | Put cones on high concrete areas that are a trip hazard   |   |
| Complete    | 5        | 219 Anderson Ave                     | Clean Drying Beds        |   |   |
| Complete    | 5        | 0 Milford,Anderson,Trewallia,        | Meter Read               |   |   |
| Complete    | 5        | 16033 Fredericksburg Turnpike        | Water Sampling           |   |   |
| Complete    | 5        | 3 D Caroline Manor                   | Service Connect          |   |   |
| Complete    | 5        | 219 Anderson Ave                     | Special Events Breakdown |   |   |
| Complete    | 5        | 16033 Fredericksburg Turnpike        | Water Sampling           |   |   |
| Complete    | 5        | 219 Anderson Avenue                  | Pressure Wash Clarifiers |   |   |
| Complete    | 5        | 0 Courthouse Lawn                    | Special Events Set-up    | Setup music on the greens   |   |
| Complete    | 5        | 117 Butler St                        | Building Maintenance     | Please come to the office and put the handles on the refrigerator   |   |
| New Request | 5        | 162 east broudus                     | Grass                    | grass needs cutting   |   |
| Complete    | 5        | 101 N Main St                        | Landscaping              | Please remove the flowers from the pole and bring them to Town Hall and put them beside the steps going to the office.<br>Thanks  | Next week go back and get the brackets and put them on the pole on Butler St. |
| New Request | 5        | 219 Anderson Ave                     | Janitorial               |   |   |
| Complete    | 5        | 219 Anderson Ave                     | Clean Drying Beds        | cleaned #2_3 drying beds  |   |
| Complete    | 5        | 219 Anderson Ave                     | Janitorial               | painting stenciling clarifiers digesters and drying beds  | Done by Alicia  |
| In Progress | 5        | 0 Fredericksburg Trnpk               | General Maintenance      | Painting fire hydrants  |   |
| In Progress | 5        | 0 South Main ,North Main,Milford St. | General Maintenance      | Painting curbs  |   |
| New Request | 5        | 206 N Main St                        | Landscaping              | Water Planters  |   |
| Complete    | 5        | 15441 Caroline Manor Cir Apt #3D     | Service Disconnect       | Disconnect Apt # 3D<br>METER # 71812424   |   |
| Complete    | 3        | 219 Anderson Ave                     | Clean Drying Beds        | operate backhoe   | operate back cleaning out drying beds   |
| Complete    | 5        | 117 Butler St                        | Mowing                   |   |   |
| Complete    | 5        | 206 N Main St                        | Landscaping              | Water Planters  |   |
| Complete    | 5        | 117 Butler St                        | Lighting                 | Hang Planter on light pole bordering parking lot..  |   |
| New Request | 9        | 17283 Blatt Ave                      | Special Events Set-up    | A week or so ago I stopped by your office to inquire about using a 10 x 20 tent at the Milford Presbyterian Church Milford Day event. You asked that I send you the details. Milford Day is September 16th, 9am-2pm. Last year town staff erected the tent on Friday and removed it Monday. We would greatly appreciate if this could be done again this year. George F. Atwell |   |
| Complete    | 5        | 0 South Main St.                     | Mowing                   | Cut center median and town sign   |   |
| Complete    | 8        | 0 Dickinson Dr.                      | Mowing                   |   |   |
| Complete    | 5        | 117 Butler St.                       | Mowing                   | Cut grass   |   |
| Complete    | 5        | 123 Milford St                       | General Maintenance      |   |   |
| Complete    | 5        | 219 Anderson Ave                     | Mowing                   |   | Cut and trimmed all grass at plant  |
| Complete    | 5        | 216 W Broaddus Ave                   | Hydrant Flushing         | Resident at 216 W Broaddus Ave is complaining of foul odor and tasting water(cold and hot). Please flush hydrant.   | completed by Justin   |
| Complete    | 5        | 127 Lee St                           | Meter Read               | meter# 77917275<br>read only<br>last reading 37100  |   |
| Complete    | 5        | 121 Trewalla Ln                      | Trimming                 | Please trim the trees and bushes back on all of Trewalla  | Trimmed trees and grass off road  |
| Complete    | 5        | 211 N Main St                        | Grass                    |   |   |
| Complete    | 5        | 219 Milford St                       | Grass                    |   |   |
| Complete    | 5        | 222 Milford St                       | Grass                    |   |   |
| Complete    | 5        | 117 Butler St                        | Building Maintenance     | Replace ceiling tiles and paint mounting brackets in front office.  | Coordinate replacement with installation of new carpet.                       |

|             |   |                           |                       |   |   |
|-------------|---|---------------------------|-----------------------|---|---|
| Complete    | 9 | 117 Butler St             | Landscaping           | Mulch outside play area needs to be cleaned up and disposed.                        |   |
| New Request | 9 | 117 Butler St             | Garbage               | Light pole and cement base need to be disposed.                                     |   |
| New Request | 9 | 117 Butler St             | Building Maintenance  | Paint Police Bldg.  | See if we can do this in house - if not get quotes                                      |
| New Request | 5 | 117 Butler St             | General Maintenance   | Pavilion needs rails and painting of exterior wall.                                 | Coordinate with Robin Seig.   |
| Complete    | 5 | 117 Butler St             | Landscaping           | Fill hole on back side of play area near fence for stormwater pond.                 |   |
| Complete    | 1 | 117 Butler St             | Building Maintenance  | New floor for front office and refinishing of event hall floor.                     | Quotes received and awaiting Council action.  |
| Complete    | 5 | 117 Butler St             | Landscaping           | Tree Removal and Trimming   | Quotes received waiting for Board action to award.                                      |
| New Request | 5 | 123 Virginia Ave          | Pump Station          | Electrical Box for lift station at Lacy and Oak Ridge.                              | On quote received from White Oak - need at least one additional quote                   |
| New Request | 7 | 17573 A P Hill Blvd       | Other - Sewer         | Replace dead cedars meant to provide a visual screen of the pump station.           |   |
| New Request | 5 | 13339 Fredericksburg Tpke | Other - Water Utility | Altitude Valve Repair and Vault Improvements  | Power & Flow Solutions awarded job 4/6/17<br>Company contact Bryan McCaleb 804-798-2051 |
| New Request | 5 | 122 Davis Ct              | Other - Water         | Main Replacement  |   |
| Complete    | 5 | Sewer Plant               | Other - PW            | Paint Sign at Entrance.   |   |
| Complete    | 5 | 240 Milford St            | Vehicle               | Vehicle in driveway on stand and the front portion of the vehicle has been removed. |   |
| New Request | 5 | 117 Butler Street         | Building Maintenance  |   |   |
| Complete    | 5 | Davis Court               | Water Leak            |   |   |
| Complete    | 1 | 0 Davis Court             | Water Leak            | Small leak surfacing  |   |

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: Setting of date(s) for Town Council vacancy interviews

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Melissa Lewis

**PRESENTER TITLE:** Clerk/Treasurer

**AGENDA ITEM:**

Setting of date(s) for Town Council vacancy interviews

**BACKGROUND / SUMMARY:**

Matt Rowe's August 4<sup>th</sup> resignation from Council has left one vacant seat on Council. Three interested residents submitted their letters of interest and resumes for consideration. Council must now interview the prospective new Council Members.

Possible dates:

- Tuesday 9/12/17
- Thursday 9/14/17
- Tuesday 9/19/17

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Set a date or dates for interviews

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

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

**VOTE:**

PASSED

NOT PASSED

**Town of Bowling Green**  
**Town Council Meeting**



Date: September 7, 2017  
Agenda Item: Hurricane Harvey Relief Assistance

**TYPE OF AGENDA ITEM:**

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

**PURPOSE OF ITEM:**

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

**PRESENTER:** Mark Gaines

**PRESENTER TITLE:** Council Member

**AGENDA ITEM:**

Hurricane Harvey Relief Assistance

**BACKGROUND / SUMMARY:**

Councilman Gaines would like to present his ideas for Relief Assistance to those affected by Hurricane Harvey

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

Decision on monetary donation and means of contribution to those affected by Hurricane Harvey.

**FOR MORE INFORMATION, CONTACT:**

Phone#:

Name:

E-mail:

**FOR USE DURING MEETING**

Y N

- Coleman
- Davis
- Gaines
- Hauser

Y N

- 
- 
- 
- 

**VOTE:**

PASSED

NOT PASSED

- McDearmon
- Wright
- Rowe
- Satterwhite