



**TOWN OF BOWLING GREEN  
TOWN COUNCIL ORGANIZATIONAL MEETING**

**A G E N D A**

**Thursday, January 06, 2022  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**TOWN COUNCIL 2022 ORGANIZATIONAL MATTERS:**

1. Meeting and Budget 2022 Schedules
2. Mayor's Committee Appointments and Adoption of Schedules

**PUBLIC HEARINGS:**

3. Town Hall Rental Rates
4. Rezoning – #RZS-2021-020 - Fairmont

**DELEGATIONS:**

**PUBLIC COMMENTS:**

**MEMBER COMMENTS:**

**STAFF REPORTS & PRESENTATIONS:**

5. Public Works/Utilities Monthly Report for December 2021
6. Police Department Monthly Report for December 2021
7. Town Clerk/Treasurer Monthly Report for December 2021
8. Town Manager Monthly Report for December 2021

**CONSENT AGENDA:**

9. Bills - December 2021
10. Minutes – November 04, 2021 Town Council Work Session
11. Minutes – November 04, 2021 Town Council Meeting

**UNFINISHED BUSINESS:**

12. Request to Amend Charter to Prohibit Married Couples from Serving on Town Council at the Same Time

**NEW BUSINESS:**

13. Employee Health Insurance 3/1/22 – 2/28/23

[14.](#) Approval to Hire Town Treasurer and Administrative Assistant

**INFORMATIONAL ITEMS:**

**COMMITTEE REPORTS:**

**RECONVENE IN OPEN SESSION**

**ADJOURNMENT**



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

**AGENDA ITEM:** Meeting and Budget 2022 Schedules  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Allyson Finchum, [townmanager@townofbowlinggreen.com](mailto:townmanager@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**  
Proposed Annual and Budget Schedule

**ATTACHMENTS:**  
Proposed FY22-23 Meeting Schedule  
Proposed FY22-23 Budget Schedule

**REQUESTED ACTION:**  
Adopt proposed schedules



Resolution

WHEREAS state law requires that the meeting schedule for 2022 be set at the first meeting in January.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its organizational meeting on January 6, 2022 that all meetings of the Bowling Green Town Council shall take place on the first Thursday of each month with a work session beginning at 5:00PM followed by a regular meeting at 7:00PM.

ATTEST:

\_\_\_\_\_  
Clerk of the Council

\_\_\_\_\_  
Hon. Mark A. Gaines, Mayor

**TOWN COUNCIL  
TOWN OF BOWLING GREEN  
VIRGINIA**

**MONTHLY MEETING SCHEDULE FOR 2022**

<b>Month</b>	<b>Date</b>	<b>Type</b>	<b>Time</b>	<b>Place</b>
<b>January</b>	<b>Thursday, January 6<sup>th</sup></b>	<b>Budget WS Organizational</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>February</b>	<b>Thursday, February 3<sup>rd</sup></b>	<b>Budget WS Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>March</b>	<b>Thursday, March 3<sup>rd</sup></b>	<b>Budget WS Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>April</b>	<b>Thursday, April 7<sup>th</sup></b>	<b>Budget WS Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>May</b>	<b>Thursday, May 5<sup>th</sup></b>	<b>Budget WS Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>June</b>	<b>Thursday, June 2<sup>nd</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>June</b>	<b>Thursday, June 23<sup>rd</sup></b>	<b>Adoption Budget/Tax Rate</b>	<b>7:00PM</b>	<b>Town Hall</b>
<b>July</b>	<b>Thursday, July 7<sup>th</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>August</b>	<b>Thursday, August 4<sup>th</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>September</b>	<b>Thursday, September 1<sup>st</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>October</b>	<b>Thursday, October 6<sup>th</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>November</b>	<b>Thursday, November 3<sup>rd</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>
<b>December</b>	<b>Thursday, December 1<sup>st</sup></b>	<b>Work Session Regular</b>	<b>5:00PM 7:00PM</b>	<b>Town Hall</b>

**NOTE:**

**The Town Council Meeting Room is located in the Town Hall on 117 Butler Street in Bowling Green.**

## Town of Bowling Green Fiscal Year 2021 - 2022 Budget Schedule

January 6, 2021	Budget and Rate Work Session: CIP Public Works Water and Sewer Rates	5:00 pm
February 3, 2021	Budget and Rate Work Session: Police Clerk/Treasurer	5:00 pm
March 3, 2021	Budget and Rate Work Session: Admin Community & Economic Development	5:00 pm
April 7, 2021	Budget and Rate Work Session: Additional Discussion on Any/All Budget Items	5:00 pm
May 5, 2021	Budget and Rate Work Session: Final Budget Review on All Items	5:00 pm
May 5, 2021	Regular Meeting/ Authorize Town Manager to Advertise Budget Public Hearing and Propose Water & Sewer Rates	7:00 pm
June 2, 2021	Regular Meeting/ Public Hearing on Budget and Proposed Tax and Utility Rates	7:00 pm
June 23, 2021	Adoption Meeting/Adoption of Budget and Tax Rate/Appropriate Funds	7:00 pm



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

**AGENDA ITEM:** Town Hall Rental Rates  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Allyson Finchum, townmanager@townofbowlinggreen.com  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Review of the current rental rates for Town Hall has been ongoing for many months. Discussion involved issues with covering expenses of the building including internal/external building maintenance, utilities, police protection, set up, cleaning and internal/external improvements. A draft document was prepared and revised following discussions at sub-committee and Council meetings that outlines suggested new rates.

A public hearing is being held for public input and decision on a new rate schedule.

**ATTACHMENTS:**

Proposed rate sheet.

**REQUESTED ACTION:**

Hold the Public Hearing. Motion to amend the rental rates for Town Hall as written or with changes. Approve or deny the new rental rates.

**Town of Bowling Green, Virginia  
Notice of Public Hearing**

A public hearing will be held by Town Council on Thursday, January 6, 2022, beginning at 7:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on Ordinance Number O-2022-001 pertaining to Town Hall rental rates and the fee for police protection for Town Hall rentals.

**ORDINANCE NUMBER O-2022-001  
BOWLING GREEN EVENT HALL RENTAL RATES**

**USO BALLROOM**

*(These proposed rates include the fee of \$275 for set-up, breakdown and cleaning. Cleaning includes bathrooms, kitchen and floors.)*

STANDARD RENTAL – CURRENT RATE	\$575.00
<b>PROPOSED RATE</b>	<b>\$975.00</b>
NON-PROFIT – CURRENT RATE	\$250.00
<b>PROPOSED RATE</b>	<b>\$575.00</b>
TOWN RESIDENT/TOWN EMPLOYEE NO CURRENT SPECIAL RATE	\$ 0 –
<b>PROPOSED RATE</b>	<b>\$575.00</b>
EXTRA PREPARATION AFTER 4:00 THE NIGHT BEFORE AN EVENT CURRENT RATE	\$100.00
(For decorating only, no dinner, practice, etc.) <b>PROPOSED RATE</b>	<b>\$200.00</b>

**RAPPAHANNOCK ROOM**

*(The proposed rates include the fee of \$100 for set-up, breakdown and cleaning. Cleaning includes bathrooms, kitchen and floors.)*

STANDARD RENTAL – CURRENT RATE	\$175.00
<b>PROPOSED RATE</b>	<b>\$350.00</b>

**DEPOSITS**

*(Deposit returned following inspection of the property.)*

USO BALLROOM – CURRENT RATE	\$150.00
<b>PROPOSED RATE</b>	<b>\$300.00</b>
RAPPAHANNOCK ROOM – CURRENT RATE	\$ 50.00
<b>PROPOSED RATE</b>	<b>\$100.00</b>

**POLICE PROTECTION FEE**

Town Hall rentals must be accompanied by Police protection. There is an additional \$47 per hour fee for Police Protection during the entire time that alcohol is being served as stated on the ABC license.





## TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING AGENDA ITEM REPORT

**AGENDA ITEM:** Rezoning – #RZS-2021-020 - Fairmont

**ITEM TYPE:** Public Hearing - Duly Advertised

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, Town Manager

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Town Council to hold public hearing and approve/deny application.

**ATTACHMENTS:**

Staff Report  
Application  
Applicant's Narrative  
Maps  
VDOT Comments  
Ordinances

**REQUESTED ACTION:**

Hold Public Hearing; review project; defer decision; set-up worksession; or motion to approve or deny project.



**STAFF REPORT  
REZONING #RZS-2021-020**

**Request:** Rezoning  
(Business to R-3 Residential)

**Location:** AP Hill Boulevard

**Tax Map:** #43-A-34; 43E-1-4R, 5, 6, 7, & 8

**Owner/Applicant:** Fairmont Land LLC

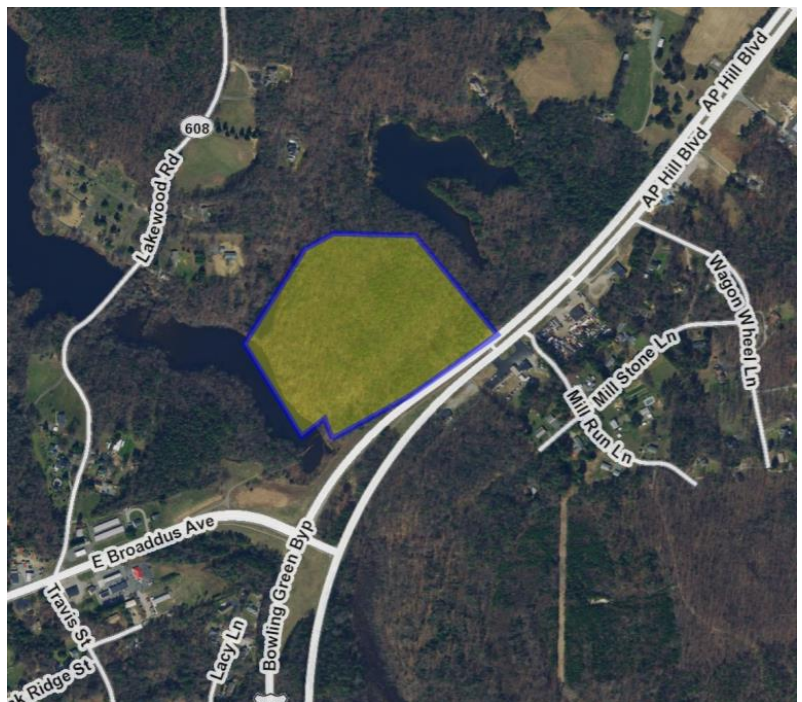
**Proposed Density:** 4.52 du/ac

**Site Size:** 19.47 acres +/- (combined)

**Existing Land Use:** Vacant

**Existing Zoning:** B-1, Business

**Proposed Use:** Residential



**Surrounding Land Uses and Zoning:**

South: Maracossic Creek zoned A-1 West: Pond in Caroline County zoned Rural Preservation

North: Vacant wooded area with Pond zoned A-1

**The 2021 Comprehensive Plan:** Mixed Use (R1, R2, R3, B1, B2, & PUD)

**Staff:** Allyson Finchum, Town Manager/Zoning Administrator

## **Background & Summary of Proposal**

The applicant is requesting to rezone six parcels totaling 19.47 acres from B-1, Business to R-3, Residential to develop (no more than per proffer) an 88-parcel residential subdivision with 55 townhouses and 33 single-family houses with a resulting density of 4.53 units per acre. The application for rezoning was filed on July 12, 2021. An amendment to the application in the form of a draft proffer statement proffering the General Development Plan (GDP), was filed on September 7, 2021 and revised on September 13, 2021, thereby providing for consideration and review of the GDP submitted with the application (upon signature).

- The 19.47 acre site is located on the west side of Route 301 (AP Hill Boulevard) approximately 500 feet north of Broaddus Avenue. It is currently undeveloped land.
- One point of ingress/egress point (right in/right out) off of AP Hill Boulevard is identified for the subdivision, which is the only public access to the property.
- A ten-foot wide multi-use path is shown on VDOT right-of-way, which if constructed will provide pedestrian connection to Broaddus Avenue from the development.
- The general development plan depicts common area on the perimeter of the development. The total acreage is not identified.
- No recreational features are shown.
- Area for stormwater features is not shown.
- Building elevations are not provided.
- The applicant has submitted a narrative which is included in the packet.

## **Evaluation and Staff Comments**

The following comments are provided by staff for consideration by the Planning Commission:

- This development would be the first residential subdivision in the annexed area along Route 301 north. Land use in the area is predominantly vacant or commercial. There is likely to be a transition to residential development along the corridor with approval of this project.
- The future land use map identifies this area as *Mixed-Use*. While the term is not clearly defined in the Comprehensive Plan, the Planning Commission and ultimately Town Council must decide whether a mixture of residential use districts (R1, R2, R3) or a mixture of various use districts - Residential(R), Business(B), Planned Unit Development (PUD)) is more appropriate.

- The application is for R-3 Residential which allows a multi-family use at the highest density provided in the Town of Bowling Green zoning ordinance. The Planning Commission and ultimately Town Council must decide whether low, medium, or high density and single-family and/or multi-family development meet the intent of the Comprehensive Plan for this parcel.
- The Town's appearance and design are noted in the Comprehensive Plan as an important quality of life issue for its residents and as an economic development tool. The proffers submitted in this proposal allow the developer flexibility in the final design of the development. Details such as exterior elevations of housing and community amenities are not included. Therefore the developer or builder who ultimately builds the project, will decide the layout, aesthetics and amenities, if any. The Planning Commission and Town Council must decide whether the application and proffers adequately address the Comprehensive Plan.
- Entrance corridors, including Route 301 north, are identified in the Comprehensive Plan as important for historical, aesthetic, and practical reasons, which serve to visually identify the Town boundary, establish the first impression of the Town for visitors, and to generally show the Town's commitment to its appearance and attractiveness. The proposed Fairmont GDP shows the rear of the townhouses facing to within 100' of AP Hill Boulevard. The Comprehensive Plan identifies berms as a possible solution in providing a visual buffer, though no visual buffers have been proffered. Alternatively, the GDP could be redesigned to address this aspect of the Comprehensive Plan.
- The Comprehensive Plan recommends to "minimize the impact of development on major roads by limiting access points and providing side street access and common entrances." It also suggests to "prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible, and locate residential development along internal roads within the development to improve traffic flow and enhance safety."

The GDP indicates a single access to Route 301, limited to right in/right out entrance. The subject property does not have frontage on any other public road, to which access can be relocated.

- The Town currently has water and sewer availability to support this project. About 94.2% of the currently permitted withdrawal will be utilized at full build out of this project. Existing vacant and underdeveloped parcels within Town limits as well as those parcels approved to be served by the Town water system are not reflected in this calculation. The

Town may need to consider beginning the process of identifying additional water supply sources (wells) and permits in the near future.

- The Comprehensive Plan recommends to “protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.

The property abuts various water features, including ponds, streams, and wetlands. The Chesapeake Bay Resource Protection Area is identified on the GDP. The Chesapeake Bay Preservation Regulations addresses protection of those areas.

- The subdivision ordinance requires all lots to abut public streets. Amending the GDP to reflect the public street requirement for townhouse lots would be appropriate. Alternatively, a text amendment might be considered to allow private streets/access for townhouse lots prior to subdivision plat submission.
- Townhouse developments must contain 6,000 square feet of lot area and usable open space per unit. Usable open space is landscaped areas that provide a park, playground or swimming pool. The open space layout on the GDP includes most of the designated RPA, which may not allow the above referenced uses. A pedestrian path connecting the townhouses with the RPA and features may be able to be designed to meet the R3 usable open space requirements. The BMP area should be excluded from the calculations. A more detailed site plan containing calculations will need to be provided to determine the exact amount of usable open space.

## **Proffers**

The following proffers are submitted by the applicant as part of the zoning application. An applicant may voluntarily submit proffers in an effort to address issues or concerns identified by the Town, to help make the proposed application consistent with the Comprehensive Plan or address other identified development issues. Should this application be approved and proffers accepted, the proffer statement will be recorded at the Circuit Court and govern the use and development of the property.

### **1. General Requirements.**

*(a) The following proffers are being made pursuant to Sections 15.2-2298 and 15.2-2303, and 15.2-2303.4, et al. of the Code of Virginia (1950), as amended, and Section 3-175, et al. of the Zoning Ordinance of the Town of Bowling Green (2010, as amended). The proffers provided herein are the only proffered conditions offered in this rezoning*

*application and being provided in accordance with Section 15.2-2303.4, et al., of the Code of Virginia 1950, as amended (the "Proffers"). If the Proffers are approved, any prior proffers in which the Property (as generally defined above and shown on the GDP) may be subject to or previously offered with this application or otherwise previously proffered are hereby superseded by these proffers, and said prior proffers will be of no further legal force and effect (collectively "Prior Proffers"). In addition and notwithstanding the foregoing, the Proffers are conditioned upon and become effective only in the event the Applicant's rezoning application No. \_\_\_\_\_ is approved (including through applicable appeal periods) by the Town of Bowling Green's Town Council (the "Town").*

*(b) Except as otherwise provided herein, the Property will be generally developed in accordance with that certain generalized development plan entitled "Fairmont", dated July 1, 2021 and last revised on August 17, 2021, prepared by W W Webb and Associates, attached hereto and marked as Exhibit A (the "GDP") and will include no more than 88 single family or townhouse residential units.*

Staff comment: The term "generally developed" is vague and provides a lot of discretion and flexibility. A more definitive commitment would be "substantially developed", provided the Planning Commission/Town Council determine that the GDP is consistent with the Comprehensive Plan.

*(c) For purposes of the final site plan (which will supersede the GDP after Town approval), proposed parcel lines, parcel sizes, building envelopes and footprints, access points, building sizes, building locations, public road locations, dumpster locations and waste facilities, parking areas, recreational areas, private driveways, road and travel way locations, inter-parcel connectors, RPAs and wetland areas, utility locations, storm water management facilities, and dimensions of undeveloped areas generally shown on the GDP may be relocated and/or amended from time-to-time by the Applicant to address final development, engineering, and design requirements and/or compliance with federal or state agency regulations including, but not limited to, VDOT, DEQ, Army Corps of Engineers, etc., and compliance with the requirements of the Town's development regulations.*

Staff comment: The wording of this statement is broad, allowing the developer discretion in redesigning the development following approval of the rezoning, essentially negating GDP proffer 1b.

## 2. Transportation

*The Applicant agrees to provide a 200 foot right turn lane and a 200 foot right turn lane taper from A.P. Hill Boulevard, as generally shown on Sheet 5 of the GDP.*

Staff comment: Prior to approval the Town Attorney will review the Proffers to determine if they are legally sufficient and of acceptable legal form.

### **Comprehensive Plan Recommendations**

The Comprehensive Plan Map shows the future land use for this area as *Mixed Use (R1, R2, R3, B1, B2, & PUD)*. This designation includes a variety of densities, as well as various types of residential and business uses along the corridor.

The Comprehensive Plan identifies the Route 301 North Corridor Area on the northeast side of Bowling Green as one of “three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability.”

### **Natural and Cultural Resources Impacts**

The site is located in the Maracossic Creek (Mattaponi) watershed. The property borders the Maracossic Creek, ponds, and wetlands. The 100’ Resource Protection Area (RPA) is found along the entire western edge of the site.

The Chesapeake Bay and storm water regulations provide the framework to protect environmentally sensitive water features.

### **Traffic Impacts**

AP Hill Boulevard is a four-lane divided Principal Arterial Highway. The applicant has provided a general traffic impact statement. The proposed zoning creates and estimated 610.7 vehicle trips per day (vpd). The statement indicates a substantial decrease from 5,709.8 vpd estimate if the site is developed with the currently allowable business uses.

### **Public Utility Impacts**

#### **Water**

Water lines must be extended throughout this subdivision with an individual tap to each parcel. There is an existing Town water main along AP Hill Boulevard to serve the proposed development.

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 gallons per day (gpd) on average. The current average daily production is 153,000 gpd. This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from Caroline County Fire and Rescue (training, filling trucks, etc.). Current daily reserve is 37,465 which allows for an additional 124 connections at 300 gpd. Approval of any development that exceeds 190,465 gpd is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of a modified withdrawal permit.

The 124 unit capacity figure should take into consideration existing platted vacant lots in town. It may be appropriate for the applicant to consider providing a well site or other assistance towards a future well when required.

### **Sewer**

The Town's current sewer capacity permitted is 250,000 (gallons per day), with 98,000 gpd (39.2%) currently used. There is an existing Town sanitary sewer gravity main along AP Hill Boulevard. Sanitary sewer mains must be extended throughout the subdivision, with an individual lateral to each parcel.

There is ample sewer supply available with less than 40% of the capacity utilized.

### **Storm water Impacts**

The development of 88 residential lots and the corresponding streets/parking areas, with increase in impervious cover and require storm water facilities. The GDP does not show the general location of any potential facilities. Thus, the storm water requirements may affect the final lot layout/ project design.

### **School Impacts:**

School impacts are included in the application on page 3 of the narrative.

Student Generation

Elementary - 25.4 additional students

Middle – 11.4 additional students

High – 14 additional students

Total—50.8 students

The school system is funded through the Caroline County Board of Supervisors. Taxpayers (Town and County) provide financial resources for the school system, through real estate and other



taxes, together with available state and federal funding. Information is included in the Comprehensive Plan about the schools. The estimated student generation figures provided in the application are small, compared to overall number of residentially zoned lots throughout the County.

### **Tax Revenue**

Included in the packet is the applicant's economic analysis of the project. The applicant stated, B-2 development (i.e. gas station, fast food, retail) will generate \$7,930.00 of tax revenue as opposed to R-3 residential development which will generate \$32,890.00 of revenue.

### **Zoning and Subdivision Ordinance Considerations**

#### **R-3 Residential**

Townhouses and apartment buildings minimum lot requirement of 10,000 square feet shall be waived for the individual lots occupied by each Townhouse dwelling unit. However, in consonance with the concept of open area planning, the total lot area and usable open space per dwelling unit, Townhouse or apartment shall be not less than 6,000 square feet. Such *usable* open space shall be exclusive of areas devoted to streets, alleys and parking area and shall be adequately landscaped with shade trees and grass to provide a park, playground area or swimming pool for the development.

#### **Subdivision**

3-221(c) Each lot shall abut on a street dedicated by the subdivision plat or on an existing publicly dedicated street.

(2) Streets. [a] All streets shall be constructed in compliance with the state Subdivision Street Design Guide (24 VAC 30-91-160) requirements of the Virginia Department of Highways and Transportation and the Town of Bowling Green, Virginia.

Section 3-205. Definitions and word usage.

"Street" means the publicly owned, principal means of access to any lot in a subdivision. The term "street" shall include road, lane, drive, place, avenue, highway, boulevard or any other thoroughfare used for a similar purpose.

Ultimately, the development must meet subdivision/zoning ordinance requirements at the time of site plan/subdivision submission. The GDP provided may conflict with one or more of the regulations identified above.

**Public Outreach Information:**

As required by State Code, this item was advertised in the Free-Lance Star on August 24, 2021 and August 31, 2021 for the Planning Commission public hearing.

The Staff report, as well as all reports for this Planning Commission meeting, were posted on the Town website [www.townofbowlinggreen.com](http://www.townofbowlinggreen.com) on September 17, 2021.

For the Town Council public hearing this item was advertised in the Free-Lance Star on December 21, 2021 and December 28, 2021

The Staff report, as well as all reports for this Town Council meeting, were posted on the Town website [www.townofbowlinggreen.com](http://www.townofbowlinggreen.com) on January 3, 2022.

**Update:**

The Planning Commission held a public hearing on October 18, 2021.

Several issues were raised by the Planning Commission and citizens including:

**Route 301/Traffic/Internal Roads**

- concern with the traffic pattern due to the location of the entrance to the development which is not aligned with a cross-over to northbound Route 301
- concern with private versus public road serving townhouses
- concern with high number of vehicle trips per day
- concern with safety on Route 301
- concern with traffic on Route 301

**Impacts to Services**

- concern with number of school-aged children generated from development
- concern with adequate water for growth
- concern with the water source and well
- concern with impacts to Sheriff, Fire and Rescue, Schools, Water and Sewer

**Land Use and Density**

- concern with number of requested houses and appropriate density of development
- support for certain land uses including grocery store, restaurants, mixed use projects with commercial along Route 301 corridor and residential behind

- preference for commercial

#### Revenue/Taxes

- comparing revenue and costs generated by residential versus commercial development
- the purpose of annexation of this property was annexed to help financially support the Town
- concern with price of homes

#### Environmental

- concern with whether stormwater pond will be built and the liability
- two existing nearby ponds have quality waterflow and shouldn't be interrupted
- concern with swamp land
- concern with environmentally sensitive land
- concern with impacts on Chesapeake Bay Act

#### Other

- request for HOA documents
- concern with lack of usable open space and amenities
- concern with type of vegetative buffer
- concern with effect on property values
- desire for developer to finish their current project (Maury Heights) before starting another development
- concern with proximity of houses to adjacent property
- lack of information on the finished floor elevation and information on the stormwater ponds
- concern with increase in property assessment and paying additional taxes
- concern with effect on owners of nearby ponds
- request for the Town to carefully consider all applications
- concern with protection of children from natural hazards on adjacent property

The Planning Commission voted unanimously to continue the public hearing to November 15, 2021 to perform due diligence and review the information submitted by the applicant at the meeting.

On November 15, 2021, the public hearing was continued. Issues raised at that meeting were similar and included:

#### Land Use and Density

- Concern with density of development
- Citizens want commercial, restaurants, mixed-use, not completely residential but commercial with residential behind

- Commercial growth has to be on Route 301 because lack of growth potential on Main Street
- Need more storefronts
- This plan is not wanted as the gateway to the Town

#### Route 301/Traffic/Internal Roads

- Concern with the location of the entrance to the development which is not aligned with a cross-over to northbound Route 301
- Internal public roads are more desirable than proposed private roads
- Concern with private roads being maintained
- Concern with high number of vehicle trips per day
- Concern with safety on Route 301
- Concern with traffic on Route 301
- Want guarantee that trail will be built

#### Public Open Space

- Concern with trail in the Resource Protection Area if people try to get to the natural beauty and water. Trash might accumulate.

#### Requested Information not Provided

- The Planning Commission expressed concern that the developer had not provided information requested at the previous meeting including finished floor elevations, details on the stormwater, whether the houses would contain basements, HOA documents.

#### Comprehensive Plan

- Lack of consistency with the Comprehensive Plan
- Area should be mixed use predominantly commercial

#### Utilities

- Existing available water will be at 94% capacity and length of time it will take to get more water
- The well at Maury Heights did not meet current standards and had to be abandoned
- The result was that the Town paid for the water by connection fees rather than the developer paying for the well
- Connection fees for water are one-time fees
- The Town will spend additional money to properly abandon a well and drill another well
- There is no guarantee that the well water is going to be usable

#### Schools

- The total number of students is higher than the applicants report depending on number of bedrooms

### Environmental

- Concern about protecting the environmentally sensitive land

The Planning Commission unanimously recommended denial of the project citing the issues above.

### **Next Steps:**

The Town Council will hold a public hearing for this application on January 6, 2022. Following the public hearing, the Town Council may defer action to consider the application; request more information from the applicant; request a worksession with the applicant; or decide approval/denial on this matter.

# RZS

RZS-2021-020

**\*\*This permit shall be posted in a conspicuous place\*\***

PREVIOUS EDITIONS OF THE  
FORM ARE OBSOLETE

FORM REVISED:  
28 April 2008



## Town of Bowling Green Single Use Rezoning Application

Application and petition are hereby made to the Town Council, Town of Bowling Green, to amend the Zoning Map of the Town of Bowling Green and issue a Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this application.

### Owner

Daniel I. Hanen

Name

Daytime Telephone Number

8 Devonshire Drive, Fredericksburg, VA 22401

Mailing Address

### Property Information

43-A-34; 43E-1-4R, 5, 6, 7, 8

Vacant/B-2

Tax Map/Parcel Number

Existing Use/Zoning

A.P. Hill BLVD

Address/Location (use street names)

None

Existing Structures (number and type)

### Rezoning of Property Requested

From Zoning Designation B-2

To Zoning Designation R-3

### Water and Sewer

What is your water supply source?

What is your sewage disposal source?

Municipal

Private Well

Municipal

Septic Tank

**As part of the submission, the following questions must be answered with a detailed response in narrative form. Answers of "Yes" or "No" are NOT ACCEPTABLE and the application is not complete until this narrative is submitted.**

1. Describe in detail, why the current zoning designation of the property is inappropriate.
2. Describe in detail, the proposed use(s) of the property.
3. Describe in detail, why the proposed rezoning is necessary.
4. Describe in detail, why the proposed rezoning will not be detrimental to surrounding properties. Please relate your response to the existing zoning of the area, existing land uses in the Town Code, adjacent neighborhoods, and the Town of Bowling Green Comprehensive Plan.
5. Describe the proposed water and wastewater utility infrastructure including sources, discharges, permits, construction, ownership, and maintenance responsibilities.
6. Describe the environmental impact of the proposed use or development and the efforts to be undertaken to abate air, water, noise, storm water, and other environmental impacts during and after construction or after establishing the use.
7. Describe what techniques will be used to control traffic flow and what impacts the proposed use will have on existing roadways and provide a professionally prepared traffic impact analysis for any development expected to generate 250 vehicle trips per day or more.
8. Describe the impact of the proposed use on Caroline County's Schools.
9. Describe the impact of the proposed use on Town of Bowling Green public services (i.e., water service, wastewater disposal, solid waste disposal, and police protection).
10. Describe the impact the proposed use(s) will have on any historic sites or structures on the property or in the vicinity.
11. Describe the impact the proposed use(s) will have on any rare, endangered, or irreplaceable species or natural areas.
12. Describe the impact the proposed use(s) will have on the scenic or natural beauty of the Town of Bowling Green.

**NOTE: The applicant is encouraged to consult with the Caroline County Building Official if the requested rezoning includes property containing an existing structure.**

**Complete and accurate information is required by the Town Staff, Planning Commission, and/or the Town Council in order for the application to be fully and appropriately reviewed. The Town Manager/Zoning Administrator may, at any time during the application acceptance process, find essential information is lacking, deem the application as incomplete, and defer further review or action until such time the required and/or requested information is provided.**

A copy of a Vicinity Map is attached.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
---------------------------------------	-------------------------------------	-----	--------------------------	----

### CERTIFICATE OF ZONING COMPLIANCE

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

## Certification by Owner/Applicant

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

Applicant: *[Signature]* Daniel C. Webb, Managing Member, Fairmont Land, LLC

Owner: *[Signature]*

7/12/21

Date

Owner/Applicant Signature

### \*\* FOR TOWN USE ONLY \*\*

**Recommendation of Planning Commission**

Date Received \_\_\_\_\_

Recommend Approval

Recommend Disapproval Date \_\_\_\_\_

**Action by Town Council**

Date Received \_\_\_\_\_

Approved

Disapproved Date \_\_\_\_\_

**Recommendation of Director of Public Works**

Date Received \_\_\_\_\_

Recommend Approval

Recommend Disapproval Date \_\_\_\_\_

**Zoning Administrator**

Recommend Approval

Recommend Disapproval

Recommend Approval with Conditions (See Attached)

Fee Paid \$ \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

### REMINDER!!

Approval of this application does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.



## ADJACENT PROPERTY OWNERS

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Single Use Rezoning is requested. **All adjacent property owner information is required to be accurate and complete before the application can be accepted.**

NAME	STREET ADDRESS
1) Peter B. Swain Life Estate	0 A.P. Hill BLVD, Bowling Green, VA 22427
<b>Mailing Address:</b> 17450 Mill Stone Lane, Bowling Green, VA 22427	
2) Mahon Family Partnership LLP	0 Lakewood Road Bowling Green, VA 22427
<b>Mailing Address:</b> 116 Vance Drive, Fredericksburg, VA 22408	
3) Charles F. & Theresa J. Rosemond	17256 Lakewood Road, Bowling Green, VA 22427
<b>Mailing Address:</b> PO Box 452, Bowling Green, VA 22427	
4) Michael N. & Carol H. Manns	0 A.P. Hill BLVD, Bowling Green, VA 22427
<b>Mailing Address:</b> PO Box 117, Bowling Green, VA 22427	
5) _____	_____
<b>Mailing Address:</b> _____	_____
6) _____	_____
<b>Mailing Address:</b> _____	_____
7) _____	_____
<b>Mailing Address:</b> _____	_____
8) _____	_____
<b>Mailing Address:</b> _____	_____
9) _____	_____
<b>Mailing Address:</b> _____	_____
10) _____	_____
<b>Mailing Address:</b> _____	_____
11) _____	_____
<b>Mailing Address:</b> _____	_____
12) _____	_____
<b>Mailing Address:</b> _____	_____
13) _____	_____
<b>Mailing Address:</b> _____	_____
14) _____	_____
<b>Mailing Address:</b> _____	_____
15) _____	_____
<b>Mailing Address:</b> _____	_____

**FAIRMONT**  
**REZONING NARRATIVE**

Applicant: Fairmont Land, LLC  
11903 Bowman Drive, Suite 106  
Fredericksburg, VA 22408

Owner: Daniel I. Hansen  
8 Devonshire Drive  
Fredericksburg, VA 22401

Engineer: Daniel Webb, P.E., W W Webb & Associates, PLLC  
11903 Bowman Dr., Suite 106, Fredericksburg, Va. 22408  
Office: (540)371-1209, Fax: (540)371-4650  
email: dan.webb@webbassociates.net

Project Name: Fairmont

Property: Town of Bowling Green Tax Parcels 43-A-34; 43E-1-4R, 5 6, 7, 8  
consisting of 19.4727 located on the south bound lane of Route #301, A.P.  
Hill Boulevard (the "Property").

Date: July 1, 2021

GDP: Generalized Development Plan, entitled "Fairmont", prepared by W W  
Webb & Associates, PLLC, dated July 1, 2021, attached hereto as Exhibit  
A (the "GDP")<sup>1</sup>

Rezoning Request: From B-2 to R-3

---

## **I. Project Overview**

The Applicant proposes rezoning of properties listed as Tax Maps 43-A-34; 43E-1-4R, 5 6, 7, 8 from B-2 to R-3. The total project acreage is 19.4727 acres. Currently, the subject parcels front on Route #301 (A.P. Hill Blvd), a four lane divided highway. To the south is wide waterbody called Maracossic Creek and zoned A-1. To the west is a pond located in Caroline County and zoned RP. To the North is an undeveloped wooded area bound by another Pond zoned A1.

This project proposes residential subdivision to accommodate single family dwellings and townhouses

## **II. Comprehensive Plan**

### *Future Land Use Map*

The subject Property lies within the Town's "Mixed Use" land use designation area. The "Mixed Use" land use designation area allow for multiple residential and business uses.

### *Fiscal Impacts*

For decades the subject property has been zoned business B-2 but has not developed due to lack of demand for business on the 301 corridor. There is currently a market for residential in Bowling Green and this location is a perfect for this moderate/high dense development. This development will generate additional real estate, personal, Route 301 tax district, and vehicle license tax. In addition to those taxes the additional rooftops will provide additional rooftops that will continue to fuel the revitalization of our Main Street business district.

### **Real Estate Tax Income:**

- Town of Bowling Green Real Estate Tax Rate: \$0.13/\$100
  - Current Real Estate Assessment: \$325,300
  - Current Real Estate Tax generated by the site :  $(\$325,300/100)*\$0.13 = \$422.89$
  - Proposed Single Family Home Price: \$350,000
  - Proposed Single Family Tax generated:  $(\$350,000/100)*\$0.13*33 \text{ Houses} = \$15,015$
  - Proposed Townhouse Price: \$250,000
  - Proposed Townhouse Tax generated:  $(\$250,000/100)*\$0.13*55 \text{ Townhouses} = \$17,875$
- Existing Real Estate Tax: \$422.89  
Proposed Real Estate Tax:  $\$15,015 + \$17,875 = \$32,890$

**Real Estate Tax Increase of \$32,467.11/Year**

**III. Land Use**

As noted above, the Applicant proposes rezoning the Property from B-2 to R-3. The proposed Residential R-3 zoning uses will be less impactful to all adjacent properties than the possible Business B-2 zoning uses as currently zoned. The adjacent properties located in the town are all designated as “Mixed Use” in the future land use map. This property is unique in the fact this it is bound on all sides by bodies of water with the exception of its 986’ of frontage along A.P. Hill Boulevard. There will be a buffer maintained along the frontage on A.P. Hill Boulevard to maintain scenic beauty of the Town.

**IV. Cultural Resources**

Based on review of the Comp Plan and information from the Virginia Department of Historic Resources and the United States Department of the Interior, the Property does not have any cultural resources.

**V. Fire, Rescue, Police**

We believe the proposal will have minimal impacts on the County’s fire and rescue facilities. The Property is served by the Bowling Green Volunteer Fire Department, which is located approximately 1 mile southwest of this site and the Bowling Green Volunteer Rescue Squad, which is located approximately 1 mile southwest of this site.

The proposal will have minimal impact on the Bowling Green’s Police Department and the Caroline County Sheriff’s Office. The Property is served by the Bowling Green Police Department and the Caroline County Sherriff’s office. Both are approximately 1 mile southwest of this site.

**VI. Schools**

Unit Type	Student Generation Factors			Total
	Elementary School	Middle School	High School	
Single Family Dwelling (SFD)	0.2577	0.1307	0.1832	0.5716
Townhouse(TH)	0.3072	0.1286	0.1453	0.5811

*\*Source: Spotsylvania County Planning Department*

School Type	Units	Unit Type	Generation Factor	Total Students
Elementary	33	SFD	0.2577	8.5
Middle	33	SFD	0.1307	4.3
High	33	SFD	0.1832	6.0
Total Single Family Dwelling			0.5716	18.8

School Type	Units	Unit Type	Generation Factor	Total Students
Elementary	55	TH	0.3072	16.9
Middle	55	TH	0.1286	7.1
High	55	TH	0.1453	8.0
Total Townhouse			0.5811	32
Total Projected Students				50.8

**VII. Solid Waste**

The property will be serviced by the Town’s trash collection service.

**VIII. Water and Sewer**

The property will be serviced by the Town’s public existing water and sewer system. Both public water and sewer run along the frontage of the property. The public sewer line is a force main line and will require the construction of a public pump station in order to tie into the system. All water and sewer lines will be constructed to meet the Town of Bowling Green’s standards and will be maintained by the Town of Bowling Green. Below is a summary of water and sewer fees generated by the site:

- Water Availability Fee: \$6,000/Lot
- Sewer Availability Fee: \$6,000/Lot
- Water Connection Fee: \$750/Lot
- Sewer Connection Fee: \$750/Lot
- Total # of Lots: 88

**Total Water and Sewer Fees: \$13,500/Lot = \$1,188,000**

- Minimum By-Monthly Water Usage Fee: \$40.12/Lot
- Minimum By-Monthly Sewer Usage Fee: \$86.53/Lot
- Total # of Lots: 88

**Total Minimum Annual Water and Sewer Usage Fee = \$66,871.20**

**IX. Environment**

The project’s design will minimize the impact to the natural topography and vegetation located on the Property and Applicant’s design will be in compliance with County and State requirements for stormwater management for the development of the site. There are wetlands on the site and disturbance of them will be kept to a minimum.

**X. Transportation**

The Property abuts A.P. Hill Drive (Route #301), which is a four (4) lane public road classified as a principal arterial road. Access to the Property will be provided on Fairmont Drive by a right in-right out on A.P. Hill Boulevard.

If the property were developed as business it could generate 5,710 VPD of overall trips on a daily basis, including 432 VPD during A.M. peak hours and 520 VPD during P.M. peak hours. (Land Use – 815, 820, 853, 934)

The project will generate 611 VPD of overall trips on a daily basis, including 43 VPD during A.M. peak hours and 56 VPD during P.M. peak hours. (Land Use – 210 & 221)

See attached Traffic Generation Impact Analysis Exhibit B.

**EXHIBIT A**

Generalized Development Plan

See attached “General Development Plan, Fairmont – Tax Maps 43-A-34; 43E-1-4R, 5 6, 7, 8”  
dated July 1, 2021 prepared by W.W. Webb & Associates, PLLC.

**EXHIBIT B**

Traffic Generation Impact Analysis

See attached “Traffic Generation Impact Analysis, Fairmont – dated July 1, 2021 prepared by W.W. Webb & Associates, PLLC.

# WEBB AND ASSOCIATES, PLLC

## ENGINEERING - SURVEYING - LAND PLANNING

11903 Bowman Drive, Suite 106, FREDERICKSBURG, VA. 22408

540-371-1209 FAX 540-371-4650

**FAIRMONT  
TOWN OF BOWLING GREEN, VA  
TRAFFIC GENERATION IMPACT ANALYSIS  
July 1, 2021**

USE	TRIP GENERATION/ 1000 SF						Peak Hour	
	Use Code	Daily	AM	PM	Area (sf)	VPD	AM	PM
	Shopping Center	820	37.75	3	4.21	40,000	1,510.0	120.0
Convenience Market w/ Gas Pumps	853	624.2	42.19	49.59	5,500	3,433.1	232.0	272.7
Fast Food Resturant w/ Drive Through Window	934	470.95	50.97	51.36	500	235.5	25.5	25.7
Free Standing Discount Store	815	53.12	5.43	5.33	10,000	531.2	54.3	53.3
					Total =	5,709.8	431.8	520.1

USE	Use Code	TRIP GENERATION/ UNIT				VPD	Peak Hour	
		Daily	AM	PM	# UNITS		AM	PM
Multi-Family Housing - Mid Rise	221	5.44	0.32	0.41	55	299.2	17.6	22.6
Single Family	210	9.44	0.76	1	33	311.5	25.1	33.0
					Total =	610.7	42.7	55.6

CURRENT VS PROPOSED USE						Peak Hour		
						VPD	AM	PM
Change in Traffic Volume						-5,099.06	-389.15	-464.58
Percent Change						-338%	-324%	-276%

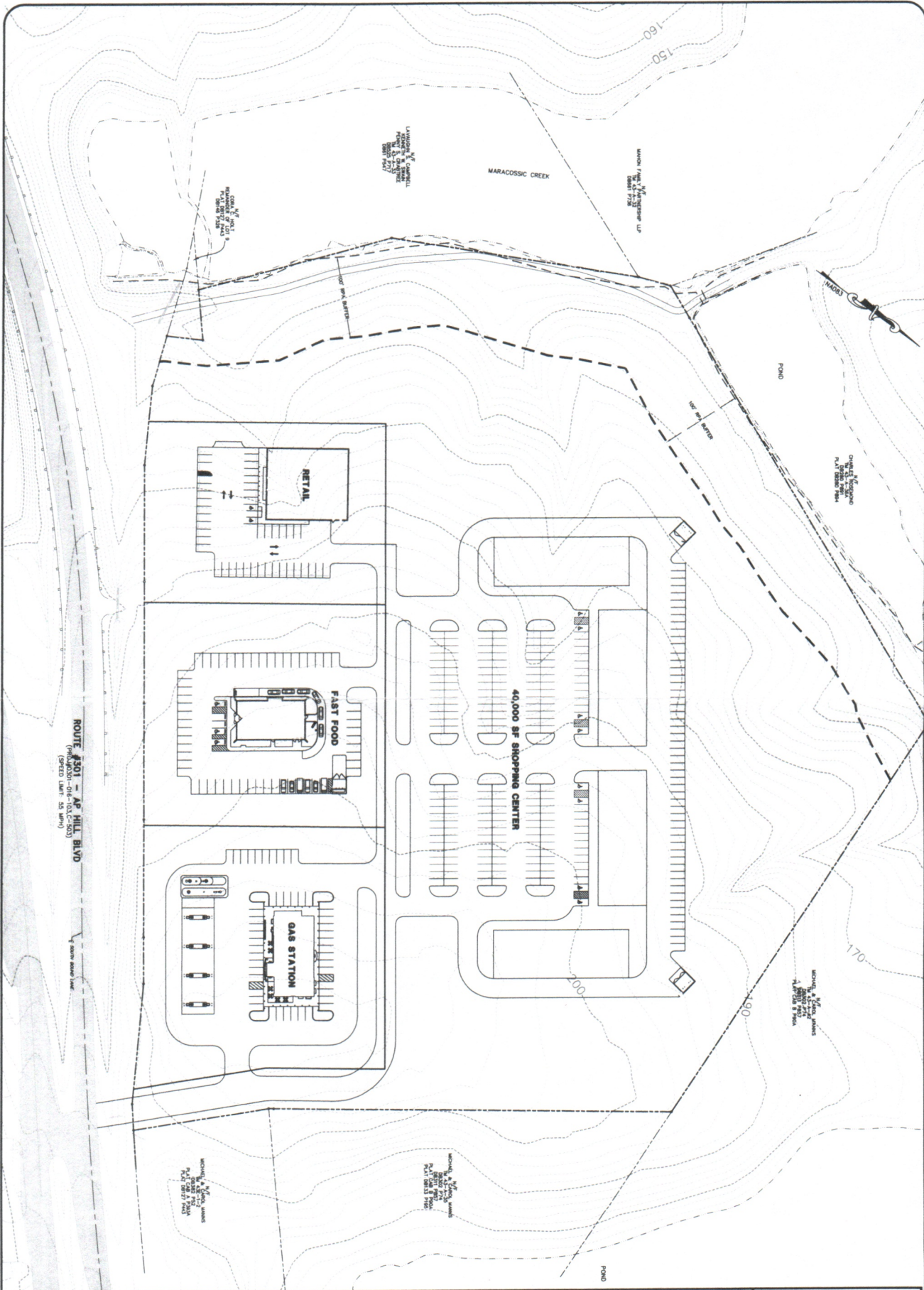


Real Estate Tax

	Real Estate Assesment	Real Estate Tax Rate (Per \$100)	Real Estate Tax
<b>Current Undeveloped</b>	\$ 325,300.00	\$ 0.13	\$ 422.89
<b>Developed B-2</b>			
Gas Station Site	\$ 1,500,000.00		
Fast Food Site	\$ 1,100,000.00		
Retail Site	\$ 1,000,000.00		
40,000 SF Shopping Center	\$ 2,500,000.00		
Total =	\$ 6,100,000.00	\$ 0.13	\$ 7,930.00
<b>Developed R-3</b>			
Single Family Home (33*\$350000)	\$ 11,550,000.00		
Townhouse (55*\$250,000)	\$ 13,750,000.00		
	\$ 25,300,000.00	\$ 0.13	\$ 32,890.00

Utilities

	Water & Sewer Availability and Connection Fees	Number of Connections	Total
<b>Current Undeveloped</b>	\$ -	-	\$ -
<b>Developed B-2</b>			
Gas Station Site (1" Meter)	\$ 14,500.00	1	\$ 14,500.00
Fast Food Site (1" Meter)	\$ 14,500.00	1	\$ 14,500.00
Retail Site (1" Meter)	\$ 14,500.00	1	\$ 14,500.00
40,000 SF Shopping Center (1" Meter)	\$ 14,500.00	4	\$ 58,000.00
			\$ 101,500.00
<b>Developed R-3</b>			
Single Family Home (5/8" Meter)	\$ 13,500.00	\$ 33.00	\$ 445,500.00
Townhouse (5/8" Meter)	\$ 13,500.00	\$ 55.00	\$ 742,500.00
			\$ 1,188,000.00
	Water & Sewer Bi- Monthly Usage Fees	Number of Connections	Total Annual Fee
<b>Current Undeveloped</b>	\$ -	-	\$ -
<b>Developed B-2</b>			
Gas Station Site (1" Meter)	\$ 133.60	1	\$ 801.60
Fast Food Site (1" Meter)	\$ 133.60	1	\$ 801.60
Retail Site (1" Meter)	\$ 133.60	1	\$ 801.60
40,000 SF Shopping Center (1" Meter)	\$ 133.60	4	\$ 3,206.40
			\$ 5,611.20
<b>Developed R-3</b>			
Single Family Home (5/8" Meter)	\$ 126.65	\$ 33.00	\$ 25,076.70
Townhouse (5/8" Meter)	\$ 126.65	\$ 55.00	\$ 41,794.50
			\$ 66,871.20



ROUTE 4301 - AS HILL BLVD  
 (SPEED LIMIT - 55 MPH)

10' CONC. DRIVEWAY

10' CONC. DRIVEWAY

10' CONC. DRIVEWAY

10' CONC. DRIVEWAY

SHEET NO.	1
OF 1 SHEETS	
DATE	JULY 1, 2023
SCALE	1"=50'
DESIGNED BY	DCH
DRAWN BY	LDB
CHECKED BY	DCH
JOB TITLE	COMMERCIAL
DRAWING NO.	COMMERCIAL

**BY-RIGHT CONCEPTUAL PLAN**

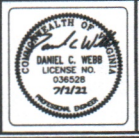
**TAX MAPS 43-A-34**

**43E-1-4R,5,6,7,8**

**TOWN OF BOWLING GREEN, VIRGINIA**

**W W WEBB & ASSOCIATES, PLLC**  
 ENGINEERING • SURVEYING • LAND PLANNING

11903 BOWMAN DRIVE, SUITE 106, FREDERICKSBURG, VA 22408  
 OFFICE (540)371-1209 FAX (540)371-4850



REVISION	BLOCK

# FAIRMONT

TOWN OF BOWLING GREEN, VIRGINIA

POND

MICHAEL & CAROL MANN'S  
TM 43-A-42

MICHAEL & CAROL MANN'S  
TM 43-A-35

MICHAEL & CAROL MANN'S  
TM 43E-12

CHARLES ROSEMOND  
TM 43-A-36A

POND

MAHON FAMILY PARTNERSHIP LLP  
TM 43-A-32

LAVAGHIN S. CAMPBELL  
KENNETH W. SWAIN  
PENNY S. CRAIG TREE  
TM 43-A-33

MARACOSSIC CREEK

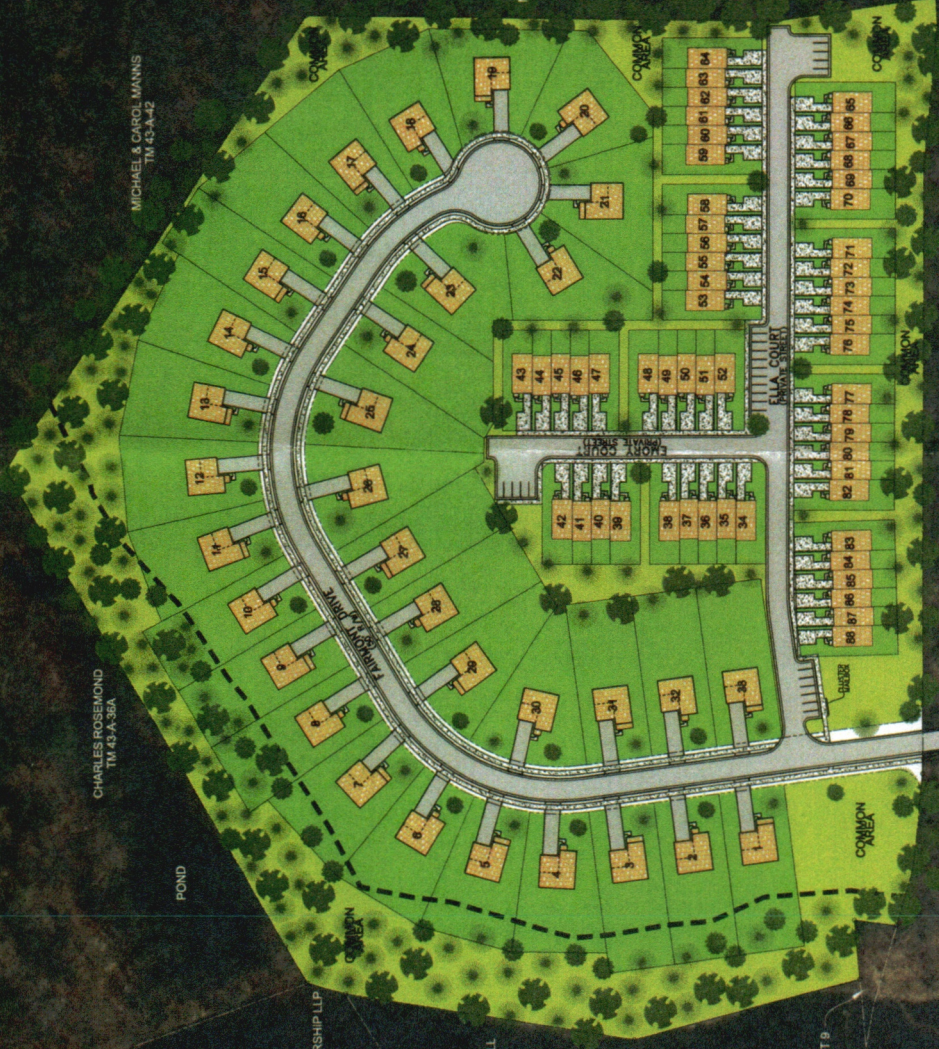
NF  
CORA C. HOLT  
REMAINDER OF LOT 9

ROUTE 6311 - AP HILL BLVD

PREPARED BY:

WEBB & ASSOCIATES  
FREDERICKSBURG, VA

(540) 371-1209





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

**AGENDA ITEM:** Public Works/Utilities Monthly Report for December 2021

**DATE:** December 30, 2021

**PREPARED BY:** Josh Irby

**MONTHLY REPORT / PROJECT UPDATE:**

**Water**

- Bi-Weekly Water Project Update Meetings
- Water Meter Replacement continues throughout town
- Checking RNI for water meters on a daily basis
- Checking into alarms generated by water meters
- Contacting customers about possible leaks on customer side with the help of Town Clerk
- Worked on Budget and CIP for water system

**Wastewater**

- Plant is running well
- Responded to DEQ Technical Inspection of Wastewater Treatment Facility
- Repairs made to Bowling Green Meadows Lift Station
- Worked on Budget and CIP for sewer collection system and wastewater facility

**Public Works**

- Leaf Collection (Ended December 30, 2021)
- New trash liners installed with trash bags in front of businesses
- Maintenance of Town vehicles, equipment, and buildings
- Set up for meetings at Town Hall
- Weekly Staff Meetings
- Attended Stormwater Plan Reviewer Training
- Worked on Budget and CIP for Public Works

**ATTACHMENTS:**

- DMR for November

**HEADS UP ITEMS:**

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)

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

Northern Regional Office  
13901 Crown Court  
Woodbridge, VA 22193

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD

YEAR	MO	DAY	YEAR	MO	DAY
2021	11	01	2021	11	30

FROM

TO

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

Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW	REPORTD	0.063	0.08		*****	*****	*****		0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL	MGD	*****	*****	*****			CONT	TIRE	
pH	REPORTD	*****	*****		7.1	*****	8.3		0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0	SU		1/DAY	GRAB	
TSS	REPORTD	0.18	0.39		*****	0.77	1.67		0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14	KG/D	*****	10	15	MG/L		3D/W	8HC	
DO	REPORTD	*****	*****		7.4	*****	*****		0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****	MG/L		1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	0.18	0.25		*****	0.72	0.98		0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2	KG/D	*****	3.0	4.5	MG/L		3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	1.41	*****		0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****	N/CML		3D/W	GRAB	
CBOD5	REPORTD	<QL	<QL		*****	<QL	<QL		0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14	KG/D	*****	10	15	MG/L		3D/W	8HC	

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

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(MG.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE				
				Joshua Irby		1965008627		
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		CERTIFICATE NUMBER		
				PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		TELEPHONE	804-221-1834	
				TYPED OR PRINTED NAME		SIGNATURE		2021-12-08 11:16:38
								Date



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

**AGENDA ITEM:** Police Departments Monthly Report December 2021

**DATE:** 01/02/2022

**PREPARED BY:** Chief Justin Cecil Sr.

**MONTHLY REPORT / PROJECT UPDATE:**

Police Activity for December 2021

42 Total calls for service

51 Summons / Parking tickets

75 Park walk and talks

19 Assist other agencies

51 Property checks/ Vacation checks/ Business Checks

6 Warrant Services

4 Motor Vehicle Accidents

1 Larceny

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**



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

**AGENDA ITEM:** Town Clerk/Treasurer Council Monthly Report  
December 2021

**DATE:** December 31, 2021

**PREPARED BY:** Tracy Wright

**MONTHLY REPORT / PROJECT UPDATE:**

- Attended Monthly Meeting for Water/Meter Project.
- Attended Project-Update Utility Meeting (Bi-weekly).
- Attended Weekly Staff Meetings
- Completed monthly payrolls/taxes.
- Completed monthly accounts payable.
- Completed daily register reconciliation.
- Completed daily banking/cc payment processing- supervisor approval.
- Utility bills due December 03, 2021.
- Prepared Utility files for bi-monthly customer billings
- Conducted office training to staff.

**ATTACHMENTS:**

- Monthly Town Hall Rental Report – December 2021
- Delinquent Tax Report – Current Report
- YTD Budget Report – Current Report

**HEADS UP ITEMS: NONE**

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED	%
<b>FUND #-100 ***GENERAL FUND REVENUE***</b>							
11010	***REAL ESTATE**	140,500.00	140,500.00	135,775.49	135,775.49	4,724.51	3.36
11011	***RT 301 SPECIAL TAX DISTRICT***	34,269.00	34,269.00	25,810.61	25,810.61	8,458.39	24.68
11020	***PUBLIC SERVICE***	3,500.00	3,500.00	3,230.80	3,230.80	269.20	7.69
11030	***PERSONAL PROPERTY***	45,500.00	45,500.00	29,335.20	29,335.20	16,164.80	35.52
11060	***PENALTY & INTEREST***	5,000.00	5,000.00	2,382.28	2,382.28	2,617.72	52.35
15010	INTEREST EARNED	5,000.00	5,000.00	770.27	770.27	4,229.73	84.59
16099	***REFUSE COLLECTION FEES***	85,729.00	85,729.00	31,508.30	31,508.30	54,220.70	63.24
120101	SALES TAX	40,000.00	40,000.00	20,822.01	20,822.01	19,177.99	47.94
120201	CONSUMER UTILITY TAX	30,000.00	30,000.00	16,721.35	16,721.35	13,278.65	44.26
120301	BUSINESS LICENSE	68,000.00	68,000.00	12,198.82	12,198.82	55,801.18	82.06
120501	VEHICLE LICENSE FEES	20,000.00	20,000.00	10,362.38	10,362.38	9,637.62	48.18
120601	BANK STOCK TAX	250,000.00	250,000.00	.00	.00	250,000.00	100.00
121001	TRANSIENT OCCUPANCY TAX	2,000.00	2,000.00	2,802.27	2,802.27	802.27	40.11
121101	MEALS TAX	235,000.00	235,000.00	153,341.50	153,341.50	81,658.50	34.74
130306	***PERMITS, FEES AND LICENSES***	3,200.00	3,200.00	4,382.50	4,382.50	1,182.50	36.95
140101	***FINES AND FORFEITURES***	20,800.00	20,800.00	15,945.10	15,945.10	4,854.90	23.34
150201	***RENTALS***	11,300.00	11,300.00	12,094.08	12,094.08	794.08	7.02
220108	ROLLING STOCK TAX	.00	.00	2.43	2.43	2.43	100.00
220109	VA 599 POLICE FUNDING	24,500.00	24,500.00	12,738.00	12,738.00	11,762.00	48.00
220110	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	21,907.50	21,907.50	7.50	.03
220111	COMMUNICATIONS TAX	31,500.00	31,500.00	14,620.18	14,620.18	16,879.82	53.58
240407	***GRANTS***	800.00	800.00	1,329.00	1,329.00	529.00	66.12
240412	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	.00	.00	15,000.00	100.00
410502	TRANSFERS IN	415,256.00	415,256.00	.00	.00	415,256.00	100.00
999999	MISCELLANEOUS	.00	.00	1,056.49	1,056.49	1,056.49	100.00
	--FUND TOTAL--	1,508,754.00	1,508,754.00	529,136.56	529,136.56	979,617.44	64.92
<b>FUND #-320 ***ECONOMIC DEVELOPMENT AUTH***</b>							
18990	DONATIONS	10,000.00	10,000.00	.00	.00	10,000.00	100.00
	--FUND TOTAL--	10,000.00	10,000.00	.00	.00	10,000.00	100.00
<b>FUND #-400 ***EVENTS AND ACTIVITIES FUND***</b>							
19050	EVENTS AND ACTIVITIES	500.00	24,000.00	21,680.31	21,680.31	2,319.69	9.66
410501	USE OF FUND BALANCE	12,950.00	12,950.00	.00	.00	12,950.00	100.00
	--FUND TOTAL--	13,450.00	36,950.00	21,680.31	21,680.31	15,269.69	41.32
<b>FUND #-420 ***DEBT SERVICE***</b>							
410501	USE OF FUND BALANCE	.00	.00	623.98	623.98	623.98	100.00
	--FUND TOTAL--	.00	.00	623.98	623.98	623.98	100.00



ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	UNCOLLECTED
FUND #-500 ***WATER REVENUE***							
16099	***WATER REVENUE***	2,310,300.00	2,310,300.00	494,484.75	494,484.75	1,815,815.25	78.59
410501	***SAVINGS TRANSFER***	71,204.00	71,204.00	.00	.00	71,204.00	100.00
	--FUND TOTAL--	2,381,504.00	2,381,504.00	494,484.75	494,484.75	1,887,019.25	79.23
FUND #-520 ** SEWER OPERATIONS **							
16099	SEWER SALES	642,000.00	642,000.00	229,124.27	229,124.27	412,875.73	64.31
410501	USE OF FUND BALANCE SEWER	107,255.00	107,255.00	.00	.00	107,255.00	100.00
	--FUND TOTAL--	749,255.00	749,255.00	229,124.27	229,124.27	520,130.73	69.41
	--FINAL TOTAL--	4,662,963.00	4,686,463.00	1,275,049.87	1,275,049.87	3,411,413.13	72.79

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
<b>FUND # -100 ***GENERAL FUND EXPENDITURES***</b>								
12110	***COUNCIL AND ADMINISTRATOR EXPENSE	285,984.00	285,984.00	145,172.28	145,172.28	.00	140,811.72	49.23
12410	***TREASURER'S EXPENSES***	213,094.00	213,094.00	112,356.98	112,356.98	.00	100,737.02	47.27
31100	***POLICE DEPT. EXPENSES***	187,108.00	187,108.00	84,359.30	84,359.30	.00	102,748.70	54.91
31200	***POLICE DEPT RESTRICTED FUNDS***	1,000.00	1,000.00	2,970.29	2,970.29	.00	1,970.29	197.02
32000	***DONATIONS***	17,000.00	17,000.00	.00	.00	.00	17,000.00	100.00
43100	***PUBLIC WORKS***	348,867.00	348,867.00	148,526.34	148,526.34	.00	200,340.66	57.42
410501	***TRANSFERS OUT***	34,270.00	34,270.00	.00	.00	.00	34,270.00	100.00
	--FUND TOTAL--	1,087,323.00	1,087,323.00	493,385.19	493,385.19	.00	593,937.81	54.62
<b>FUND # -300 ***CIP EXPENDITURES***</b>								
300100	***CAPITAL PROJECTS FUND(GF)***	.00	.00	30,484.80	30,484.80	.00	30,484.80	100.00
	--FUND TOTAL--	.00	.00	30,484.80	30,484.80	.00	30,484.80	100.00
<b>FUND # -320 ***ECONOMIC DEV AUTH EXPENSES***</b>								
32100	EDA LOANS AND GRANTS	10,000.00	10,000.00	2,000.00	2,000.00	.00	8,000.00	80.00
	--FUND TOTAL--	10,000.00	10,000.00	2,000.00	2,000.00	.00	8,000.00	80.00
<b>FUND # -400 ***EVENTS AND ACTIVITIES***</b>								
71200	EVENTS COORDINATOR	13,450.00	36,950.00	28,696.80	28,696.80	.00	8,253.20	22.33
	--FUND TOTAL--	13,450.00	36,950.00	28,696.80	28,696.80	.00	8,253.20	22.33
<b>FUND # -500 ***WATER EXPENDITURES***</b>								
500100	***WATER OPERATIONS***	681,504.00	681,504.00	177,089.97	177,089.97	.00	504,414.03	74.01
500500	***WATER CIP***	1,700,000.00	1,700,000.00	280,392.33	280,392.33	.00	1,419,607.67	83.50
	--FUND TOTAL--	2,381,504.00	2,381,504.00	457,482.30	457,482.30	.00	1,924,021.70	80.79
<b>FUND # -520 ***SEWER OPERATIONS***</b>								
500100	***SEWER OPERATIONS***	749,256.00	749,256.00	251,473.56	251,473.56	.00	497,782.44	66.43
	--FUND TOTAL--	749,256.00	749,256.00	251,473.56	251,473.56	.00	497,782.44	66.43
	--FINAL TOTAL--	4,241,533.00	4,265,033.00	1,263,522.65	1,263,522.65	.00	3,001,510.35	70.37

1/01/2022

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
PP2016	1		.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	2,714.47	48.28	18.70	1,449.08	.00	1,265.39	87
	1	VL	.00	1,618.00	.00	.00	17.83	.00	1,600.17	65
		HALF TOTALS =	.00	4,332.47	48.28	18.70	1,466.91	.00	2,865.56	152
		DEPT# TOTALS =	.00	4,332.47	48.28	18.70	1,466.91	.00	2,865.56	152
PP2017	1	PP	.00	3,190.98	5.72	1.58	1,442.57	.00	1,748.41	111
	1	VL	.00	2,429.00	.00	.00	184.33	.00	2,244.67	98
		HALF TOTALS =	.00	5,619.98	5.72	1.58	1,626.90	.00	3,993.08	209
		DEPT# TOTALS =	.00	5,619.98	5.72	1.58	1,626.90	.00	3,993.08	209
PP2018	1	MC	.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	6,658.69	19.76	52.18	3,067.67	.00	3,591.02	185
	1	VL	.00	5,345.00	.00	.00	421.53	.00	4,923.47	179
		HALF TOTALS =	.00	12,003.69	19.76	52.18	3,489.20	.00	8,514.49	364
		DEPT# TOTALS =	.00	12,003.69	19.76	52.18	3,489.20	.00	8,514.49	364
PP2019	1	PP	.00	10,209.97	21.85	5.45	4,209.87	.00	6,000.10	237
	1	VL	.00	6,295.00	.00	.00	33.11	.00	6,261.89	211
		HALF TOTALS =	.00	16,504.97	21.85	5.45	4,242.98	.00	12,261.99	448
		DEPT# TOTALS =	.00	16,504.97	21.85	5.45	4,242.98	.00	12,261.99	448
PP2020	1		.00	.00	.00	.00	.00	.00	.00	0
	1	PP	.00	10,269.72	4.82	.26	4,683.34	.00	5,586.38	287
	1	VL	.00	7,620.00	.00	.00	126.78	.00	7,493.22	255
		HALF TOTALS =	.00	17,889.72	4.82	.26	4,810.12	.00	13,079.60	542
		DEPT# TOTALS =	.00	17,889.72	4.82	.26	4,810.12	.00	13,079.60	542
PP2021	1	PP	.00	19,378.61	6.17	.12	7,036.02	.00	12,342.59	221
	1	VL	.00	5,555.00	.00	.00	69.46	.00	5,485.54	186
		HALF TOTALS =	.00	24,933.61	6.17	.12	7,105.48	.00	17,828.13	407
		DEPT# TOTALS =	.00	24,933.61	6.17	.12	7,105.48	.00	17,828.13	407
PP		TOTALS =	.00	81,284.44	106.60	78.29	22,741.59	.00	58,542.85	2122
		COMPANY TOTALS =	.00	81,284.44	106.60	78.29	22,741.59	.00	58,542.85	2122

ADJUSTMENTS PPTRA CREDIT ADJUSTED TOTAL

DEPT. TOTALS

DEPT. TOTALS

1/01/2022

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1		.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
RE2001	1		.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
RE2002	1		.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
RE2003	1		.00	59.08	.00	.00	.00	.00	59.08	1
		HALF TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
		DEPT# TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
RE2004	1		.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
RE2005	1		.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
RE2006	1		.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
RE2007	1		.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
RE2008	1		.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
RE2009	1		.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
RE2010	1		.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

1/01/2022

-TREASURER INVENTORY BALANCE-

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1		.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
RE2012	1		.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
RE2013	1		.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
RE2014	1		.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
RE2015	1		.00	22.20	6.78	.18	14.64-	.00	7.56	2
		HALF TOTALS =	.00	22.20	6.78	.18	14.64-	.00	7.56	2
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2016	1		.00	.65	.00	.00	.00	.00	.65	1
		HALF TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
		DEPT# TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
RE2017	1		.00	.65	.00	.00	.00	.00	.65	1
		HALF TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
		DEPT# TOTALS =	.00	.65	.00	.00	.00	.00	.65	1
RE2018	1		.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
		HALF TOTALS =	.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
		DEPT# TOTALS =	.00	838.63	83.67	156.07	978.99-	.00	140.36-	4
RE2019	1		.00	259.61	.00	.00	.00	.00	259.61	5
		HALF TOTALS =	.00	259.61	.00	.00	.00	.00	259.61	5
		DEPT# TOTALS =	.00	259.61	.00	.00	.00	.00	259.61	5
RE2020	1		.00	3,752.84	127.31	87.41	1,508.30-	.00	2,244.54	22
		HALF TOTALS =	.00	3,752.84	127.31	87.41	1,508.30-	.00	2,244.54	22
		DEPT# TOTALS =	.00	3,752.84	127.31	87.41	1,508.30-	.00	2,244.54	22

1/01/2022

-TREASURER INVENTORY BALANCE-

PAGE 3 TR504

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2021	1		.00	17,235.23	31.67	2.57	12,008.30-	.00	5,226.93	69
	HALF	TOTALS =	.00	17,235.23	31.67	2.57	12,008.30-	.00	5,226.93	69
	DEPT#	TOTALS =	.00	17,235.23	31.67	2.57	12,008.30-	.00	5,226.93	69
RE		TOTALS =	.00	22,168.89	249.43	246.23	14,510.23-	.00	7,658.66	105
	COMPANY	TOTALS =	.00	22,168.89	249.43	246.23	14,510.23-	.00	7,658.66	105

DEPT DEPT ADJUSTMENTS PPTRA CREDIT ADJUSTED TOTAL  
 DEPT. TOTALS .00 .00

1/01/2022

-TREASURER INVENTORY BALANCE-

PAGE 1 TR504

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	.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
TD2019	1	01	.00	1,650.94	45.96	76.78	459.67-	.00	1,191.27	2
		HALF TOTALS =	.00	1,650.94	45.96	76.78	459.67-	.00	1,191.27	2
		DEPT# TOTALS =	.00	1,650.94	45.96	76.78	459.67-	.00	1,191.27	2
TD2020	1	01	.00	4,767.44	.00	.00	.00	.00	4,767.44	3
		HALF TOTALS =	.00	4,767.44	.00	.00	.00	.00	4,767.44	3
		DEPT# TOTALS =	.00	4,767.44	.00	.00	.00	.00	4,767.44	3
TD2021	1	01	.00	8,502.55	.00	.00	.00	.00	8,502.55	5
		HALF TOTALS =	.00	8,502.55	.00	.00	.00	.00	8,502.55	5
		DEPT# TOTALS =	.00	8,502.55	.00	.00	.00	.00	8,502.55	5
TD		TOTALS =	.00	14,920.93	45.96	76.78	459.67-	.00	14,461.26	10

TOWN HALL RENTALS

December

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
6	Town Hall Activities	Class	\$ 260.00
1	Town Council Meeting	Meeting	N/C
1	Town Council Work Session	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	LOVE works project	Meeting	N/C
1	Private Event	Reception	\$1500.00
1	Private Event	Birthday Party	\$ 175.00
1	Private Event	Dinner	\$ 175.00
13		Totals	\$ 2110.00





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

**AGENDA ITEM:** Town Manager Monthly Report - December 2021

**DATE:** January 6, 2022

**PREPARED BY:** Allyson Finchum

### MONTHLY REPORT / PROJECT UPDATE:

- December 20th Planning Commission Worksession – Discussion on requirement and process of site plans
- December 20th Planning Commission Meeting – Public Hearing on Northview ZP #2021-025 Residential Rezoning on Route 301
- Review of Site Plan for ZP 2021-013 Village Self-Storage on Route 301
- Special Event - Town Christmas Parade held December 12th
- Review of Zoning Permits
- Assistance with Planning and Zoning Inquiries
- Keystone Software Implementation
- Stormwater Management Set-Up w/DEQ
- Water and Sewer Build-Out Analysis
- Budget Review
- ARPA Funds Review
- Health Insurance Review of New Rates in Effect 3/1/22
- Trash Collection Recycling Issue under Review
- Preparation of January 6, 2022 Town Council Agenda Packet:
- Worksession on Public Works FY23 Budget
- Submittal for Town Council approval of Administrative Assistant/Clerk Position
- Town Council Public Hearing for Town Hall Rental Rates
- Town Council Public Hearing on Fairmont ZP #2021-020 Residential Rezoning on Route 301

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### ***Meetings/Training attended:***

- December 2nd Town Council Worksession
- December 2nd Town Council Meeting
- December 20th Planning Commission Worksession
- December 20th Planning Commission Meeting
- Weekly Staff Meetings
- Meetings on various topics with:
  - Developers/Citizens
  - Caroline County/Commissioner of the Revenue/State Governmental Agencies
  - Planning Commissioners
  - Town Council Members
- Specific Topics:

- Keystone Software
- Northview Rezoning
- LOVE Works Sign

**Schedule:**

- Zoning Ordinance text amendments for changing or eliminating requirement of site plan
- Zoning Ordinance text amendments to allow additional uses in the B-1 business district
- Update to the Comprehensive Plan

**Town of Bowling Green**  
**Zoning Ordinance Sections**  
**Applying to Site Plan and Parking Requirements**

- (1) Gasoline filling stations for the servicing of and making minor repairs to motor vehicles (when in a completely enclosed structure); public garages for storage and repair of motor vehicles (when in completely enclosed structure).
- (2) Pet shops.
- (3) Public billiard parlors and pool rooms, bowling alleys, dance halls, amusement centers and similar forms of public amusement, only after a public hearing shall have been held by the Town Council on an application submitted to the body for such use. In approving any such application, the Town Council may establish such special requirements and regulations for the protection of adjacent property and the general public, set limits on the hours of operation and make requirements as the Town Council may deem necessary in the public interest. For purposes of this subsection, "billiard parlor and pool room" shall include any place of business with more than one billiard or pool table in which money, tokens or other consideration is exchanged for the right to use such tables for playing billiards, pool or similar games. For purposes of Section 3-136, "amusement center" shall mean any place of business with more than three amusement devices for which money, tokens or other consideration is exchanged for the right to use such devices. Amusement devices shall include video games, pool or billiards tables, foosball and all similar game devices, tables and equipment.
- (4) Business and residential mixed-use development wherein dwelling units shall be a secondary use to the primary business use.
- (5) Day-care center.

### **Section 3-137. Specifications and Requirements.**

- (a) Area, frontage and yards.
  - (1) Area, frontage and yard regulations shall be as follows:
    - [a] None, except for off-street parking which shall be in accordance with the provisions contained herein.
  - (b) Height. Buildings may be erected up to 50 feet in height from grade.
  - (c) Setback. Buildings or portions of buildings, including porches, shall be located behind the street right-of-way line. No porch in existence at the time of the adoption of this article which is between the street right-of-way line and the center line of the street can be enclosed or otherwise altered for any use. Porches may be kept in repair and in a safe condition.
  - (d) Site plan required. Before a zoning permit shall be issued or construction begun on any permitted use in this district, detailed site plans indicating compliance with the substantive provisions of Article I, Division 14 of this chapter shall be submitted to the Zoning Administrator for study. Modifications of the plans may be required.

## **Division 10 Business District B-2**

### **Section 3-138. Intent.**

This district covers that portion of the community intended for the conduct of a variety of businesses, including shopping centers, to which the public requires direct and frequent access and is characterized by constant heavy traffic and by noise from the congestion of people and passenger vehicles. This includes such uses as retail stores, banks, drive-in facilities, restaurants, garages, gasoline service stations and wholesaling activities located mostly on primary arteries but outside the central business district.

### **Section 3-139. Permitted uses.**

- (a) In the Business District B-2, structures to be erected or land to be used shall be for one or more of the following uses:

## **Division 14 Site Plans**

### **Section 3-168. Purpose.**

The purpose of the site development plan is to facilitate the use of the most advantageous techniques in the development of land in the Town and to promote high standards and innovation in the layout, design, landscaping and construction of developments.

### **Section 3-169. When required.**

(a) A site development plan is required and shall be submitted for uses in the following zoning districts:

- (1) Planned Unit Development PUD.
- (2) Business B-1.
- (3) Business B-2.
- (4) Industrial M-1.

### **Section 3-170. Requirements and Specifications.**

(a) Information required.

(1) Every site plan submitted in accordance with this article shall contain the following information:

[a] The location of the tract by an insert map at a scale of not less than one inch equals 2,000 feet, indicating scale coordinates referred to in the United States Coast and Geodetic Survey state grid north and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, Town boundary and magisterial districts or other landmarks sufficient to clearly identify the location of the property.

[b] A boundary survey of the tract with an error of closure within the limit of one in 10,000 related to the true meridian and showing the location and type of boundary evidence. The survey may be related to the United States Coast and Geodetic Survey state grid north if the coordinates of two adjacent corners are shown.

[c] A certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.

[d] All existing and proposed streets and easements; their names, numbers and widths; existing and proposed utilities; watercourses and their names; and owners, zoning and present use of adjoining tracts.

[e] The location of wooded areas on the property and the location of trees and wooded areas that will be retained.

[f] The location, type and size of vehicular entrance to the area.

[g] The location, type, size and height of fencing, retaining walls and screen planting where required under the provisions of this article.

[h] All off-street parking, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with Section 3-180 of this article.

[i] The number of floors, floor area, height and location of each building and proposed general use for each building; if a multifamily residential building, the number, size and type of dwelling units.

[j] All existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades and where connection is to be made to the Town or other utility system.

[k] The contributing drainage area in acres and delineation of any floodplain limits.

[l] The location of any springs either within or draining to street rights-of-way and an indication of the proposed method of treatment.

[m] Provisions for the adequate disposition of natural and stormwater and grades of ditches, catch basins and pipes and connections to existing drainage system.

[n] Existing topography with a maximum of two foot contour intervals; where existing ground is on a slope of less than 2%, either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.

[o] Proposed finished grading by contours supplemented where necessary by spot elevations.

(2) All horizontal dimensions shown on the site plan shall be in feet and decimals of a foot to be closest to one hundredth (1/100) of a foot and all bearings in degrees, minutes and seconds to the nearest 10 seconds.

(b) Preparation; Submission.

(1) Site plans or any portion thereof involving engineering or land surveying shall be prepared and certified by an engineer or land surveyor duly authorized by the state to practice as such.

(2) Site plans shall be prepared to a scale of one inch equals 50 feet or larger; the sheet or sheets shall be twenty-four by thirty-six (24 x 36) inches. A site plan may be prepared in one or more sheets to show clearly the information required by this article and to facilitate the review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join. Every site plan shall show the name and address of the owner or developer, magisterial district, county, state, North point, date and scale of the drawing and number of sheets. In addition, it shall reserve the blank space, three inches wide and five inches high for the use of approving authority.

(3) Seven clearly legible blue or black-line copies of the site plan shall be submitted to the Zoning Administrator. The site plan shall be accompanied by the appropriate site plan fee, as set forth in Section 3-196 of this article.

(c) Processing.

(1) Initial processing of site plans shall be through the Zoning Administrator, who is responsible for checking the site plan for general completeness and compliance with such administrative requirements as may be established. The Administrator shall submit copies of the site plan to reviewing departments, agencies and officials, as deemed necessary. He shall see that all reviews are completed on time and that action is taken by the approving authority on the site plan within 60 days, except under abnormal circumstances, from the receipt thereof.

(2) All site plans which are appropriately submitted and conform to standards and requirements set forth in this article shall be approved or rejected by the Planning Commission after having been reviewed by the Administrator. If the site plan is denied approval, the Administrator, in notifying the applicant of the decision, shall set forth in detail the reasons for the denial, which shall be limited to any defect in form or required information, any violation of any provision or standard of this article or any other ordinance or the inadequacy of any utility and shall state any changes which would make the site plan acceptable.

(d) Required improvements.

(1) All site plans shall contain the following improvements:

[a] Designation of pedestrian walkways so that patrons may walk on the same from store to store or building to building within the site and to adjacent sites.

[b] The construction of all curbs, gutters and sidewalks and the construction of all roads widening to the width as specified on the street and highway plan for Bowling Green.

[c] The dedication of all rights-of-way to their width as designated on the street and highway plan for Bowling Green.

[d] Construction of vehicular travel lanes or driveways not less than 22 feet in width which will permit vehicular travel on the site and to and from adjacent parking areas and adjacent property.

- [e] Connection, wherever possible, of all walkways and driveways, with similar facilities on adjacent property.
  - [f] Screening, fences, walls, curbs, and gutters as are required by the provisions of this article, other ordinances of the Town, or by the regulations of the Virginia Department of Transportation.
  - [g] Location and dimensions of proposed recreation, open space and required improvements, including details of disposition.
  - [h] Location, design, height, size and orientation of proposed signs and outdoor lighting systems.
  - [i] Easements or rights-of-way for all facilities to be publicly maintained. Such easement shall be clearly designed for the purpose intended and recorded before approval of the site plan.
  - [j] Curbs and gutters for driveways that provide vehicular travel to and from adjacent parking areas to adjacent property for the purpose of separating the same from parking areas and walkways.
  - [k] Provisions for the adequate control of erosion sedimentation indicating proposed temporary and permanent control practices and measures which shall be implemented during all phases of clearing, grading and construction.
  - [l] Adequate no parking signs along such streets, highways or driveways to prohibit parking on such as required by the Town Council. Also the location of no through-street signs where required on cul-de-sac streets or temporary cul-de-sac streets.
  - [m] Adequate drainage system for the disposition of storm-and natural waters, including provision of ends, if curb and gutter, for erosion control.
  - [n] Provision for open spaces, including details of disposition.
- (2) Upon satisfactory completion of all off-site and on-site improvements the developer shall take the necessary steps to have said improvements accepted by the Town of Bowling Green for maintenance.
- (e) Bond. Prior to approval of any site plan, there shall be executed by the owner or developer and submitted with the site plan an agreement to construct such required physical improvements as are located within public rights-of-way or easements or as are connected to any public facility in form and substance as approved by the Town, together with a bond with surety or condition acceptable to the Town in the amount of the estimated cost of the required physical improvements as determined by the Administrator, which time may be extended by the Town Council upon written application by the owner or developer, signed by all parties, including sureties, to the original agreement. The adequacy, conditions and acceptability of any bond hereunder shall be determined by the Town Council.
- (f) Expiration; extension.
- (1) Approval of a site plan submitted under the provisions of this article shall expire one year after the date of such approval unless building permits have been obtained for construction in accordance therewith.
  - (2) A single one year extension may be given upon written request by the applicant to the Administrator made within 90 days before the expiration of the approved site plan. The Administrator shall acknowledge the request and shall make a decision regarding the requested extension within 60 days after receipt of the request.
- (g) Revisions and waivers. Any site plan may be revised in the same manner as originally approved, and any requirement of this article may be waived by the Town Council in specific cases where such requirements are found to be unreasonable in such cases and where such waiver will not be detrimental to the purpose of this article.

- (h) Permit to be in conformity with plan. No certificate or permit shall be issued for any structure in any area covered by the site plan that is required under the provisions of this article except in conformity with such site plan which has been duly approved.
- (i) Construction standards; inspections; notification; supervision; certification of approval.
- (1) Unless specifically provided in this article, the construction standards for all off-site improvements and on-site improvements required by this article shall conform to the Town and state design and construction standards.
  - (2) Inspections during installation of all improvements shall be made by the department, agency or official charged with this responsibility, with results reported to the Zoning Administrator in order to certify compliance with the approved site plan.
  - (3) The owner shall notify the Administrator, in writing, three days prior to the beginning of all street or storm sewer work shown to be constructed on the site plan.
  - (4) The owner shall provide adequate supervision on the site during the installation of all required improvements and have a responsible superintendent or foreman, together with one set of approved plans, profiles and specifications, available at the site at all times when work is being performed.
  - (5) Upon satisfactory completion of the installation of the required improvements, the owner shall receive a certification of approval from the Administrator on the improvements upon the application for such certificate. Such certificate of approval will authorize the release of any bond which may have been furnished for the guaranty of satisfactory installation of such improvements or parts thereof.

**Section 3-171. Appeals.**

Any person aggrieved of any decision of the Administrator may, within 10 days of such decision, appeal to and have a determination made by the Planning Commission. Any applicant or adjoining property owner who is aggrieved of the decision of the Planning Commission may, within 10 days of such decision, appeal to and have a determination made by Town Council. Further appeal can be made to the Board of Zoning Appeals in accordance with Article I, Division 17 of this chapter.

**Section 3-172. Violations and penalties.**

Any person, whether as owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this article or permits any such violation or fails to comply with any of the requirements hereof shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to punishment as provided by Article I, Division 18 of this chapter.

**Division 15 Special Provisions.**

**Section 3-173. Zoning permits.**

- (a) Buildings or structures shall be started, reconstructed, enlarged or altered only after a zoning permit has been obtained from the Administrator.
- (b) The Commission may request a review of the zoning permit approved by the Administrator in order to determine if the contemplated use is in accordance with the district in which the construction lies.
- (c) Each application for a zoning permit shall be accompanied by the appropriate fee, as set forth in Section 3-196, and two copies of a scale drawing. The drawing shall show the size and shape of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land and the location of such building or use with respect to the property lines of said parcel of land and to the right-of-way of any street or highway adjoining said parcel of land. Any other information which the Administrator may deem necessary for consideration of the application



may be required. If the proposed building or use is in conformity with the provisions of this article, a permit shall be issued to the applicant by the Administrator. One copy of the drawing shall be returned to the applicant with the permit.

(d) Where permits have been issued prior to the adoption of this article, any change may be made in the plans, size of structure, or designated use of a building, if mutually agreed upon by the Zoning Administrator and the permit holder.

**Section 3-174. Certificate of zoning compliance.**

Land may be used or occupied and buildings structurally altered or erected may be used or changed in use only after a certificate of zoning compliance has been issued by the Administrator. Such a permit shall state that the building or the proposed use, or the use of the land, complies with the provisions of this article. Activation of Town water and sewers shall be withheld until compliance is assured. A similar certificate shall be issued for the purpose of maintaining, renewing, changing or extending a nonconforming use. A certificate of zoning compliance, either for the whole or a part of a building, shall be applied for simultaneously with the application for a zoning permit. The zoning compliance certificate shall be issued within 10 days after the erection or structural alteration of such building or part has conformed to the provisions of this article.

**Section 3-175. Conditional zoning.**

(a) The purpose of conditional zoning is to provide a more flexible and adaptable zoning method in instances where competing and incompatible uses conflict and traditional zoning methods and procedures are inadequate. Through conditional zoning, a zoning reclassification may be allowed, subject to certain conditions that are voluntarily proffered by the zoning applicant. Such conditions are for the protection of the Town and are not generally applicable to land similarly zoned.

(b) The owner of property subject to a rezoning request may, at the time of filing a rezoning application and prior to a public hearing before the Bowling Green Town Council, submit with the request conditional zoning proffers as deemed appropriate. The Town Council, with the recommendations of the Bowling Green Planning Commission, may approve these reasonable conditions, provided that the following criteria are met:

- (1) The rezoning itself must give rise for the need for the conditions.
- (2) All conditions shall have a reasonable relation to the rezoning.
- (3) No conditions shall include a cash contribution to the Town.
- (4) No conditions shall require mandatory dedication of real or personal property for open space, parks, schools, fire departments or other public facilities not otherwise authorized by law.
- (5) No conditions shall include payment for or construction of off-site improvements except those authorized by law.
- (6) No condition shall be proffered that is not related to the physical operation of the property.
- (7) All conditions shall be in conformity with the Bowling Green Comprehensive Plan.
- (8) The provisions of conditional zoning shall not be used for the purpose of discrimination in housing.

(c) Compliance with approved conditional zoning shall be vested with the Administrator who shall administer and enforce conditions attached to a rezoning or amendment to a Zoning Map, including;

- (1) Ordering, in writing, compliance with such conditions.
- (2) The bringing of legal action to ensure compliance.
- (3) Requiring a guaranty or contract for the construction of physical improvements required by the conditions.
- (4) Denying issuance of certificates of zoning compliance as well as use, occupancy or building permits when failure to meet all conditions occurs.

(d) Records of conditional zoning shall be maintained as follows:

- (1) The Zoning Map shall show by an appropriate symbol the existence of conditions attached to the zoning on the map.
  - (2) The Administrator shall keep in the zoning office for public inspection a conditional zoning index. The index shall provide ready access to the ordinance creating such conditions, in addition to the regulations provided for in a particular zoning district or zone.
- (e) Any person aggrieved by the Administrator's decision or actions under Section 3-175(c) may petition the governing body for the review of such decision.
- (f) No amendment or variation of conditions under Section 3-175(b) shall be made until after a public hearing is held before the Bowling Green Town Council in accordance with § 15.2-2204, Code of Virginia 1950, as amended.

**Section 3-176. Special use permit.**

- (a) Where designated by this article, the location of certain uses shall require the prior approval of the Bowling Green Town Council following a recommendation from the Planning Commission. In addition to a zoning permit, such uses shall require a special use permit.
- (1) The Bowling Green Town Council must find that the use will not be detrimental to the character and development of adjacent properties and will be consistent with the purpose and intent of the provision of the Code of the Town of Bowling Green and the Bowling Green Comprehensive Plan.
  - (2) The Bowling Green Town Council shall designate conditions and restrictions in the granting of special use permits to assure the use will be compatible with the neighborhood in which it is to be located and will meet the general standards contained herein; or where that cannot be accomplished, to deny the use as not in accordance with adopted plans and policies or as being incompatible with existing uses or development by right in the area.
  - (3) The burden of proof lies with the applicant to demonstrate that the proposed special use is consistent with the purpose and intent of the applicable zoning district and satisfies the general standards and any additional specific conditions which may be applicable.
- (b) All special use permits shall satisfy the following general standards:
- (1) The use shall be in accordance with the purposes of the zoning regulations contained in the Code of the Town of Bowling Green and the Bowling Green Comprehensive Plan.
  - (2) The use shall not adversely affect the character and established pattern of development of the area in which it wishes to locate, shall be in harmony with the uses permitted by right under a zoning permit in the zoning district, and shall not adversely affect the use of neighboring properties.
  - (3) The use shall not adversely affect the health or safety or welfare or injurious to property and improvements in the neighborhood or adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.
  - (4) The use shall be such that air quality, surface and groundwater quality and quantity, are not degraded or depleted to an extent that would hinder or discourage the appropriate development and/or use of adjacent or nearby land and/or building(s) or impair the value thereof. Adequate utilities, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided.
  - (5) The use shall be such that pedestrian and vehicular traffic generated will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood and on roads serving the site.
- (c) The fee for a special use permit shall be as set forth in Section 3-196 of this article.

**Section 3-177. Special use permits; additional standards and requirements.**

(a) Home occupation permit.

(1) In addition to a business license as set forth in Chapter 7, Article VII, a home occupation must obtain a home occupation permit before operations may begin. These permits shall list any and all of the conditions as the Town Council deems necessary to execute the intent of this article. The fee for a home occupation permit shall be as set forth in Section 3-196 of this article.

(b) Bed and Breakfast Establishments.

(1) Off-street parking for the use shall be in accordance with the Code of the Town of Bowling Green, shall not be located in any required front yard, and shall be effectively screened.

(2) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(c) Special Events Facility.

(1) A Special Events Notification Form shall be submitted for each event involving 50 or more invited guests to serve as notification to the Town of Bowling Green as to the type, size, noise signature, and duration of the event.

(2) The Special Events Facility must be located on a minimum of a two (2) acre site.

(3) All applicable licenses shall be obtained and publicly displayed onsite for activities conducted on the site.

(4) Capacity of the Special Events Facility shall meet all Building and Fire Code requirements.

(5) Temporary event structures shall comply with Town and County Code requirements.

(6) An off-street parking area shall be provided to accommodate vehicular parking for all invited guests.

(7) The special events facility shall operate so as to limit the impact on any adjoining residential and commercial properties.

(8) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

**Section 3-178. Uses not provided for.**

If, in any district established under this article, a use is not specifically permitted and an application is made by a property owner to the Administrator for such use, the Administrator shall refer the application to the Planning Commission, which shall make its recommendations to the Town Council within 30 days. If the Town Council approves, this article shall be amended to list the use as a permitted use or special use in that district, as the case may be. Both the Planning Commission and Town Council shall hold public hearings in connection with such application in accordance with Section 3-183 of this Code. The fee for this procedure shall be that set forth in Section 3-196 for amendments (uses not stated).

**Section 3-179. Widening of streets and highways.**

Whenever there shall be plans in existence, approved by either the Virginia Department of Transportation or by the governing body, for the widening of any street or highway within Bowling Green, the Commission may recommend additional front yard setbacks for any new construction or for any structures altered or remodeled adjacent to the future planned right-of-way for such proposed street or highway widening.

**Section 3-180. Off-street parking.**

(a) Except as herein provided, there shall be provided at the time of erection of any main building or use or at the time any main building or use is enlarged, minimum off-street parking space with adequate provision for entrance and exit by standard-sized automobiles. An area nine feet by 18 feet shall be deemed parking space for one vehicle. All parking spaces and access driveways shall be

covered with an all-weather surface and shall be graded and drained to dispose of surface water. However, no surface water from any parking area shall be permitted to drain onto adjoining property.

(1) Parking spaces shall be provided as follows:

[a] In all residential districts, there shall be provided, either in a private garage or on the lot, space for the parking of one automobile for each dwelling unit added in the case of the enlargement of an existing building.

[b] Bed and Breakfast Establishments shall provide a parking space on the lot for each accommodation for vehicular parking in addition to parking spaces required by the owner(s) and/or caretaker(s).

[c] For church, high school, college and university auditoriums and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in said building.

[d] For hospitals, at least one parking space for each two beds' capacity, including infants' cribs and children's bed.

[e] For medical and dental clinics, at least 10 parking spaces. Three additional parking spaces shall be furnished for each doctor or dentist having offices in such clinic in excess of three doctors or dentists.

[f] For tourist courts and motels, at least one parking space for each individual sleeping or living unit; for hotels and apartment hotels, at least one parking space for each two sleeping rooms, up to and including the first 20 sleeping rooms, and one parking space for each three sleeping rooms over 20.

[g] For mortuaries and liquor stores, at least 30 parking spaces.

[h] For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.

[i] Any other commercial building hereafter erected, converted or structurally altered shall provide one parking space for each 200 square feet of business floor space in the building. Any establishment hereafter erected that serves meals, lunches or drinks to patrons, either in their cars or in the building, shall provide one parking space for each 200 square feet of business floor space in the buildings, provided that there shall be at least one parking space for each serving unit. In restaurants, a serving unit shall be two stools, one booth or one table. For dance halls and recreational areas, one parking space for each 200 square feet of floor area. Two or more establishments may provide necessary parking spaces on a single parcel of land.

(2) Parking space as required in the foregoing shall be on the same lot with the main building, except that, in the case of buildings other than dwellings, spaces may be located as far away as 600 feet.

(3) County and municipal parking areas. Every parcel of land hereafter used as a public parking area shall be surfaced with gravel, asphalt or concrete. It shall have appropriate bumper guards where needed as determined by the Administrator. Any lights used to illuminate said parking areas shall be so arranged as to reflect the light away from adjoining premises in any residential district.

(4) Required parking spaces shall be maintained in connection with the buildings which they are to serve and in the manner indicated by the minimum requirements of off-street parking and space regulations. Substitution of equivalent spaces in conformity with the off-street parking regulations may be allowed by the Board of Zoning Appeals.

(5) Space shall be provided for the loading and unloading of trucks and commercial vehicles serving commercial buildings.

(6) Unless separated from a public highway by a substantial fence or barrier at least 36 inches in height or with substantial landscaping approved by the Planning Commission, off-street parking spaces shall be located at a distance not less than 15 feet from any public highway right-of-way.

(7) Businesses with buildings or uses adjacent to or near on-street parking may use such parking to meet the requirements for parking spaces, provided that it can be shown that adequate parking exists to accommodate the business or use taking into account other nearby businesses or uses.

**Section 3-181. Restrictions adjacent to airports.**

(a) Establishment of approach zones. The Commission shall determine whether there exist within the Town of Bowling Green any areas which would be involved under the Civil Aeronautics Administration's Criteria for Determining Obstruction to Air Navigation. If there are, they shall be marked on a copy of a Zoning Map in the office of the Administrator. It shall be available to the public for examination.

(b) The Administrator shall prepare such height and other regulations governing the construction of buildings within such areas. They are to be consistent with the Civil Aeronautics Administration's recommendations. Following approval by the governing body, the Administrator shall enforce these regulations.

(c) Places of public assembly, such as schools, hospitals, apartment houses, theaters and assembly halls, shall not be erected or otherwise located in any area which would be classified as an "approach zone." This zone includes an area of 11,000 feet from the end of any runway.

**Section 3-182. Annexed area.**

Any area annexed by the Town of Bowling Green after the effective date of this article shall immediately upon the effective date of such annexation be automatically classified at an R-1 District until a zoning plan for said area has been adopted by the Town Council. The Planning Commission shall prepare and present a zoning plan of the annexed area, within six months, to the Town Council.

**Section 3-183. Public hearings.**

(a) No amendment may be made to this article, including amendments to the Zoning Map by the rezoning of any parcel or parcels of land, and no amendment shall be made to the Comprehensive Plan unless and until public hearings on the proposed amendment are held by the Planning Commission and the Town Council following notice as required by § 15.2-2204 of the Code of Virginia 1950, as amended. The Planning Commission and Town Council may hold a combined public hearing on any such proposed amendment.

(b) No application for a special use permit or changes in conditions on property conditionally zoned shall be granted by the Town Council unless and until the Town Council shall first hold a public hearing on such application following notice as required by § 15.2-2204 of said Code of Virginia. The Planning Commission may make recommendations on such applications and may appear as a party at any public hearing thereon but shall not conduct its own public hearing.

(c) No variance shall be granted or appeal decided by the Board of Zoning Appeals unless and until the Board of Zoning Appeals shall first hold a public hearing thereon following notice as required by § 15.2-2204 of said Code of Virginia. The Planning Commission may make recommendations and appear as a party at any public hearing thereon but shall not conduct its own public hearing.

**Division 16 Signs**

**Section 3-185. Area of sign.**

The area of a sign shall be construed to include all lettering, wording and accompanying designs and symbols, together with the background, whether open or enclosed, on which they are displayed, but



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

**AGENDA ITEM:** Bills - December 2021  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** Tracy Wright, [twright@townofbowlinggreen.com](mailto:twright@townofbowlinggreen.com)  
**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Invoices for items purchased and services rendered in December 2021

**ATTACHMENTS:**

Check Reports:

- 12/10/2021
- 12/17/2021
- 12/30/2021

**REQUESTED ACTION:**

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26645	18	A & M HOME CENTER	000	12/10/2021	81.63	.00
26646	944	ATLANTIC BROADBAND /	000	12/10/2021	212.18	.00
26647	1111	BKT UNIFORMS	000	12/10/2021	231.00	.00
26648	897	CINTAS CORPORATION	000	12/10/2021	33.93	.00
26649	14	CINTAS OF RICHMOND	000	12/10/2021	142.81	.00
26650	778	COMMONWEALTH ENGINEERING	000	12/10/2021	1,320.02	.00
26651	1017	CORE & MAIN	000	12/10/2021	194,290.54	.00
26652	1058	DIAMOND SPRINGS	000	12/10/2021	69.30	.00
26653	199	DICKINSON EQUIPMENT INC	000	12/10/2021	1,202.25	.00
26654	341	DOMINION CHEMICAL CO	000	12/10/2021	1,309.50	.00
26655	234	ENVIROCOMPLIANCE LAB INC	000	12/10/2021	1,375.00	.00
26656	234	ENVIROCOMPLIANCE LAB INC	000	12/10/2021	1,220.00	.00
26657	234	ENVIROCOMPLIANCE LAB INC	000	12/10/2021	675.00	.00
26658	151	FIRE SAFETY SYSTEMS INC	000	12/10/2021	469.42	.00
26659	28	G & G MILLFORD FARM SERV.	000	12/10/2021	168.82	.00
26660	237	GRAINGER	000	12/10/2021	141.96	.00
26661	1115	JUSTTECH	000	12/10/2021	141.96	.00
26662	909	OVERHEAD DOOR CO	000	12/10/2021	131.60	.00
26663	919	PRO SHRED SECURITY	000	12/10/2021	45.90	.00
26664	267	ROMA'S RESTAURANT	000	12/10/2021	62.51	.00
26665	1122	SHIFFLETT'S WASTE SERVICE	000	12/10/2021	5,812.50	.00
26666	918	STAPLES ADVANTAGE	000	12/10/2021	344.52	.00
26667	852	US POSTAL SERVICE	000	12/10/2021	130.00	.00
26668	291	USA BLUE BOOK	000	12/10/2021	278.22	.00
26669	19	VERIZON	000	12/10/2021	338.26	.00
26670	256	VERIZON WIRELESS	000	12/10/2021	1,186.55	.00
26671	44	VUPS	000	12/10/2021	19.95	.00
26672	12	WASTE MANAGEMENT	000	12/10/2021	4,006.77	.00
26673	1049	WEX BANK	000	12/10/2021	1,420.15	.00
26674	999999	WHITTAKER FRANCINE	000	12/10/2021	226.40	.00
26675	1114	XEROX FINANCIAL SERVICES	000	12/10/2021	123.22	.00
		CLASS TOTAL			216,338.83	.00
		ACH TOTAL			.00	
		CHECK TOTAL			216,338.83	
		EPY TOTAL			.00	
		FINAL TOTAL			216,338.83	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 216,338.83- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE \_\_\_\_\_

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

AF100 12/10/2021 TOWN OF BOWLING GREEN

A/P CHECK REGISTER

TIME-11:05:31

ActPd - 2021/12

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	B50017	12/10/2021		4100-043100-7110-	49.99	26645			PARKING LOT/STREET/SIDEWALK EQUIPMENT/SUPPLIES	M00907 TRASH CAN
0000000	000018		C61786	12/10/2021		4500-500100-6009-	6.18	26645			SMALL TOOLS	00907 STAPLES
0000000	000018		C62414	12/10/2021		4520-500100-6006-	3.79	26645			REPAIR/ MAINTENANCE	00907 WASHERS
0000000	000018		C63146	12/10/2021		4520-500100-6007-	21.67	26645				00907 PENETRANT, FOGGER
		DISC. TOTAL		81.63	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	81.63
0000000	000944	ATLANTIC BROADBAND /	2021-12	12/10/2021		4100-012410-5230-	129.09	26646			TELECOMMUNICATIONS	00907 TH
0000000	000944		2021-12	12/10/2021		4520-500100-5230-	83.09	26646			TELECOMMUNICATIONS	00907 WWTP
		DISC. TOTAL		212.18	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	212.18
0000000	001111	BKT UNIFORMS	84894	12/10/2021		4100-031100-6011-	231.00	26647			UNIFORMS	00907 UNIFORMS
		DISC. TOTAL		231.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	231.00
0000000	000897	CINTAS CORPORATION	8405432099	12/10/2021		4520-500100-6011-	33.93	26648			UNIFORMS/ SAFETY EQUIPMENT	00907 FIRST AID
		DISC. TOTAL		33.93	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	33.93
0000000	000014	CINTAS OF RICHMOND	1902612873	12/10/2021		4100-043100-6011-	47.60	26649			UNIFORMS/ SAFETY EQUIP	00907 UNIFORMS
0000000	000014		1902612873	12/10/2021		4500-500100-6011-	47.60	26649			UNIFORMS/SAFETY EQUIP	00907 UNIFORMS
0000000	000014		1902612873	12/10/2021		4520-500100-6011-	47.61	26649			UNIFORMS/ SAFETY EQUIPMENT	00907 UNIFORMS
		DISC. TOTAL		142.81	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	142.81
0000000	000778	COMMONWEALTH ENGINEERING	39389	12/10/2021		4520-500100-6007-	1,320.02	26650			REPAIR/ MAINTENANCE	00907 LIFT SEAL & GASKET
		DISC. TOTAL		1,320.02	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	1,320.02
0000000	001017	CORE & MAIN	REQUEST 3	12/10/2021		4500-500500-3500-	194,290.54	26651			2019 USDA SYSTEM UPGRADE	00907 METER PROJECT
		DISC. TOTAL		194,290.54	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	194,290.54
0000000	001058	DIAMOND SPRINGS	2021-11	12/10/2021		4100-043100-7200-	9.95	26652			TOWN HALL EXPENSES	00907 109 COURTHOUSE LN
0000000	001058		2021-11	12/10/2021		4100-043100-7200-	32.42	26652			TOWN HALL EXPENSES	00907 117 BUTLER
0000000	001058		2021-11	12/10/2021		4520-500100-5840-	26.93	26652			MISCELLANEOUS	00907 WWTP
		DISC. TOTAL		69.30	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	69.30
0000000	000199	DICKINSON EQUIPMENT INC	889608	12/10/2021		4100-043100-6009-	1,202.25	26653			EQUIPMENT/ SUPPLIES	00907 WHEEL MOTOR
		DISC. TOTAL		1,202.25	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	1,202.25
0000000	000341	DOMINION CHEMICAL CO	730000186	12/10/2021		4500-500100-6021-	309.50	26654			TESTING SUPPLIES/CHEMICALS	00907 SODIUM HYPOCHLORIT
		DISC. TOTAL		309.50	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	309.50
0000000	000234	ENVIROCOMPLIANCE LAB INC	RIAS8508	12/10/2021		4520-500100-3160-	115.00	26655			TESTING	00907 TESTING
0000000	000234		RIAS8536	12/10/2021		4520-500100-3160-	115.00	26655			TESTING	00907 TESTING
0000000	000234		RIAS8578	12/10/2021		4520-500100-3160-	115.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58662	12/10/2021		4520-500100-3160-	135.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58690	12/10/2021		4520-500100-3160-	115.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58733	12/10/2021		4520-500100-3160-	155.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58812	12/10/2021		4520-500100-3160-	115.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58835	12/10/2021		4520-500100-3160-	200.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58884	12/10/2021		4520-500100-3160-	155.00	26655			TESTING	00907 TESTING
0000000	000234		RIB58952	12/10/2021		4520-500100-3160-	115.00	26655			TESTING	00907 TESTING
		DISC. TOTAL		1,375.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	1,375.00
0000000	000234	ENVIROCOMPLIANCE LAB INC	RIB58976	12/10/2021		4520-500100-3160-	115.00	26656			TESTING	00907 TESTING



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
000000	000234		R1B59019	12/10/2021		4520-500100-3160-	155.00	26656		TESTING	00907 TESTING	
000000	000234		R1B59104	12/10/2021		4520-500100-3160-	115.00	26656		TESTING	00907 TESTING	
000000	000234		R1B59136	12/10/2021		4520-500100-3160-	115.00	26656		TESTING	00907 TESTING	
000000	000234		R1B59177	12/10/2021		4520-500100-3160-	155.00	26656		TESTING	00907 TESTING	
000000	000234		R1555068-1	12/10/2021		4520-500100-3160-	115.00	26656		TESTING	00907 TESTING	
000000	000234		R1555092-1	12/10/2021		4520-500100-3160-	115.00	26656		TESTING	00907 TESTING	
000000	000234		R1555137-1	12/10/2021		4520-500100-3160-	115.00	26656		TESTING	00907 TESTING	
000000	000234		R1555208-1	12/10/2021		4520-500100-3160-	105.00	26656		TESTING	00907 TESTING	
000000	000234		R1655223-1	12/10/2021		4520-500100-3160-	115.00	26656		TESTING	00907 TESTING	
DISC. TOTAL .00 CHECK TOTAL 1,220.00 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000234	ENVIROCOMPLIANCE LAB INC	R1655256-1	12/10/2021		4520-500100-3160-	175.00	26657		TESTING	00907 TESTING	
000000	000234		R1655366-1	12/10/2021		4520-500100-3160-	115.00	26657		TESTING	00907 TESTING	
000000	000234		R1655386-1	12/10/2021		4520-500100-3160-	115.00	26657		TESTING	00907 TESTING	
000000	000234		R1655425-1	12/10/2021		4520-500100-3160-	155.00	26657		TESTING	00907 TESTING	
000000	000234		R1655534-1	12/10/2021		4520-500100-3160-	115.00	26657		TESTING	00907 TESTING	
DISC. TOTAL .00 CHECK TOTAL 675.00 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000151	FIRE SAFETY SYSTEMS INC	65952	12/10/2021		4100-043100-6007-	261.92	26658		REPAIR/ MAINT TOWN BUILDINGS	00907 117 BUTLER	
000000	000151		65953	12/10/2021		4100-043100-6007-	207.50	26658		REPAIR/ MAINT TOWN BUILDINGS	00907 219 ANDERSON AVE	
DISC. TOTAL .00 CHECK TOTAL 469.42 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000028	G & G MILFORD FARM SERV.	192916	12/10/2021		4520-500100-6004-	59.99	26659		LAB SUPPLIES/CHEMICALS	00907 PLASTIC	
000000	000028		192934	12/10/2021		4520-500100-6004-	47.88	26659		LAB SUPPLIES/CHEMICALS	00907 LIME	
000000	000028		192946	12/10/2021		4100-043100-3311-	3.99	26659		VEHICLE MAINT	00907 AUTO BULB	
000000	000028		193187	12/10/2021		4500-500100-6006-	49.99	26659		HAND TOOLS	00907 TOGGLE SW. RATCHET	
000000	000028		193187	12/10/2021		4500-500100-6007-	6.97	26659		REPAIR/MAINTENANCE	00907 TOGGLE SW. RATCHET	
DISC. TOTAL .00 CHECK TOTAL 168.82 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000237	GRAINGER	9124898074	12/10/2021		4500-500100-6007-	5.21	26660		REPAIR/MAINTENANCE	00907 CLEANOUT PLUG	
000000	000237		9140467268	12/10/2021		4520-500100-6005-	116.63	26660		JANITORIAL SUPPLIES	00907 TRASH BAGS	
000000	000237		9143026434	12/10/2021		4500-500100-6007-	20.12	26660		REPAIR/MAINTENANCE	00907 CLEANOUT PLUG	
DISC. TOTAL .00 CHECK TOTAL 141.96 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	001115	JUSTTECH	76726	12/10/2021		4100-012410-3310-	268.92	26661		OFFICE EQUIPMENT	00907 2021-11	
DISC. TOTAL .00 CHECK TOTAL 268.92 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000909	OVERHEAD DOOR CO	186523	12/10/2021		4100-043100-6007-	131.60	26662		REPAIR/ MAINT TOWN BUILDINGS	00907 ROLLER CHAIN & LIN	
DISC. TOTAL .00 CHECK TOTAL 131.60 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000919	PRO SHRED SECURITY	42333	12/10/2021		4100-012110-3140-	45.90	26663		CONTRACTED SERVICES/SHREDDING	00907 2021-12	
DISC. TOTAL .00 CHECK TOTAL 45.90 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000267	ROMA'S RESTAURANT	2021-12	12/10/2021		4100-012110-2600-	62.51	26664		MAYOR EXPENSES	00907 DECEMBER TC DINNER	
DISC. TOTAL .00 CHECK TOTAL 62.51 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	001122	SHIFFLETT'S WASTE SERVICE	152297	12/10/2021		4100-043100-7130-	5,812.50	26665		REFUSE COLLECTION	00907 RESIDENTS	
DISC. TOTAL .00 CHECK TOTAL 5,812.50 ACH PMT TOTAL .00 CPA PMT TOTAL .00							.00			TOTAL		
000000	000918	STAPLES ADVANTAGE	734249081101	12/10/2021		4100-012410-6001-	142.99	26666		OFFICE SUPPLIES & PRINTING	00907 PAPER, CALENDARS20	
000000	000918		734249081111	12/10/2021		4100-012410-6001-	21.49	26666		OFFICE SUPPLIES & PRINTING	00907 GREEN HANGING FILE	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	BATCH INV. DESCRIPTION
0000000	000918		734349081102	12/10/2021		4100-012410-6001-	36.00	26666		00907 DESK CALENDARS
0000000	000918		734383266601	12/10/2021		4100-012410-5840-	47.27	26666		MISCELLANEOUS
0000000	000918		734383266601	12/10/2021		4100-012410-6001-	75.78	26666		00907 COFFECUPS, PAPER
0000000	000918		734383266602	12/10/2021		4100-012410-6001-	20.99	26666		00907 COFFECUPS, PAPER
							.00			00907 HANGING FOLDERS
										344.52
0000000	000852	US POSTAL SERVICE	20211210	12/10/2021		4100-012410-5210-	130.00	26667		00907 PO BOX RENT
							.00			130.00
0000000	000251	USA BLUE BOOK	798967	12/10/2021		4520-500100-6004-	278.22	26668		00907 DPDLA
							.00			278.22
0000000	000019	VERIZON	2021-12	12/10/2021		4500-500100-5230-	320.82	26669		00907 WELL #5
0000000	000019		2021-12	12/10/2021		4520-500100-5230-	17.44	26669		00907 18114 COOLIDGE LN
							.00			338.26
0000000	000256	VERIZON WIRELESS	9893238087	12/10/2021		4100-031100-5230-	174.44	26670		00907 PC
0000000	000256		9893238087	12/10/2021		4100-043100-5230-	59.82	26670		00907 PW
0000000	000256		9893238087	12/10/2021		4100-012110-5250-	68.28	26670		00907 TM
0000000	000256		9893238087	12/10/2021		4100-012110-2600-	68.28	26670		00907 MAYOR
0000000	000256		9893238087	12/10/2021		4500-500100-5230-	59.82	26670		00907 WATER
0000000	000256		9893238087	12/10/2021		4500-500100-5230-	348.05	26670		00907 METERS
0000000	000256		9893238087	12/10/2021		4520-500100-5230-	59.82	26670		00907 SEWER
0000000	000256		9893238087	12/10/2021		4520-500100-5230-	348.04	26670		00907 METERS
							.00			1,186.55
0000000	000044	VUPS	11210455	12/10/2021		4500-500100-5899-	19.95	26671		00907 TRANSMISSIONS
							.00			19.95
0000000	000012	WASTE MANAGEMENT	27495602819	12/10/2021		4520-500100-3320-	89.71	26672		00907 WTPP
0000000	000012		274980602818	12/10/2021		4100-043100-7130-	2,810.59	26672		00907 DUMPSTERS
0000000	000012		275066902816	12/10/2021		4520-500100-3180-	985.47	26672		00907 SLUDGE
0000000	000012		275121202814	12/10/2021		4500-500100-6007-	121.00	26672		00907 20 YD CONT
							.00			4,006.77
0000000	001049	WEX BANK	76528079	12/10/2021		4100-031100-6008-	367.57	26673		00907 PC
0000000	001049		76528079	12/10/2021		4100-043100-6008-	350.86	26673		00907 PW
0000000	001049		76528079	12/10/2021		4500-500100-6008-	350.86	26673		00907 WATER
0000000	001049		76528079	12/10/2021		4520-500100-6008-	350.86	26673		00907 SEWER
							.00			1,420.15
0000000	999999	WHITTAKER FRANCINE	20211210	12/10/2021		4400-071200-1210-	226.40	26674		00907 TROPHIES FOR HF
							.00			226.40
0000000	001114	XEROX FINANCIAL SERVICES	2935693	12/10/2021		4100-012410-3310-	123.22	26675		00907 2021-11 LEASE
							.00			123.22
0000000	001049						.00			216,338.83
							.00			216,338.83

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26682	988	BALLEW DALE	000	12/17/2021	300.00	.00
26683	554	CAROLINE COUNTY TREASURER	000	12/17/2021	259.27	.00
26684	536	CAS SEVERN	000	12/17/2021	56.50	.00
26685	10	DOMINION VIRGINIA POWER	000	12/17/2021	5,875.70	.00
26686	999999	ENGLISH CHERYL	000	12/17/2021	150.00	.00
26687	571	HACH COMPANY	000	12/17/2021	3,420.04	.00
26688	999999	KIMBREW KAYLA	000	12/17/2021	150.00	.00
26689	1030	RED WING SHOES	000	12/17/2021	722.46	.00
26690	1138	RETHINK MAIN STREET	000	12/17/2021	2,000.00	.00
26691	1089	SNAP-ON TOOLS	000	12/17/2021	1,784.90	.00
26692	653	STEMMLE PLUMBING REPAIR	000	12/17/2021	1,045.00	.00
26693	700	TREASURER OF VIRGINIA	000	12/17/2021	1,49.00	.00
		CLASS TOTAL			15,812.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			15,812.87	
		EPY TOTAL			.00	
		FINAL TOTAL			15,812.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 15,812.87- 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 PMT	ACH TOTAL	DISC. TOTAL	BATCH INV. DESCRIPTION
0000000	000988	BALLEW DALE	20211217	12/17/2021		4400-071200-1250-	300.00	26682	300.00	300.00	.00	00909 SANTA CHRISTMAS PA 300.00
0000000	000554	CAROLINE COUNTY TREASURER	20211217	12/17/2021		4100-012410-5840-	259.27	26683	259.27	259.27	.00	00909 CC TAXES # 138295 259.27
0000000	000536	CAS SEVERN	439777	12/17/2021		4100-012110-5830-	56.50	26684	56.50	56.50	.00	00909 PRINTER ISSUES 56.50
0000000	000010	DOMINION VIRGINIA POWER	2021-11	12/17/2021		4100-043100-7200-	415.17	26685	415.17	415.17	.00	00909 TH 00909 109 COURTHOUSE LN 00909 BUT & CHASE ST LIG 00909 MAIN ST LIGHTS 00909 PC 00909 BUT CHASE WTR TWR 00909 BUTLER GRND TNK 00909 WELLS #5 00909 WWP 00909 LACY PMP STAT 00909 SCHOOL RD PMP STAT 00909 ROGERS CLK PMP STA 00909 CHASE ST PMP STAT 5,875.70
0000000	999999	ENGLISH CHERYL	THDR 2021-11-27	12/17/2021		100-000200-3500-	150.00	26686	150.00	150.00	.00	00909 THDR 2021-11-27 150.00
0000000	000571	HACH COMPANY	12703373	12/17/2021		4520-500100-6004-	1,710.02	26687	1,710.02	1,710.02	.00	00909 TSS PORTABLE 00909 TSS PORTABLE 3,420.04
0000000	999999	KIMBREW KAYLA	THDR 2021-12-18	12/17/2021		100-000200-3500-	150.00	26688	150.00	150.00	.00	00909 CANCELLED COVID 150.00
0000000	001030	RED WING SHOES	655185903	12/17/2021		4520-500100-6011-	161.49	26689	161.49	161.49	.00	00909 ALLEN'S BOOTS 00909 BOOTS KENDRICK 00909 SHAWN BOOTS 00909 JUSTIN'S BOOTS 722.46
0000000	001138	RETHINK MAIN STREET	21014	12/17/2021		4320-032100-0100-	2,000.00	26690	2,000.00	2,000.00	.00	00909 MARKETING MEDIA KI 2,000.00
0000000	001089	SNAP-ON TOOLS	120821131910	12/17/2021		4100-043100-3311-	65.65	26691	65.65	65.65	.00	00909 BATTERY & VACUUM 00909 BATTERY & VACUUM 00909 BATTERY & VACUUM 00909 BATTERY & VACUUM 00909 BATTERY & VACUUM 1,784.90
0000000	000653	STEMMLE PLUMBING REPAIR	192420	12/17/2021		4520-500100-6007-	1,045.00	26692	1,045.00	1,045.00	.00	00909 WWP 1,045.00

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	CHECK NO.	ACH ACH	NET AMOUNT	CHECK NO.	ACH ACH	NET AMOUNT	BATCH INV. DESCRIPTION
0000000	TREASURER OF VIRGINIA	348761	12/17/2021		4100-031100-3312-	26693		49.00			49.00	
	DISC. TOTAL		49.00		.00 CPA PMT TOTAL			.00 EPY PMT TOTAL			.00	
	CHECK TOTAL		15,812.87		.00 CPA PMT TOTAL			.00 EPY PMT TOTAL			.00	00909 TUNING FORK CALIBR
	CHECK TOTAL		15,812.87		.00 CPA PMT TOTAL			.00 EPY PMT TOTAL			.00	49.00
	CHECK TOTAL		15,812.87		.00 CPA PMT TOTAL			.00 EPY PMT TOTAL			.00	15,812.87
	CHECK TOTAL		15,812.87		.00 CPA PMT TOTAL			.00 EPY PMT TOTAL			.00	15,812.87

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

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26694	944 ATLANTIC BROADBAND /	000	12/30/2021	212.18	.00
26695	1140 BENDEAK	000	12/30/2021	4,970.00	.00
26696	600 BENNETT DEBORAH T	000	12/30/2021	70.00	.00
26697	1094 BMW CLEANING SERVICES	000	12/30/2021	1,025.00	.00
26698	429 CAROLINE COUNTY SHERIFF'S	000	12/30/2021	414.00	.00
26699	897 CINTAS CORPORATION	000	12/30/2021	54.01	.00
26700	778 COMMONWEALTH ENGINEERING	000	12/30/2021	1,122.84	.00
26701	1058 DIAMOND SPRINGS	000	12/30/2021	46.83	.00
26702	234 ENVIROCOMPLIANCE LAB INC	000	12/30/2021	1,175.00	.00
26703	237 GRAINGER	000	12/30/2021	1,546.83	.00
26704	1137 INFRASTRUCTURE SOLUTIONS	000	12/30/2021	8,509.00	.00
26705	898 JAMES MARY	000	12/30/2021	140.00	.00
26706	546 JOHNSON'S EXTERMINATING	000	12/30/2021	625.00	.00
26707	1139 KEYSTONE INFORMATION SYST	000	12/30/2021	33,296.00	.00
26708	743 LOCAL SERVICES	000	12/30/2021	135.00	.00
26709	48 MID-ATLANTIC LAB	000	12/30/2021	60.00	.00
26710	1141 MOREOW ERIC	000	12/30/2021	7,500.00	.00
26711	11 RAPPANNOCK ELEC COOP	000	12/30/2021	518.01	.00
26712	918 STAPLES ADVANTAGE	000	12/30/2021	865.03	.00
26713	859 SUNBELT RENTALS INC	000	12/30/2021	1,277.45	.00
26714	19 VERIZON	000	12/30/2021	338.26	.00
26715	256 VERIZON WIRELESS	000	12/30/2021	555.75	.00
26716	12 WASTE MANAGEMENT	000	12/30/2021	668.07	.00
26717	1114 XEROX FINANCIAL SERVICES	000	12/30/2021	123.22	.00
	CLASS TOTAL			65,247.48	.00
	ACH TOTAL			.00	
	CHECK TOTAL			65,247.48	
	EPY TOTAL			.00	
	FINAL TOTAL			65,247.48	.00

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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	BATCH INV. DESCRIPTION
0000000	000944	ATLANTIC BROADBAND /	2022-01	12/30/2021		4100-012410-5230-	129.09	26694		TELECOMMUNICATIONS
0000000	000944		2022-01	12/30/2021		4520-500100-5230-	83.09	26694		TELECOMMUNICATIONS
		DISC. TOTAL					.00			
							212.18			TOTAL
0000000	001140	BENDPAK	591224	12/30/2021		4100-043100-3311-	500.00	26695		VEHICLE MAINT
0000000	001140		591224	12/30/2021		4500-500100-3311-	500.00	26695		VEHICLE MAINTENANCE
0000000	001140		591224	12/30/2021		4500-500100-6009-	500.00	26695		EQUIPMENT/SUPPLIES
0000000	001140		591224	12/30/2021		4500-500100-6007-	1,235.00	26695		REPAIR/MAINTENANCE
0000000	001140		591224	12/30/2021		4520-500100-3311-	500.00	26695		VEHICLE MAINTENANCE
0000000	001140		591224	12/30/2021		4520-500100-6030-	500.00	26695		PLANT & LAB SUPPLIES/CHEMICAL
0000000	001140		591224	12/30/2021		4520-500100-6007-	1,235.00	26695		REPAIR/ MAINTENANCE
		DISC. TOTAL					.00			
							4,970.00			TOTAL
0000000	000600	BENNETT DEBORAH T	2021-12	12/30/2021		4400-071200-1310-	70.00	26696		TOWN HALL ACTIVITIES
		DISC. TOTAL					.00			
							70.00			TOTAL
0000000	001094	BMW CLEANING SERVICES	0000013	12/30/2021		4100-043100-7200-	525.00	26697		TOWN HALL EXPENSES
0000000	001094		0000014	12/30/2021		4100-043100-7200-	500.00	26697		TOWN HALL EXPENSES
		DISC. TOTAL					.00			
							1,025.00			TOTAL
0000000	000429	CAROLINE COUNTY SHERIFF'S 21-069		12/30/2021		4400-071200-1250-	414.00	26698		PARADE/HOLIDAY EVENTS
		DISC. TOTAL					.00			
							414.00			TOTAL
0000000	000897	CINTAS CORPORATION	8405473916	12/30/2021		4520-500100-6011-	54.01	26699		UNIFORMS/ SAFETY EQUIPMENT
		DISC. TOTAL					.00			
							54.01			TOTAL
0000000	000778	COMMONWEALTH ENGINEERING 39505		12/30/2021		4520-500100-6007-	1,122.84	26700		REPAIR/ MAINTENANCE
		DISC. TOTAL					.00			
							1,122.84			TOTAL
0000000	001058	DIAMOND SPRINGS	2021-12	12/30/2021		4100-043100-7200-	9.95	26701		TOWN HALL EXPENSES
0000000	001058		2021-12	12/30/2021		4100-043100-7200-	17.44	26701		TOWN HALL EXPENSES
0000000	001058		2021-12	12/30/2021		4520-500100-5840-	19.44	26701		MISCELLANEOUS
		DISC. TOTAL					.00			
							46.83			TOTAL
0000000	000234	ENVIROCOMPLIANCE LAB INC	R1B59224	12/30/2021		4520-500100-3160-	115.00	26702		TESTING
0000000	000234		R1B59250	12/30/2021		4520-500100-3160-	115.00	26702		TESTING
0000000	000234		R1C59284	12/30/2021		4520-500100-3160-	155.00	26702		TESTING
0000000	000234		R1C59372	12/30/2021		4520-500100-3160-	115.00	26702		TESTING
0000000	000234		R1C59405	12/30/2021		4520-500100-3160-	115.00	26702		TESTING
0000000	000234		R1C59451	12/30/2021		4520-500100-3160-	155.00	26702		TESTING
0000000	000234		R1C59548	12/30/2021		4520-500100-3160-	115.00	26702		TESTING
0000000	000234		R1C59572	12/30/2021		4520-500100-3160-	135.00	26702		TESTING
0000000	000234		R1C59613	12/30/2021		4520-500100-3160-	155.00	26702		TESTING
		DISC. TOTAL					.00			
							1,175.00			TOTAL
0000000	000237	GRAINGER	9159172288	12/30/2021		4100-043100-7200-	1,494.90	26703		TOWN HALL EXPENSES
0000000	000237		9162035514	12/30/2021		4500-500100-6005-	51.93	26703		JANITORIAL SUPPLIES
		DISC. TOTAL					.00			
							1,546.83			TOTAL
0000000	001137	INFRASTRUCTURE SOLUTIONS 20211214WA		12/30/2021		4520-500100-8300-	8,509.00	26704		INFRASTRUCTURE/AVAILABILITY F00910 PLUS PUSH CAMERA
		DISC. TOTAL					.00			
							8,509.00			TOTAL

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	BATCH INV. DESCRIPTION
0000000	000898	JAMES MARY	2021-12	12/30/2021		4400-071200-1310-	140.00	26705			TOWN HALL ACTIVITIES
							.00	REFY			00910 HAPPY YOGA
											140.00
0000000	000546	JOHNSON'S EXTERMINATING	2021-12	12/30/2021		4100-031100-3320-	50.00	26706			PROFESSIONAL SERVICES
							75.00	26706			00910 PLAY GROUND
							65.00	26706			00910 TH
							10.00	26706			00910 109 COURTHOUSE LN
							425.00	26706			00910 PW
							.00	REFY			625.00
0000000	001139	KEYSTONE INFORMATION SYST	208223	12/30/2021		4100-012110-5830-	33,296.00	26707			COVID-19 EXPENSES
							.00	REFY			00910 30 CONTRACT PRICE
											33,296.00
0000000	000743	LOCAL SERVICES	172267	12/30/2021		4100-012110-6021-	135.00	26708			PUBLIC RELATIONS
							.00	REFY			00910 PLAYGROUND
											135.00
0000000	000048	MID-ATLANTIC LAB	16406	12/30/2021		4500-500100-6022-	60.00	26709			WATER TESTING
							.00	REFY			00910 24 HR TEST
											60.00
0000000	001141	MORROW ERIC	233	12/30/2021		4100-012110-5830-	7,500.00	26710			COVID-19 EXPENSES
							.00	REFY			00910 DATA TRANS KEYSTON
											7,500.00
0000000	000011	RAPPAHANNOCK ELEC COOP	2021-11	12/30/2021		4100-043100-5110-	51.35	26711			ELECTRICITY-STREETLIGHTS
							300.14	26711			00910 TRANS POLE TOP HIL
							22.05	26711			00910 WELL #4
							93.34	26711			00910 RT 2 TOWER LIGHT
							23.28	26711			00910 LANEWOOD PMP STAT
							27.85	26711			00910 CEDAR LANE WAREHOU
							.00	REFY			00910 OAKRIDGE PMP STAT
											518.01
0000000	000918	STAPLES ADVANTAGE	734383266611	12/30/2021		4100-012110-6001-	20.99-	26712			OFFICE/MEETING SUPPLIES & PRI00910 HANGING FOLDERS RE
							20.68	26712			00910 BROTHER INK CART
							20.68	26712			00910 BROTHER INK CART
							20.68	26712			00910 BROTHER INK CART
							150.97	26712			00910 BROTHER INK CART
							17.49	26712			00910 BROTHER INK CART
							420.16	26712			00910 COPIER & 3 HOLE PA
							187.91	26712			00910 MAGNIFIER GLASS
							47.45	26712			00910 LEXMARK TONER & IM
							.00	REFY			00910 TR BAGS, T PAPER
											865.03
0000000	000859	SUNBELT RENTALS INC	1207533590001	12/30/2021		4400-071200-1250-	1,277.45	26713			PARADE/HOLIDAY EVENTS
							.00	REFY			00910 LIGHTS FOR PARADE
											1,277.45
0000000	000019	VERIZON	2022-01	12/30/2021		4500-500100-5230-	320.82	26714			TELECOMMUNICATIONS
							17.44	26714			00910 WELL #5
							.00	REFY			00910 18114 COOLIDGE LAN
											338.26
0000000	000256	VERIZON WIRELESS	9895474595	12/30/2021		4100-031100-5230-	174.44	26715			TELECOMMUNICATIONS
							59.82	26715			00910 PC
							68.28	26715			00910 PW
											00910 TM



P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	NET AMOUNT	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000256		9895474595	12/30/2021		4100-012110-2600-	68.28	26715	555.75	68.28	MAYOR EXPENSES	00910 MAYOR
0000000	000256		9895474595	12/30/2021		4500-500100-5230-	59.82	26715		59.82	TELECOMMUNICATIONS	00910 WATER
0000000	000256		9895474595	12/30/2021		4500-500100-5230-	32.64	26715		32.64	TELECOMMUNICATIONS	00910 METERS
0000000	000256		9895474595	12/30/2021		4520-500100-5230-	59.82	26715		59.82	TELECOMMUNICATIONS	00910 SEWER
0000000	000256		9895474595	12/30/2021		4520-500100-5230-	32.65	26715		32.65	TELECOMMUNICATIONS	00910 METERS
		DISC. TOTAL					.00			.00		555.75
		CHECK TOTAL										TOTAL
0000000	000012	WASTE MANAGEMENT	275167102811	12/30/2021		4520-500100-3180-	668.07	26716		668.07	SLUDGE REMOVAL	00910 SLUDGE
		DISC. TOTAL					.00			.00		668.07
		CHECK TOTAL										TOTAL
0000000	001114	XEROX FINANCIAL SERVICES	2988189	12/30/2021		4100-012410-3310-	123.22	26717		123.22	OFFICE EQUIPMENT	00910 LEASE
		DISC. TOTAL					.00			.00		123.22
		CHECK TOTAL										TOTAL
		CHECK TOTAL										TOTAL
		CHECK TOTAL										TOTAL
		CHECK TOTAL										TOTAL
		CHECK TOTAL										TOTAL

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DATE \_\_\_\_\_

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



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

**AGENDA ITEM:** Minutes – November 04, 2021 Town Council Work Session

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Tracy Wright, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Minutes transcribed from the November 04, 2021 Town Council Work Session

**ATTACHMENTS:**

Minutes from the November 04, 2021 Town Council Work Session

**REQUESTED ACTION:**

Approve Minutes.

**TOWN OF BOWLING GREEN  
TOWN COUNCIL WORK SESSION**

**MINUTES**

**Thursday, November 04, 2021  
5:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor opened the work session at 5:03 P.M. and established a quorum was present

**PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member Jean Davis  
Council Member Tammie Gaines  
Council Member Deborah Howard  
Council Member Jerry Covington  
Council Member Jeff Voit  
Council Member Arthur Wholey

**BUSINESS:**

**Town Hall Rental Rates:**

Town Manager Allyson Finchum opened the work session presenting proposed rate changes for Town Hall Rental Rates. The Town Manager was asked by Council at the October 7, 2021 Town Council Meeting to revise the rates and return to council the updated information discussed at said meeting. The updated rental rates were provided to Council. A request was made by Town Manager, Allyson Finchum for Council to review the rate changes and make a motion to authorize a public hearing for amendment of the rental rates for the Town Hall at the November 05, 2021 Town Council Meeting.

**ARPA Fund Projects:**

Town Manager, Allyson Finchum presented several projects for consideration for Council's review for the ARPA Funds Project. Council discussed the information provided and would review requests for future consideration. Requested action from the Town Manager is a monthly review of the projects when requests are presented for consideration.

**ADJOURNMENT**

The work session was closed by Mayor Gaines at 6:48 p.m.



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

**AGENDA ITEM:** Minutes – November 04, 2021 Town Council Meeting

**ITEM TYPE:** Consent Agenda

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Tracy Wright, [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**  
Minutes transcribed from the November 04, 2021 Town Council Meeting

**ATTACHMENTS:**  
Minutes from the November 04, 2021 Town Council Meeting

**REQUESTED ACTION:**  
Approve Minutes.

**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**MINUTES**

**Thursday, November 04, 2021  
7:00 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

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

The Pledge of Allegiance was recited.

**PRESENT:**

Mayor Mark Gaines  
Vice-Mayor Valarie Coyle  
Council Member Jean Davis  
Council Member Tammie Gaines  
Council Member Deborah Howard  
Council Member Jerry Covington  
Council Member Jeff Voit  
Council Member Arthur Wholey

**PUBLIC COMMENTS:**

**Tina Gambill, 122 Lakewood Road** - Addressed Council with concerns regarding a safety issue with the sidewalk on main street in front of Snip & Trim Hair Studio. Mrs. Gambill expressed her concerns multiple times with staff and is concerned why no action was taken. The Town Attorney, Andrea Erard noted she was sure the issue had been addressed by staff but stated the sidewalks are not the property of the town. Sidewalks are controlled by VDOT and suggested that citizens contact VDOT directly to expedite repair of these issues.

**Marialuz Moreno Badia, 200 S. Main St.**- Addressed Council with a Thank you for the opportunity of considering partnering with them, Caroline County Public Schools, Rappahannock Electric Coop, and the Caroline County Educational Foundation on the proposed Old Mansion Tree Illumination. Marialuz continued her presentation speaking about the opportunities and how partnering with the Town of Bowling Green has benefited the business and the citizens of this beloved town. She hopes the relationship continues to grow and invited Council to attend a revised plan set forth for the Illumination at the Old Mansion for 2021 by joining them at the parade where a float will be representing the future event.

**Kimberly Young, 9820 Gunston Hall Rd, Fredericksburg, VA- Employee of Caroline County Public Schools** - Ms.Young shared with Council how the vision for the Illumination for the Old Mansion would move forward for the 2021 Holiday Season with the support from Caroline County Public Schools and the above stated sponsors. The students of Caroline County and volunteers would participate in the Town of Bowling Green's Festival of Lights Parade, at the conclusion of the parade the ornaments will be transferred to the Old Mansion and displayed on a cedar tree there for all to enjoy December 13, 2021 - January 03, 2022.

**MEMBER COMMENTS:**

**Council Member Howard:** Would like to support the Old Mansion and the Caroline County School System with the Old Mansion Illumination and asked how the Council could help with this project next year. Marialuz Badia and Kimberly Young asked that Council support this program by partnering with them next year to make this a town supported event.

**Council Member Voit:** Thanked the ladies for speaking on the Old Mansion Illumination and also commended them for the changes made to make the event happen this year with the float in the parade. Council Member Voit also stated it would be beneficial for citizens to reach out directly to VDOT regarding the sidewalk issues brought to Council by Tina Gambill.

**Council Member Davis:** Thanked staff, the Chief of Police, and Town Manager for their efforts in helping with the Harvest Festival and citizens during the unexpected rain/storm.

**STAFF REPORTS & PRESENTATIONS:**

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for October 2021

Police Departments Monthly Report for October 2021

Community & Economic Dev.; Council Monthly Report for October 2021

Town Clerk/Treasurer Council Monthly Report for October 2021

Town Manager Monthly Report for October 2021

**CONSENT AGENDA:**

The following items were presented for approval:

Minutes – October 7, 2021 Town Council Work Session

Bills - October 2021(attached to these minutes).

Motion made by Council Member T. Gaines, Seconded by Council Member Voit to accept the Consent Agenda as presented.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

**UNFINISHED BUSINESS:**

**Town Hall Rental Rates**

A request was made by the Town Manager, Allyson Finchum to move Town Hall Rental Rates to a work session on December 02, 2021 to allow for discussion regarding the rate of pay for police protection during events scheduled at the Town Hall.

Motion made by Council Member Davis, Seconded by Council Member Voit to move the discussion of the Town Hall Rental Rates for police protection for Town Hall events to a work session prior to the Town Council Meeting scheduled for December 02, 2021 at 5:00p.m.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Motion passed.

**NEW BUSINESS:**

**ARPA Fund Projects**

Town Manager, Allyson Finchum requested Council to postpone a decision on the ARPA Funds until staff can research grants for the projects to include Public Works request for a new well and the Economic Development Authority (EDA) request for 20% of the ARPA funds.

No motion made.

**COMMITTEE REPORTS:**

**Council Member Voit:** Utilities, Streets, Sidwalks, Building and Grounds Committee met. Discussed current projects, leaf pickup and received report from Public Works Director, Josh Irby everything was running well.

**Council Member T. Gaines:** commented that the cycling route on West Broaddus Avenue was fixed by VDOT, she hoped the citizens were happy to see that accomplished.

**Council Member Wholey:** No comments on committee report but did inform Council the county will be receiving a new fire truck in 2022.

**ADJOURNMENT:**

Motion made by Council Member Davis, Seconded by Council Member Wholey to adjourn.

Voting Yea: Vice-Mayor Coyle, Council Member Davis, Council Member Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey.

Meeting adjourned at 8:01p.m.

Motion passed.

AP100B 10/08/2021 TOWN OF BOWLING GREEN A/P CHECK REGISTER  
 TIME-10:26:23 Check Date - 10/08/2021

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26486	944 ATLANTIC BROADBAND /	000	10/08/2021	203.04	.00
26487	477 BEAZLEY A W	000	10/08/2021	600.00	.00
26488	1128 BEVERLY FLOYD	000	10/08/2021	900.00	.00
26489	621 CAROLINE COUNTY	000	10/08/2021	500.00	.00
26490	1070 CAROLINE HIGH SCHOOL FFA	000	10/08/2021	500.00	.00
26491	865 CASH	000	10/08/2021	1,100.00	.00
26492	897 CINTAS CORPORATION	000	10/08/2021	14.15	.00
26493	14 CINTAS OF RICHMOND	000	10/08/2021	830.43	.00
26494	550 COLEMAN WICK	000	10/08/2021	100.00	.00
26495	679 DAVID L BROOKS HAULING &	000	10/08/2021	6,950.00	.00
26496	341 DOMINION CHEMICAL CO	000	10/08/2021	6,395.50	.00
26497	161 EI TECHNICAL SERVICES	000	10/08/2021	266.00	.00
26498	805 FRENCH BILL	000	10/08/2021	500.00	.00
26499	237 GRAINGER	000	10/08/2021	179.79	.00
26500	1127 GRAY SHAD	000	10/08/2021	500.00	.00
26501	898 JAMES MARY	000	10/08/2021	175.00	.00
26502	1115 JUSTTECH	000	10/08/2021	176.63	.00
26503	416 MAIN STAGE PRODUCTIONS	000	10/08/2021	2,400.00	.00
26504	1129 MOUNTAIN HIGHWAY, LLC	000	10/08/2021	1,500.00	.00
26505	593 NEAL CHAD	000	10/08/2021	500.00	.00
26506	256 VERIZON WIRELESS	000	10/08/2021	537.71	.00
26507	44 VUPS	000	10/08/2021	63.00	.00
26508	12 WASTE MANAGEMENT	000	10/08/2021	2,650.30	.00
26509	1049 WEX BANK	000	10/08/2021	1,195.37	.00
	CLASS TOTAL			22,736.92	.00
	ACH TOTAL			.00	
	CHECK TOTAL			22,736.92	
	EPY TOTAL			.00	
	FINAL TOTAL			22,736.92	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 22,736.92- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



A/P CHECK REGISTER  
Check Date - 10/15/2021

AP100B 10/15/2021 TOWN OF BOWLING GREEN  
TIME- 7:50:13

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26510	18	A & M HOME CENTER	000	10/15/2021	53.61	.00
26511	536	CAS SEVERN	000	10/15/2021	4,089.33	.00
26512	617	CROWN TROPHY #103	000	10/15/2021	909.45	.00
26513	10	DOMINION VIRGINIA POWER	000	10/15/2021	5,380.74	.00
26514	478	FRONT PORCH	000	10/15/2021	900.00	.00
26515	28	G & G MILFORD FARM SERV.	000	10/15/2021	329.40	.00
26516	237	GRAINGER	000	10/15/2021	78.39	.00
26517	1130	HARVEY SANSBERRY	000	10/15/2021	300.00	.00
26518	514	K L LANGFORD EXCAVATING	000	10/15/2021	1,255.00	.00
26519	743	LOCAL SERVICES	000	10/15/2021	135.00	.00
26520	99999	RAPPAHANNOCK ELECTRIC COO	000	10/15/2021	150.00	.00
26521	1122	SHIFFLETT'S WASTE SERVICE	000	10/15/2021	5,812.50	.00
26522	1089	SNAP-ON TOOLS	000	10/15/2021	830.95	.00
26523	148	THE FREE LANCE STAR	000	10/15/2021	545.40	.00
26524	1038	VA EAGLE DISTRIBUTING	000	10/15/2021	896.02	.00
26525	12	WASTE MANAGEMENT	000	10/15/2021	997.04	.00
26526	902	WBQB/WFVA RADIO	000	10/15/2021	209.00	.00
		CLASS TOTAL			22,871.83	.00
		ACH TOTAL			.00	
		CHECK TOTAL			22,871.83	
		EPY TOTAL			.00	
		FINAL TOTAL			22,871.83	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 22,871.83- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

TOWN MANAGER

AP100B 10/16/2021 TOWN OF BOWLING GREEN

A/P CHECK REGISTER  
Check Date - 10/16/2021

TIME- 8:29:16

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26527	1061	PETERSON MARK	000	10/16/2021	600.00	.00
		CLASS TOTAL			600.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			600.00	
		EPY TOTAL			.00	
		FINAL TOTAL			600.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 600.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26534	1111 BKT UNIFORMS	000	10/22/2021	797.98	.00
26535	237 GRAINGER	000	10/22/2021	721.98	.00
26536	514 K L LANGFORD EXCAVATING	000	10/22/2021	1,470.00	.00
26537	743 LOCAL SERVICES	000	10/22/2021	1,560.00	.00
26538	1021 MUNICIPAL CODE CORP	000	10/22/2021	1,715.00	.00
26539	919 PRO SHRED SECURITY	000	10/22/2021	45.00	.00
26540	11 RAPPAHANNOCK ELEC COOP	000	10/22/2021	440.24	.00
26541	1002 VACORP	000	10/22/2021	353.31	.00
26542	1131 W.V. DELOACH HOME IMPROVE	000	10/22/2021	1,550.00	.00
	CLASS TOTAL			8,653.51	.00

ACH TOTAL .00  
 CHECK TOTAL 8,653.51  
 EPY TOTAL .00  
 FINAL TOTAL 8,653.51

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,653.51- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26543	1063	ALACRITI PAYMENTS, LLC	000	10/29/2021	134.88	.00
26544	600	BENNETT DEBORAH T	000	10/29/2021	175.00	.00
26545	1094	BMW CLEANING SERVICES	000	10/29/2021	875.00	.00
26546	429	CAROLINE COUNTY SHERIFF'S	000	10/29/2021	1,978.00	.00
26547	1017	CORE & MAIN	000	10/29/2021	4,869.69	.00
26548	1058	DIAMOND SPRINGS	000	10/29/2021	105.26	.00
26549	234	ENVIROCOMPLIANCE LAB INC	000	10/29/2021	1,335.00	.00
26550	234	ENVIROCOMPLIANCE LAB INC	000	10/29/2021	655.00	.00
26551	648	ERARD ANDREA G	000	10/29/2021	6,000.00	.00
26552	237	GRAINGER	000	10/29/2021	1,581.48	.00
26553	898	JAMES MARY	000	10/29/2021	140.00	.00
26554	546	JOHNSON'S EXTERMINATING	000	10/29/2021	625.00	.00
26555	514	K L LANGFORD EXCAVATING	000	10/29/2021	1,570.00	.00
26556	48	MID-ATLANTIC LAB	000	10/29/2021	440.00	.00
26557	816	POLLARDWATER.COM	000	10/29/2021	70.50	.00
26558	1089	SNAP-ON TOOLS	000	10/29/2021	267.75	.00
26559	653	STEMMLE PLUMBING REPAIR	000	10/29/2021	1,190.00	.00
26560	12	WASTE MANAGEMENT	000	10/29/2021	776.06	.00
		CLASS TOTAL			22,788.62	.00
		ACH TOTAL			.00	
		CHECK TOTAL			22,788.62	
		EPY TOTAL			.00	
		FINAL TOTAL			22,788.62	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 22,788.62- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



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

**AGENDA ITEM:** Request to Amend Charter to Prohibit Married Couples from Serving on Town Council at the Same Time

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, townmanager@townofbowlinggreen.com

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Citizens have stated concern that it appears improper for a married couple to both serve on the Bowling Green Town Council. Neither state law nor the Charter prohibit married persons from serving on Town Council at the same time. An amendment to the Charter or state law would be required in order to prohibit married persons from serving on Town Council at the same time.

**ATTACHMENTS:**

Resolution

**REQUESTED ACTION:**

Approve resolution to prepare an amendment of the Town Charter.



Resolution

WHEREAS many citizens have stated that it appears improper that a married couple can both serve on the Bowling Green Town Council; and

WHEREAS neither state law nor the Charter prohibit married persons from serving on Town Council at the same time; and

WHEREAS an amendment to the Charter or state law would be required in order to prohibit married persons from serving on Town Council at the same time.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its meeting on January 6, 2022 that a request to amend the Town Charter so as to prohibit married persons from serving on Town Council at the same time shall be made to the 2023 Virginia General Assembly.

ATTEST:

\_\_\_\_\_  
Clerk of the Council

\_\_\_\_\_  
Hon. Mark A. Gaines, Mayor



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

**AGENDA ITEM:** Employee Health Insurance 3/1/22 – 2/28/23

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, townmanager@townofbowlinggreen.com

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

The new year for employee health (medical) and dental benefits begins March 1, 2022. Expenses will increase from the current year by 22% due to significant costs in the current year from claims of employees in the group plan.

The Executive Summary provided to the Board of Supervisors outlining the plan contains detailed information on the County employee's benefits. The Caroline County Board of Supervisors has chosen Option 1 for their employee benefit (see table below). The Town Council must approve the employee benefit provided to each Town employee.

To remain competitive with County benefits, the Town Council would similarly choose Option 1 and cover 75% of the cost increase with employees covering the remaining 25%.

Assuming there is no change to current enrollment status and the Town follows the option adopted by Caroline County the estimated total yearly cost increase to be covered by the Town is \$11,489.85 for medical insurance (there is no increase from the previous year in dental rates). Once open enrollment has closed the final impact to the current FY22 budget can be calculated.

Unlike the County, the Town has an additional benefit of \$6360.00 per year for employees who do not opt to receive medical insurance from the Town. The Town policy for this benefit is currently a fixed number and does not increase due to the rising health insurance benefits.

**Caroline County Employee Health Insurance Benefit - Healthkeepers**

<b>Coverage Tier (Keycare)</b>	<b>Current Monthly Cost</b>	<b>New Monthly Cost</b>	<b>Total Monthly Increase to employee</b>
Employee Only	\$45.36	\$69.42	\$24.06
Employee + Spouse	\$175.06	\$238.61	\$63.55
Employee + 1 Child	\$143.70	197.47	\$53.77
Employee + Family	\$412.24	\$538.87	\$126.63

**Caroline County Employee Health Insurance Benefit - Keycare**

<b>Coverage Tier</b>	<b>Current Monthly Cost</b>	<b>New Monthly Cost</b>	<b>Total Monthly Increase to employee</b>
Employee Only	\$164.50	\$215.41	\$50.91
Employee + Spouse	\$403.40	\$518.22	\$114.82
Employee + 1 Child	\$343.84	\$442.60	\$98.76
Employee + Family	\$769.76	\$976.48	\$206.72

Town employees who take advantage of this benefit are all presently enrolled in Healthkeepers.

**ATTACHMENTS:**

- Town of Bowling Green 2020 Decision Letter on Benefit Rates
- Caroline County Executive Summary
- Excel Spreadsheet on Benefits

**REQUESTED ACTION:**

Approve amount of health insurance coverage to be provided by the Town. Option One covers 75% and employees covering the remaining 25% of the cost increase as outlined in the documents in the packet.



**Caroline County  
Board of Supervisors Agenda  
Executive Summary**

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**Meeting Date:** December 14, 2021

**Title:** Reports/Presentations – Renewal of Employee Medical and Dental Insurance for the Period of March 1, 2022 through February 28, 2023

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*(Check Mark)*

- |   |  |
|---|--|
| <input type="checkbox"/> Consent                      | <input type="checkbox"/> Closed Meeting          |
| <input checked="" type="checkbox"/> Action            | <input type="checkbox"/> Public Hearing          |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance               |
| <input type="checkbox"/> Resolution                   | <input type="checkbox"/> PowerPoint Presentation |

**Background:** The current plan year for the County’s employee health (medical) and dental insurance benefits will expire on February 28, 2022. As the Board will recall, the County converted to a self-funded health plan (self-insurance) several years ago and currently utilizes Anthem as its third-party administrator to manage claims and provide the actual medical and dental plans utilized by employees.

The average number of subscribers in the current plan year totals 314, of which 238 are County employees. The remaining enrollment consists of spouses and dependents of County employees and employees, spouses and dependents of the Caroline Detention Facility and the Town of Bowling Green.

The County currently offers two separate health care plans – 1) HealthKeepers Point of Service OA; and 2) KeyCare 25 PPO. The overwhelming majority of participants (304) have chosen the HealthKeepers plan. Only 10 participants have chosen the KeyCare plan.

**Medical Renewal Calls for 22% Increase from Current Plan Year**

Staff and the County’s benefits consultant, One Digital, remain largely satisfied with bundling all products and services through Anthem and recommend continuing this approach in the upcoming plan year.

Unfortunately, year to date expenses are running significantly over budget in the current plan year and One Digital’s renewal analysis calls for a 21.8% increase to the current

budget. Medical trend (the projected percentage increase in the cost to treat patients from one year to the next, assuming benefits remain the same) is rising 7.4% and nine (9) claimants have exceeded \$25,000 in expenses with four (4) claimants exceeding the individual stop loss threshold of \$100,000 (when costly reinsurance is triggered). As a result, the stop loss premium is increasing by 24.7%.

Last year, we were able to absorb a 3.2% increase without passing any additional cost on to either the County or its employees by utilizing a portion of the County's self-insurance fund balance. However, use of the self-insurance fund balance is no longer an option. The overall balance has decreased from \$1,661,160 in February 2021 to a balance of \$1,132,715 at the end of November 2021.

### **Options to Cover Cost Increase**

The total projected premium cost for the new plan year is \$5,366,838 (this includes the contributions from both the County and employees), **an increase of \$960,567 over the current year.** Staff and One Digital have identified the following options to cover the increase:

#### **Option #1**

Retain existing plans with the County covering 75% of the cost increase and employees covering the remaining 25%.

Under Option #1, the County's estimated total premium contribution would increase from \$3,706,807 to \$4,427,072 in the next plan year, **or \$720,265 more than the current plan year.**

The employee's cumulative premium contributions would increase by an estimated \$240,302 to a total of \$939,766.

A table showing how Option #1 would affect the monthly cost for individual employees on the current HealthKeepers and KeyCare plans is attached (Attachment #1).

#### **Option #2**

Retain existing plans with the County covering 60% of the cost increase and employees covering the remaining 40%.

Under Option #2, the County's estimated total premium contribution would increase from \$3,706,807 to \$4,282,999 in the next plan year, **or \$576,192 more than the current plan year.**

The employee's cumulative premium contributions would increase by a total of \$384,375 to \$1,083,839 in the next plan year.

A table showing how Option #2 would affect the monthly cost for individual employees on the current HealthKeepers and KeyCare plans is attached (Attachment #2).

**Option #3**

Add a \$500 deductible to the HealthKeepers Point of Service plan (the current HealthKeepers plan has no deductible). The HealthKeepers POS plan with a \$500 deductible would become the new base plan. Employees would have the option of “buying up” to retain the current HealthKeepers POS plan with no deductible. The County’s contribution would remain the same regardless of which HealthKeepers plan employees choose.

Under Option #3, the County’s estimated total premium contribution would increase from \$3,706,807 to \$4,361,185, **or \$654,377 more than the current plan year.**

The employee’s cumulative premium contributions would increase by a total of \$218,788 to \$917,791.

A table showing the monthly impact to employees who remain on the HealthKeepers plan with or without a \$500 deductible is attached (Attachment #3). The KeyCare plan already includes a \$500 deductible. Attachment #3 also shows the monthly impact of Option #3 on the small number of employees who remain on the KeyCare plan.

**Option #4**

Option #4 is the same as Option #3 except the County would cover 60% of the cost increase with employees covering the remaining 40% (*note: there is very little difference from a cost impact standpoint between Option #3 and the County picking up a 75% of the cost increase. Thus, only the 60%/40% scenario is being presented*).

Under Option #4, the County’s estimated total premium contribution would increase from \$3,706,807 to \$4,230,284, or an additional \$523,477 more than the current plan year.

The employee’s total premium contribution would increase by a total of \$349,228 to \$1,048,692.

A table showing the monthly impact to employees who remain on the HealthKeepers with and without a \$500 deductible is attached (Attachment #4). Under this option, a \$500 deductible would automatically apply to the KeyCare plan. Attachment #4 also shows the monthly impact of Option #4 on the small number of employees who remain on the KeyCare plan.

**Dental Renewal Rate Recommendation**

The County also previously converted its dental plan from fully insured to self-insurance at the recommendation of our consultant.

Current year to date dental expenses are favorable and One Digital’s recommendation is to hold dental rates flat for the upcoming plan year.

**Overall Budget Impact:** The budget impact on the County will of course depend on which option the Board selects to cover the 22% cost increase. The cost impact of the various options presented is outlined above.

Because the plan year runs from March 1<sup>st</sup> to February 28<sup>th</sup>, the cost to provide medical insurance will be spread over four months in FY 2022 and eight months in FY 2023.

**Analysis/Recommendation:** A cost increase of this magnitude has to be absorbed by both the County and its employees. The challenge is to strike the proper balance. The financial impact on the County cannot be unlimited, particularly in light of the many other funding demands the Board of Supervisors faces with limited sustainable revenue growth. However, employees can only absorb so much of an increase before health insurance becomes unaffordable (particularly when inflation is eroding purchasing power and increasing the cost of living) and the County's ability to attract and retain employees is diminished.

Option #4 would give employees the option of paying a \$500 deductible and limiting the monthly cost increase for health insurance to \$29 for the Employee Only tier, \$69 for the Employee + Spouse tier, \$59 for the Employee + 1 Child tier and \$128 for the Employee + Children and Employee + Family tiers. Employees who do not want to pay a \$500 deductible can opt to avoid it by paying a higher monthly premium for a non-deductible plan.

This is still a significant increase for employees, particularly for family coverage. However, Option #4 will cost the County an estimated \$523,476 per year over the current year's cost.

**Requested Action(s) of Board:** Staff and our consultant recommend the following actions from the Board of Supervisors:

- 1) Select Anthem to act as third-party administrator for the March 1, 2022 through February 28, 2023 plan year;
- 2) Approve flat rates for dental coverage in the new plan year
- 3) Discuss and provide direction to staff on how to accommodate the increased cost of providing medical coverage in the new plan year

Mary Jones of One Digital will make a presentation and discuss the available options.

As open enrollment for the new plan year begins in early 2022, staff would like a decision on the renewal of coverage at the December 14<sup>th</sup> Board of Supervisors meeting if at all possible.

**ATTACHMENT #1  
(OPTION #1)**

**(Retain existing plans with the County covering 75% of the cost increase and employees covering the remaining 25%)**

**Estimated additional yearly cost to County- \$720,265**

**MONTHLY COST INCREASE TO EMPLOYEES ON HEALTHKEEPERS PLAN  
UNDER OPTION #1**

<b>Coverage Tier</b>	<b>Current Monthly Cost</b>	<b>New Monthly Cost</b>	<b>Total Monthly Increase to Employee</b>
Employee Only	\$45.36	\$69.42	\$24.06
Employee + Spouse	\$175.06	\$238.61	\$63.55
Employee + 1 Child	\$143.70	\$197.47	\$53.77
Employee + Children	\$412.24	\$538.87	\$126.63
Employee + Family	\$412.24	\$538.87	\$126.63

The table below shows how Option #1 would affect individual employees on the current KeyCare plan:

**MONTHLY COST INCREASE TO EMPLOYEES ON KEYCARE PLAN UNDER  
OPTION #1**

<b>Coverage Tier</b>	<b>Current Monthly Cost</b>	<b>New Monthly Cost</b>	<b>Total Monthly Increase to Employee</b>
Employee Only	\$164.50	\$215.41	\$50.91
Employee + Spouse	\$403.40	\$518.22	\$114.82
Employee + 1 Child	\$343.84	\$442.60	\$98.76
Employee + Children	\$769.76	\$976.48	\$206.72
Employee + Family	\$769.76	\$976.48	\$206.72

**ATTACHMENT #2  
(OPTION #2)**

**(Retain existing plans with the County covering 60% of the cost increase and employees covering the remaining 40%)**

**Estimated additional yearly cost to County- \$576,192**

**MONTHLY COST INCREASE TO EMPLOYEES ON HEALTHKEEPERS PLAN  
UNDER OPTION #2**

<b>Coverage Tier</b>	<b>Current Monthly Cost</b>	<b>New Monthly Cost</b>	<b>Total Monthly Increase to Employee</b>
Employee Only	\$45.36	\$92.71	\$47.35
Employee + Spouse	\$175.06	\$280.33	\$105.27
Employee + 1 Child	\$143.70	\$234.35	\$90.65
Employee + Children	\$412.24	\$599.29	\$187.05
Employee + Family	\$412.24	\$599.29	\$187.05

**MONTHLY COST INCREASE TO EMPLOYEES ON KEYCARE PLAN UNDER  
OPTION #2**

<b>Coverage Tier</b>	<b>Current Monthly Cost</b>	<b>New Monthly Cost</b>	<b>Total Monthly Increase to Employee</b>
Employee Only	\$164.50	\$238.70	\$74.20
Employee + Spouse	\$403.40	\$559.94	\$156.54
Employee + 1 Child	\$343.84	\$479.49	\$135.65
Employee + Children	\$769.76	\$1,036.90	\$267.14
Employee + Family	\$769.76	\$1,036.90	\$267.14

**ATTACHMENT #3  
(OPTION #3)**

**(Introduce new base County contribution to the current HealthKeepers plan while giving employees the option of lowering monthly premiums by adding a \$500 deductible to the plan)**

**Estimated additional yearly cost to County- \$654,377**

**MONTHLY COST INCREASE TO EMPLOYEES ON HEALTHKEEPERS PLAN  
UNDER OPTION #3 WITHOUT \$500 DEDUCTIBLE ADDED**

Coverage Tier	Current Monthly Cost	New Monthly Cost	Total Monthly Increase to Employee
Employee Only	\$45.36	\$80.07	\$34.71
Employee + Spouse	\$175.06	\$257.69	\$82.63
Employee + 1 Child	\$143.70	\$214.34	\$70.64
Employee + Children	\$412.24	\$566.50	\$154.26
Employee + Family	\$412.24	\$566.50	\$154.26

By converting to a plan **with a \$500 deductible**, the cost for the HealthKeepers Point of Service plan could be reduced as follows:

**MONTHLY COST INCREASE TO EMPLOYEES ON HEALTHKEEPERS PLAN  
UNDER OPTION #3 WITH \$500 DEDUCTIBLE ADDED**

Coverage Tier	Current Monthly Cost	New Monthly Cost	Total Monthly Increase to Employee
Employee Only	\$45.36	\$53.64	\$8.28
Employee + Spouse	\$175.06	\$206.49	\$31.43
Employee + 1 Child	\$143.70	\$169.53	\$25.83
Employee + Children	\$412.24	\$485.85	\$73.61
Employee + Family	\$412.24	\$485.85	\$73.61

**MONTHLY COST INCREASE TO EMPLOYEES ON KEYCARE PLAN UNDER  
OPTION #3**

Coverage Tier	Current Monthly Cost	New Monthly Cost	Total Monthly Increase to Employee
Employee Only	\$164.50	\$226.06	\$61.56
Employee + Spouse	\$403.40	\$537.30	\$133.90

Employee + 1 Child	\$343.84	\$459.47	\$115.63
Employee + Children	\$769.76	\$1,004.11	\$234.35
Employee + Family	\$769.76	\$1,004.11	\$234.35



**ATTACHMENT #4  
(OPTION #4)**

**(Option #4 is the same as Option #3 except the County would cover 60% of the cost increase with employees covering the remaining 40%)**

**Estimated additional yearly cost to County- \$523,476**

**MONTHLY COST INCREASE TO EMPLOYEES ON HEALTHKEEPERS PLAN  
UNDER OPTION #4 WITHOUT \$500 DEDUCTIBLE ADDED**

Coverage Tier	Current Monthly Cost	New Monthly Cost	Total Monthly Increase to Employee
Employee Only	\$45.36	\$101.23	\$55.87
Employee + Spouse	\$175.06	\$295.59	\$120.53
Employee + 1 Child	\$143.70	\$247.85	\$104.15
Employee + Children	\$412.24	\$621.40	\$209.16
Employee + Family	\$412.24	\$621.40	\$209.16

By converting to a plan with a \$500 deductible, the cost for the HealthKeepers Point of Service plan could be reduced as follows:

**MONTHLY COST INCREASE TO EMPLOYEES ON HEALTHKEEPERS PLAN  
UNDER OPTION #4 WITH \$500 DEDUCTIBLE ADDED**

Coverage Tier	Current Monthly Cost	New Monthly Cost	Total Monthly Increase to Employee
Employee Only	\$45.36	\$74.80	\$29.44
Employee + Spouse	\$175.06	\$244.39	\$69.33
Employee + 1 Child	\$143.70	\$203.04	\$59.34
Employee + Children	\$412.24	\$540.74	\$128.50
Employee + Family	\$412.24	\$540.74	\$128.50

**MONTHLY COST INCREASE TO EMPLOYEES ON KEYCARE PLAN UNDER  
OPTION #4**

Coverage Tier	Current Monthly Cost	New Monthly Cost	Total Monthly Increase to Employee
Employee Only	\$164.50	\$247.22	\$82.72
Employee + Spouse	\$403.40	\$575.21	\$171.81
Employee + 1 Child	\$343.84	\$492.98	\$149.14

Employee + Children	\$769.76	\$1,059	\$289.24
Employee + Family	\$769.76	\$1,059	\$289.24

County of Caroline

Description

Carrier

Current

Anthem

Current

Anthem

Option 1

Anthem

Option 1

Anthem

ER 75% of \$ Chg/ Ees 25% of \$ Chg

KeyCare 25  
500/20%/4000  
10/40/60/20%

POS OA 25/20%/4500  
10/40/60/20%

KeyCare 25 500/20%/4000 10/40/60/20%

POS OA 25/20%/4500 10/40/60/20%

Plan Description

Enrollment: EE-Only	133	5	133	5
Enrollment: EE+Sp	60	2	60	2
Enrollment: EE+1C	28	1	28	1
Enrollment: EE+Cn	8	0	8	0
Enrollment: EE+Fam	75	2	75	2
<b>Total</b>	<b>304</b>	<b>10</b>	<b>304</b>	<b>10</b>

Monthly

Premium: EE-Only	\$644.59	\$764.45	\$785.11	\$931.10
Premium: EE+Sp	\$1,248.38	\$1,477.95	\$1,520.53	\$1,800.14
Premium: EE+1C	\$1,092.62	\$1,293.88	\$1,330.81	\$1,575.95
Premium: EE+Cn	\$1,966.73	\$2,326.01	\$2,395.48	\$2,833.08
Premium: EE+Fam	\$1,966.73	\$2,326.01	\$2,395.48	\$2,833.08

Monthly

ER Ctrb: EE-Only	\$599.23	\$599.95	\$715.69	\$715.69
ER Ctrb: EE+Sp	\$1,073.32	\$1,074.55	\$1,281.92	\$1,281.92
ER Ctrb: EE+1C	\$948.92	\$950.04	\$1,133.34	\$1,133.34
ER Ctrb: EE+Cn	\$1,554.49	\$1,556.25	\$1,856.61	\$1,856.61
ER Ctrb: EE+Fam	\$1,554.49	\$1,556.25	\$1,856.61	\$1,856.61

Monthly

EE Ctrb: EE-Only	\$45.36	\$164.50	\$69.42	\$215.41
EE Ctrb: EE+Sp	\$175.06	\$403.40	\$238.61	\$518.22
EE Ctrb: EE+1C	\$143.70	\$343.84	\$197.47	\$442.60
EE Ctrb: EE+Cn	\$412.24	\$769.76	\$538.87	\$976.48
EE Ctrb: EE+Fam	\$412.24	\$769.76	\$538.87	\$976.48

Employer Contribution Percent

Ctrb %: EE-Only	92.96%	78.48%	91.16%	76.87%
Ctrb % (for deps): EE+Sp	78.52%	66.52%	76.99%	65.16%
Ctrb % (for deps): EE+1C	78.05%	66.13%	76.54%	64.77%
Ctrb % (for deps): EE+Cn	72.25%	61.24%	70.85%	59.99%
Ctrb % (for deps): EE+Fam	72.25%	61.24%	70.85%	59.99%



Town of Bowling Green  
117 Butler Street ♦ P.O. Box 468  
Bowling Green, VA 22427

June 26, 2020

Dear staff,

Beginning with your first paycheck in July, your share of the medical and dental insurance will change. The Town has elected to mirror the health insurance rates offered by that of Caroline County.

Employees that have coverage for only themselves will begin contributing a portion of their insurance premium which will be automatically deducted each pay period beginning with the July 3<sup>rd</sup> payroll.

Attached you will find the breakdown your share of the monthly insurance premium.

Sincerely,

A. Reese Peck  
Town Manager



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

**AGENDA ITEM:** Approval to Hire Town Treasurer and Administrative Assistant

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, townmanager@townofbowlinggreen.com

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

A request to fill the existing position of Town Treasurer and to approve/hire a full-time Administrative Assistant. Adding the new Administrative Assistant position will obtain the staff level provided prior to FY22. Although this position was not identified in the FY22 budget, additional funds will not be required this fiscal year due to a recent vacancy of the Community and Economic Development Director position and lower than expected costs for the existing Town Manager's salary/benefits.

Reorganization of job responsibilities and hiring clerical/administrative support level staff will not only realize a cost savings for the Town but allow management level staff to perform additional work projects.

The new position will perform a range of job tasks including Council and staff administrative support, preparation of meeting packets and minutes, assistance in the Town business office, and assistance with special projects, website, media, events, etc. This is a permanent position which will cover administrative and clerical responsibilities temporarily being covered by various staff.

### **ATTACHMENTS:**

Job descriptions

### **REQUESTED ACTION:**

Grant permission to hire a permanent full-time Administrative Assistant.

## Town of Bowling Green Job Description

### Town Treasurer



**FLSA STATUS: Exempt**

**PAY RANGE: \$61,235 – \$79,605 – \$97,976**

**GENERAL STATEMENT OF JOB:** This position oversees and performs the town's administrative functions including serving as the Town Treasurer. Performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager and supervises the Deputy Clerk/Deputy Treasurer.

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintains and/or assists in continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and State regulations and those restrictions imposed by the Auditor of Public Accounts and the Department of Accounts, as applicable.
- Responsible for all aspects of the general ledger for all Town financial accounts including entering budget information, journal entries and maintenance of the system; accepts other modules into the General Ledger; and maintains the chart of accounts.
- Recommends changes designed to ensure compliance and/or increase the efficiency of the Town's accounting operations.
- Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Maintains and/or assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Manages payroll and invoice processing and cash disbursement operations, establishes automated and manual systems to analyze and reconcile balance sheet accounts, prepares and documents adjustments to the accounting system, works with outside auditors, maintains accounts receivable, accounts collected, disbursements and prompt payment procedures, maintains expense ledgers and other types of financial records.

- Administers and reconciles the Town’s payment for insurance and other employee deductions. • Prepares monthly reports and maintains employees’ accounts for the Virginia Retirement System.
- Prepares quarterly unemployment report.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.
- Supervises Deputy Clerk/Deputy Treasurer

**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. Occasional night meetings.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the principles, practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

**EDUCATION AND EXPERIENCE:** Any combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

## Town of Bowling Green Job Description



**POSITION:** Administrative Assistant  
**DEPARTMENT:** Town Administration  
**PAY RANGE:** \$29,047-\$36,599-\$44,151  
**FLSA:** Non-Exempt

**GENERAL STATEMENT OF JOB:** Senior clerical position performing difficult, responsible tasks interpreting and implementing the application of statutory and other regulations. This position reports to the Town Manager.

### ESSENTIAL JOB FUNCTIONS:

- Secretary to the Town Council and other boards and commissions.
- Assists in preparing the agenda and materials for Town Council and other meetings.
- Prepares Town Council and other meeting minutes.
- Assists the Deputy Treasurer and Treasurer in accounting for receipts and expenditures of the Town.
- Assists with processing customer billing for services provided by Bowling Green; interprets, maintains, and updates information from a variety of databases and other local utilities to ensure accurate information regarding all accounts, reports, bills, and equipment replacement.
- Furnishes information to the public on a variety of matters relating to Town operation.
- Answers telephone and greets customers entering Town Hall.
- Performs a wide variety of clerical and related tasks.
- Researches and resolves problems through a variety of methods; negotiates payment extensions or arrangements with customers; initiates non-payment cut-offs; reviews customer accounts.
- Responds to emergency and non-emergency service related phone calls, e-mails, and work orders from staff and inquiries from the public; appraises calls for service to determine cause of problem; dispatches appropriate crew or technician.
- Prepares a variety of correspondence, including memoranda, proclamations, media releases, letters, e-mails, reports, and presentations, contract specifications, resolutions, ordinances, and Town Council Staff documents.
- Assists with preparation of and attendance at special events, activities.
- Develops and distributes promotional materials to support tourism efforts, activities and works to attract new events and retain previous events.
- Maintains and promotes Town's website and social media.
- Assists Town personnel on various matters.
- 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.

Administrative Assistant: January 2022



## **JOB LOCATION AND CONDITIONS:**

Work is typically performed in an office setting. Occasional night meetings.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of data entry, and various microcomputer software packages, automated financial recordkeeping systems; standard office procedures, practices, and equipment; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a high school diploma, preferably supplemented by college level courses in business management; and, some experience working in utility billing or accounts receivable/payable including experience involving public contact and customer service.

*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"/>