



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, March 07, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Planning Commission Workplan Adoption
- [2.](#) Bills – February 2024

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [3.](#) Town Manager's Monthly Report for February 2024
- [4.](#) Town Treasurer/Finance Department Monthly Report for February 2024
- [5.](#) Police Departments Monthly Report February 2024
- [6.](#) Public Works Monthly Report for February 2024

PUBLIC HEARINGS:

7. Public Hearing- Special Use Permits

NEW BUSINESS:

- [8.](#) Special Use Permits (#24-001, #24-002)- India Adams-Jacobs, Town Manager/Zoning Administrator
- [9.](#) Intergovernmental Support Agreement (IGSA) with Fort Walker/U.S. Army
- [10.](#) Appointment of Matt Benjamin- Planning Commission

UNFINISHED BUSINESS:

CLOSED SESSION:

11. Closed session pursuant to va code sec 2.2-3711A8 for consultation with legal counsel regarding the proposed mou with the county for operations and management of the town's water and sewer system

RECONVENE IN OPEN SESSION:

ADJOURNMENT:

**Town of Bowling Green Planning Commission Annual Workplan
(2/24 - 1/25)**

Months	Action Items
February- April	Propose Workplan to Council
	Adopt Annual Workplan
	Fence Ordinance Adoption
	Zoning Map Discussion
May- July	Zoning Map Discussion
	Zoning Map Adoption
August- October	
November- January	Water Service Area Discussion



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

AGENDA ITEM: Bills – February 2024
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, Interim Treasurer
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Items purchased and services rendered in February 2024

ATTACHMENTS:

February 2024 AP Disbursements Summary
February 2024 ACH Disbursements Summary

REQUESTED ACTION:

Approve/Deny

TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY
02/01/2024 TO 02/29/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1289	INDIA ADAMS-JACOBS	1/2024CAREXP	250.00	0.00	250.00	250.00	AP*30858		02/01/24
1289	INDIA ADAMS-JACOBS	FEBRUARYCAREXP	250.00	0.00	250.00	250.00	AP*30859		02/21/24
18	A & M HOME CENTER	18	4.19	0.00	4.19	250.60	AP*30860		02/26/24
		C102594	55.55	0.00	55.55				
		C102630	10.99	0.00	10.99				
		C103142	17.98	0.00	17.98				
		C103205	29.49	0.00	29.49				
		C103273	7.79	0.00	7.79				
		C103281	29.99	0.00	29.99				
		C103510	29.97	0.00	29.97				
		C103721	64.65	0.00	64.65				
		TOTAL	250.60	0.00	250.60				
1271	AUTOMATION PERSONNEL SERVIC	910740	1,080.00	0.00	1,080.00	1,728.00	AP*30861		02/26/24
		911301	648.00	0.00	648.00				
		TOTAL	1,728.00	0.00	1,728.00				
1094	BMW CLEANING SERVICES	47	1,150.00	0.00	1,150.00	1,150.00	AP*30862		02/26/24
843	CAROLINE COUNTY PUBLIC UTIL	TOBG24-011501	9,548.33	0.00	9,548.33	9,548.33	AP*30863		02/26/24
1291	DEPARTMENT OF LABOR AND IND	954171068	40.00	0.00	40.00	40.00	AP*30864		02/26/24
341	DOMINION CHEMICAL CO	99000252	484.70	0.00	484.70	484.70	AP*30865		02/26/24
1290	DORIS GALYEN	2024-02-26	150.00	0.00	150.00	150.00	AP*30866		02/26/24
939	DRAINFIELD SOLUTIONS, LLC	15776797	900.00	0.00	900.00	900.00	AP*30867		02/26/24
125	E M GRAY & SON	200044	1,155.72	0.00	1,155.72	1,155.72	AP*30868		02/26/24
1238	EUROFINS ANALYTICS, LLC	84517	140.00	0.00	140.00	2,360.00	AP*30869		02/26/24
		84573	115.00	0.00	115.00				
		84603	175.00	0.00	175.00				
		84650	115.00	0.00	115.00				
		84651	175.00	0.00	175.00				
		84730	115.00	0.00	115.00				
		84731	115.00	0.00	115.00				
		84873	175.00	0.00	175.00				
		84945	115.00	0.00	115.00				

TOWN OF BOWLING GREEN
 CHECK DISBURSEMENTS SUMMARY
 02/01/2024 TO 02/29/2024 AND CHECK.CODE AP TO AP

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
		84946	115.00	0.00	115.00				
		85076	185.00	0.00	185.00				
		85084	115.00	0.00	115.00				
		85137	115.00	0.00	115.00				
		85139	175.00	0.00	175.00				
		85212	115.00	0.00	115.00				
		85229	115.00	0.00	115.00				
		85230	185.00	0.00	185.00				
		TOTAL	2,360.00	0.00	2,360.00				
28	G & G MILFORD FARM SERV.	202405	89.95	0.00	89.95	771.39	AP*30870		02/26/24
		202482	459.86	0.00	459.86				
		202484	64.99	0.00	64.99				
		202545	79.95	0.00	79.95				
		202646	22.97	0.00	22.97				
		202711	9.18	0.00	9.18				
		202759	39.90	0.00	39.90				
		202799	4.59	0.00	4.59				
		TOTAL	771.39	0.00	771.39				
1208	JOHNS BROTHERS SECURITY, IN	1303398	39.95	0.00	39.95	79.90	AP*30871		02/26/24
		1303399	39.95	0.00	39.95				
		TOTAL	79.90	0.00	79.90				
1115	JUSTTECH	147879	176.63	0.00	176.63	176.63	AP*30872		02/26/24
743	LOCAL SERVICES	191328	147.42	0.00	147.42	147.42	AP*30873		02/26/24
48	MID-ATLANTIC LAB	32	60.00	0.00	60.00	60.00	AP*30874		02/26/24
1092	PBM PROFESSIONAL BUILDING M	37194	1,000.00	0.00	1,000.00	1,000.00	AP*30875		02/26/24
949	ULINE	173536711	202.08	0.00	202.08	202.08	AP*30876		02/26/24
291	USA BLUE BOOK	INV00042427	1,259.04	0.00	1,259.04	4,087.33	AP*30877		02/26/24
		INV00173408	514.77	0.00	514.77				
		INV00247007	1,978.77	0.00	1,978.77				
		INV00252664	78.57	0.00	78.57				
		INV00257642	166.15	0.00	166.15				
		INV00261052	90.03	0.00	90.03				
		TOTAL	4,087.33	0.00	4,087.33				

AP3189

TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY
02/01/2024 TO 02/29/2024 AND CHECK.CODE AP TO AP

16:14:04 29 FEB 2024

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VENDOR# NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE

TOTAL:					24,792.10			
					=====			

TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY

02/01/2024 TO 02/29/2024 AND CHECK.CODE ACH TO ACH

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1063	ALACRITI PAYMENTS, LLC	NMXGS11393ZRHG	30.86	0.00	30.86	36.91	ACH*30766		02/05/24
		NMXGS2139406SF	6.05	0.00	6.05				
		TOTAL	36.91	0.00	36.91				
514	K L LANGFORD EXCAVATING	24005	11,900.00	0.00	11,900.00	25,016.25	ACH*30767		02/05/24
		24006	1,816.25	0.00	1,816.25				
		24007	6,030.00	0.00	6,030.00				
		24008	5,270.00	0.00	5,270.00				
		TOTAL	25,016.25	0.00	25,016.25				
918	STAPLES ADVANTAGE	7621656066	299.54	0.00	299.54	1,001.45	ACH*30768		02/05/24
		7621826746	280.92	0.00	280.92				
		7624431661	420.99	0.00	420.99				
		TOTAL	1,001.45	0.00	1,001.45				
41	VISA	12/28/23	4,343.30	0.00	4,343.30	4,343.30	ACH*30769		02/05/24
44	VUPS	01240469	19.55	0.00	19.55	41.55	ACH*30770		02/05/24
		12230467	22.00	0.00	22.00				
		TOTAL	41.55	0.00	41.55				
TOTAL:						30,439.46			



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

AGENDA ITEM: Town Administration (Town Manager)
Monthly Report for January 2024

DATE: March 7, 2024

PREPARED BY: India Adams-Jacobs, MPA, ICMA-CM (candidate), Town Manager

MONTHLY REPORT / PROJECT UPDATE:

Financial

- FY21 Pre-Audit/Audit- progress of preaudit items needed 49/77 items from the workplan
- Review and analysis of FY24 budget
- FY25 budget development
- DRAFT CIP created for FY25
- Meetings with Interim Town Treasurer and pre-audit staff
- Review of documentation for FY21 audit
- Meeting with RFCA to update on the current audit process
- Followed up with NNPD on Cigarette Tax remittance- received \$3,355.54 for January 2024
- We are still working with Keystone on corrections to our system
- Worked with Chief on ARPA DCJS grant; \$10K grant
- Held FY25 budget preparation meetings with Department Heads

Intergovernmental

- The Town Manager has met with County staff regarding several matters
- Reviewing General Assembly bills of interest
- Completed survey for George Washington Regional Commission strategic planning process
- Meeting with Virginia Risk Sharing Association (VRSA) representative

Community Development and Infrastructure

- Follow up with GFL regarding trash complaints in January and February; service has improved
- Compiled and completed data request report to Stantec; follow up meeting to discuss next steps in early March
- Approved two (2) zoning applications
- Coordination and creation of Planning Commission meeting agenda with Chair & Community Development Associate
- Special Use permit reviews
- Other applications under review

Organizational Development

- Held the Town's first retreat with the town staff
- Updated Town Website with new information
- Meeting with Town Attorney on several matters
- Meeting with Town's website provider regarding site update later in 2024



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for February 2024

DATE: February 29, 2024

PREPARED BY: Trish Chenault, Interim Treasurer

MONTHLY REPORT / PROJECT UPDATE:

- Researching/correcting utility bills
- Consolidating and posting all credit card payments with bank statement & Orbipay
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Posting payments
- Town Hall Rentals
- Helping with Audits

ATTACHMENTS:

- Monthly Town Hall Rental Report – January 2024
- YTD FY24 Revenue/Expenditure Report

HEADS UP ITEMS:

TOWN HALL RENTALS

February 2024

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
1	Private Event	Ball	\$875.00
1		Totals	\$875.00



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-011010-0001-0000-000	CURRENT YEAR TAXES	140,000.00	140,000.00	145,759.49	-5,759.49	-4.11	R
100-011010-0002-0000-000	DELINQUENT TAXES	500.00	500.00	488.83	11.17	2.23	R
Real Estate		140,500.00	140,500.00	146,248.32	-5,748.32	-4.09	
100-011011-0001-0000-000	CURRENT YEAR TAXES	30,000.00	30,000.00	27,178.66	2,821.34	9.40	R
Rt 301 Special Tax		30,000.00	30,000.00	27,178.66	2,821.34	9.40	
100-011020-0001-0000-000	CURRENT YEAR	3,200.00	3,200.00	2,001.05	1,198.95	37.47	R
Public Service		3,200.00	3,200.00	2,001.05	1,198.95	37.47	
100-011030-0001-0000-000	CURRENT YEAR TAXES	40,000.00	40,000.00	66,117.31	-26,117.31	-65.29	R
100-011030-0002-0000-000	DELINQUENT TAXES	500.00	500.00	1,229.78	-729.78	-145.96	R
Personal Property		40,500.00	40,500.00	67,347.09	-26,847.09	-66.29	
100-011060-0001-0000-000	PENALTY	2,000.00	2,000.00	0.00	2,000.00	100.00	R
100-011060-0002-0000-000	INTEREST	1,600.00	1,600.00	0.00	1,600.00	100.00	R
Penalty & Interest		3,600.00	3,600.00	0.00	3,600.00	100.00	
100-016099-0003-0000-000	TRASH REVENUE	93,500.00	93,500.00	67,247.34	26,252.66	28.08	R
Refuse/Water/Sewer Revenues		93,500.00	93,500.00	67,247.34	26,252.66	28.08	
100-120101-0001-0000-000	SALES TAX	35,000.00	35,000.00	35,230.84	-230.84	-0.66	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
	Sales Tax	35,000.00	35,000.00	35,230.84	-230.84	-0.66	
100-120201-0001-0000-000	CONSUMER UTILITY TAX	30,000.00	30,000.00	19,846.41	10,153.59	33.85	R
	Consumer Utility Tax	30,000.00	30,000.00	19,846.41	10,153.59	33.85	
100-120301-0001-0000-000	BUSINESS LICENSE	95,000.00	95,000.00	6,179.78	88,820.22	93.49	R
	Business License	95,000.00	95,000.00	6,179.78	88,820.22	93.49	
100-120501-0001-0000-000	VEHICLE LICENSE FEES	0.00	0.00	54.00	-54.00	0.00	R
100-120501-0005-0000-000	VEHICLE REGISTRATION FEES (PP BILL)	15,000.00	15,000.00	0.00	15,000.00	100.00	R
	Vehicle License & Registration Fees	15,000.00	15,000.00	54.00	14,946.00	99.64	
100-120601-0001-0000-000	BANK STOCK TAX	250,000.00	250,000.00	0.00	250,000.00	100.00	R
	Bank Stock Tax	250,000.00	250,000.00	0.00	250,000.00	100.00	
100-121001-0001-0000-000	TRANSIENT OCCUPANCY TAX	3,000.00	3,000.00	927.09	2,072.91	69.10	R
	Transient Occupancy Tax	3,000.00	3,000.00	927.09	2,072.91	69.10	
100-121101-0001-0000-000	MEALS TAX	250,000.00	250,000.00	260,757.26	-10,757.26	-4.30	R
	Meals Tax	250,000.00	250,000.00	260,757.26	-10,757.26	-4.30	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
 Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-130306-0001-0000-000	ZONING PERMITS/FEES	1,000.00	1,000.00	1,355.00	-355.00	-35.50	R
100-130306-0002-0000-000	HOME OCCUPATION PERMITS	700.00	700.00	70.00	630.00	90.00	R
Permits, Fees And Licenses		1,700.00	1,700.00	1,425.00	275.00	16.18	
100-140101-0001-0000-000	POLICE/COURT FINES	20,000.00	20,000.00	13,663.48	6,336.52	31.68	R
100-140101-0002-0000-000	RETURNED CHECK FEE	100.00	100.00	75.00	25.00	25.00	R
100-140101-0003-0000-000	E SUMMONS FEES **RESTRICTED USE**	1,300.00	1,300.00	1,095.00	205.00	15.77	R
Fines And Forfeiture		21,400.00	21,400.00	14,833.48	6,566.52	30.68	
100-150201-0001-0000-000	CABLE PROPERTY RENTAL	6,000.00	6,000.00	7,105.13	-1,105.13	-18.42	R
100-150201-0002-0000-000	TOWN HALL RENTALS	12,000.00	12,000.00	15,525.00	-3,525.00	-29.38	R
100-150201-0005-0000-000	TOWN HALL ACTIVITY FEES	500.00	500.00	758.00	-258.00	-51.60	R
Rentals		18,500.00	18,500.00	23,388.13	-4,888.13	-26.42	
100-189000-0900-0000-000	MISCELLANEOUS	0.00	0.00	3,519.00	-3,519.00	0.00	R
Other Miscellaneous Revenue		0.00	0.00	3,519.00	-3,519.00	0.00	
100-220109-0001-0000-000	VA 599 POLICE FUNDING	24,500.00	24,500.00	0.00	24,500.00	100.00	R
VA Police Funding		24,500.00	24,500.00	0.00	24,500.00	100.00	
100-220110-0001-0000-000	PPTRA REIMBURSEMENT-STATE	21,900.00	21,900.00	0.00	21,900.00	100.00	R



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
PPTRA State Reimbursement		21,900.00	21,900.00	0.00	21,900.00	100.00	
100-220111-0001-0000-000	COMMUNICATIONS TAX	31,500.00	31,500.00	13,403.81	18,096.19	57.45	R
Communications Tax		31,500.00	31,500.00	13,403.81	18,096.19	57.45	
100-240407-0001-0000-000	LITTER GRANT	1,595.00	1,595.00	5,585.00	-3,990.00	-250.16	R
Grants		1,595.00	1,595.00	5,585.00	-3,990.00	-250.16	
100-240412-0001-0000-000	VIRGINIA FIRE PROGRAMS	15,000.00	15,000.00	0.00	15,000.00	100.00	R
VA Fire Program		15,000.00	15,000.00	0.00	15,000.00	100.00	
100-999999-0001-0000-000	MISCELLANEOUS	4,000.00	4,000.00	0.00	4,000.00	100.00	R
999999-Field2Description		4,000.00	4,000.00	0.00	4,000.00	100.00	
General Fund		1,129,395.00	1,129,395.00	695,172.26	434,222.74	38.45	
400-019050-0100-0000-000	HARVEST FESTIVAL	15,000.00	15,000.00	18,044.03	-3,044.03	-20.29	R
400-019050-0300-0000-000	TOWN HALL ACTIVITIES	1,000.00	1,000.00	0.00	1,000.00	100.00	R
400-019050-0500-0000-000	MISC EVENTS	0.00	0.00	250.00	-250.00	0.00	R
Events And Activities		16,000.00	16,000.00	18,294.03	-2,294.03	-14.34	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
Events / Activities		16,000.00	16,000.00	18,294.03	-2,294.03	-14.34	
500-016099-0001-0000-000	WATER SALES	460,000.00	460,000.00	332,771.23	127,228.77	27.66	R
500-016099-0003-0000-000	ACCOUNT SETUP FEES	1,000.00	1,000.00	555.00	445.00	44.50	R
500-016099-0004-0000-000	WATER RECONNECT FEES	500.00	500.00	25.00	475.00	95.00	R
500-016099-0005-0000-000	CONNECTIONS FEES-WATER	1,000.00	1,000.00	2,250.00	-1,250.00	-125.00	R
500-016099-0006-0000-000	PENALTY FEES	5,000.00	5,000.00	0.00	5,000.00	100.00	R
500-016099-0010-0000-000	WATER AVAILABILITY FEES	12,000.00	12,000.00	18,000.00	-6,000.00	-50.00	R
500-016099-0012-0000-000	UTILITY INSPECTION FEES	0.00	0.00	210.00	-210.00	0.00	R
500-016099-0015-0000-000	IRRIGATION SYSTEM APPLICATION FEE	100.00	100.00	50.00	50.00	50.00	R
Refuse/Water/Sewer Revenues		479,600.00	479,600.00	353,861.23	125,738.77	26.22	
Water Expenditures		479,600.00	479,600.00	353,861.23	125,738.77	26.22	
520-016099-0002-0000-000	SEWER SALES	430,000.00	430,000.00	331,284.39	98,715.61	22.96	R
520-016099-0007-0000-000	CONNECTION FEES- SEWER	2,250.00	2,250.00	2,250.00	0.00	0.00	R
520-016099-0011-0000-000	SEWER AVAILABILITY FEES	12,000.00	12,000.00	18,000.00	-6,000.00	-50.00	R
Refuse/Water/Sewer Revenues		444,250.00	444,250.00	351,534.39	92,715.61	20.87	
Sewer Operations		444,250.00	444,250.00	351,534.39	92,715.61	20.87	
Revenue		2,069,245.00	2,069,245.00	1,418,861.91	650,383.09	31.43	



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
100-012110-1101-0000-000	SALARIES	56,000.00	56,000.00	27,401.21	28,598.79	51.07	X
100-012110-1150-0000-000	PT Salaries and Wages	10,000.00	10,000.00	442.50	9,557.50	95.58	X
100-012110-2100-0000-000	FICA	4,284.00	4,284.00	0.00	4,284.00	100.00	X
100-012110-2600-0000-000	MAYOR EXPENSES	0.00	0.00	250.65	-250.65	0.00	X
100-012110-3000-0000-000	TOWN MANAGER EXPENSES	1,000.00	1,000.00	2,340.53	-1,340.53	-134.05	X
100-012110-3100-0000-000	CONTINGENCY	35,000.00	35,000.00	4,744.96	30,255.04	86.44	X
100-012110-3140-0000-000	CONTRACTED SERVICES/SHREDDING	100.00	100.00	105.02	-5.02	-5.02	X
100-012110-3150-0000-000	PROFESSIONAL SERVICES - LEGAL	24,000.00	24,000.00	70,864.76	-46,864.76	-195.27	X
100-012110-3152-0000-000	WEB BASED SERVICES	10,000.00	10,000.00	7,992.50	2,007.50	20.08	X
100-012110-3600-0000-000	ADVERTISING	2,000.00	2,000.00	10,002.93	-8,002.93	-400.15	X
100-012110-5250-0000-000	TELECOMMUNICATIONS	1,200.00	1,200.00	275.46	924.54	77.05	X
100-012110-5300-0000-000	TOWN INSURANCE-GENERAL FUND	30,000.00	30,000.00	4,679.50	25,320.50	84.40	X
100-012110-5545-0000-000	CONFRENCE EXPENSES/TRAINING EXPEN	1,000.00	1,000.00	0.00	1,000.00	100.00	X
100-012110-5810-0000-000	MEMBERSHIP DUES	900.00	900.00	850.00	50.00	5.56	X
100-012110-5830-0000-000	COVID-19 EXPENSES	0.00	0.00	523,874.60	-523,874.60	0.00	X
100-012110-5840-0000-000	MISCELLANEOUS	0.00	0.00	1,082.25	-1,082.25	0.00	X
100-012110-6001-0000-000	OFFICE/MEETING SUPPLIES & PRINTIN	2,000.00	2,000.00	620.76	1,379.24	68.96	X
100-012110-6021-0000-000	PUBLIC RELATIONS	0.00	0.00	1,824.36	-1,824.36	0.00	X
Council and Town Manager Office		177,484.00	177,484.00	657,351.99	-479,867.99	-270.37	
100-012410-0000-0000-000	***TREASURER'S EXPENSES***	0.00	0.00	8.55	-8.55	0.00	X
100-012410-1101-0000-000	SALARIES/WAGES	103,540.00	103,540.00	46,151.06	57,388.94	55.43	X
100-012410-2100-0000-000	FICA	7,921.00	7,921.00	0.00	7,921.00	100.00	X
100-012410-2210-0000-000	VRS	14,993.00	14,993.00	0.00	14,993.00	100.00	X
100-012410-2300-0000-000	HEALTH PLAN	21,032.00	21,032.00	0.00	21,032.00	100.00	X
100-012410-2400-0000-000	GROUP LIFE	1,387.00	1,387.00	0.00	1,387.00	100.00	X
100-012410-2500-0000-000	HYBRID DISBILITY INSURANCE	500.00	500.00	0.00	500.00	100.00	X
100-012410-3120-0000-000	AUDIT	21,000.00	21,000.00	0.00	21,000.00	100.00	X
100-012410-3130-0000-000	CREDIT CARD AND BANK FEES	0.00	0.00	116.39	-116.39	0.00	X
100-012410-3150-0000-000	PROFESSIONAL SERVICES - CPA	12,000.00	12,000.00	18,509.25	-6,509.25	-54.24	X
100-012410-3310-0000-000	OFFICE EQUIPMENT	4,000.00	4,000.00	1,797.70	2,202.30	55.06	X
100-012410-3320-0000-000	COMPUTER LICENSES/SUPPORT	22,000.00	22,000.00	32,917.41	-10,917.41	-49.62	X



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100-012410-3600-0000-000	LATE FEES & PENALTIES	0.00	0.00	121.81	-121.81	0.00	X
100-012410-5210-0000-000	POSTAGE	2,500.00	2,500.00	160.56	2,339.44	93.58	X
100-012410-5230-0000-000	TELECOMMUNICATIONS	2,500.00	2,500.00	0.00	2,500.00	100.00	X
100-012410-5540-0000-000	EDUCATION/TRAINING	2,000.00	2,000.00	172.36	1,827.64	91.38	X
100-012410-5810-0000-000	MEMBERSHIP DUES	300.00	300.00	0.00	300.00	100.00	X
100-012410-5840-0000-000	MISCELLANEOUS	0.00	0.00	79.80	-79.80	0.00	X
100-012410-6001-0000-000	OFFICE SUPPLIES & PRINTING	2,000.00	2,000.00	4,314.62	-2,314.62	-115.73	X
Treasurer		217,673.00	217,673.00	104,349.51	113,323.49	52.06	
100-031100-1101-0000-000	SALARIES/WAGES	105,000.00	105,000.00	79,726.39	25,273.61	24.07	X
100-031100-1150-0000-000	PART-TIME SALARY AND WAGES	6,000.00	6,000.00	2,295.00	3,705.00	61.75	X
100-031100-2100-0000-000	FICA	8,492.00	8,492.00	0.00	8,492.00	100.00	X
100-031100-2210-0000-000	VRS	15,204.00	15,204.00	0.00	15,204.00	100.00	X
100-031100-2300-0000-000	HEALTH PLAN	9,130.00	9,130.00	0.00	9,130.00	100.00	X
100-031100-2400-0000-000	GROUP LIFE	1,407.00	1,407.00	0.00	1,407.00	100.00	X
100-031100-2500-0000-000	HYBRID DISABILITY INSURANCE	233.00	233.00	0.00	233.00	100.00	X
100-031100-2720-0000-000	BUILDING REPAIRS/MAINTENANCE	1,000.00	1,000.00	60.99	939.01	93.90	X
100-031100-3310-0000-000	VEHICLE MAINTENANCE	3,000.00	3,000.00	1,340.93	1,659.07	55.30	X
100-031100-3312-0000-000	EQUIPMENT REPAIR	200.00	200.00	0.00	200.00	100.00	X
100-031100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	750.00	-750.00	0.00	X
100-031100-5110-0000-000	ELECTRICITY	1,800.00	1,800.00	304.18	1,495.82	83.10	X
100-031100-5230-0000-000	TELECOMMUNICATIONS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
100-031100-5540-0000-000	EDUCATION/TRAINING	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-031100-5810-0000-000	MEMBERSHIP DUES/SUBSCRIPTIONS	2,000.00	2,000.00	2,322.00	-322.00	-16.10	X
100-031100-6001-0000-000	OFFICE SUPPLIES & PRINTING	1,000.00	1,000.00	727.78	272.22	27.22	X
100-031100-6008-0000-000	VEHICLE FUEL/OIL	6,000.00	6,000.00	1,020.45	4,979.55	82.99	X
100-031100-6010-0000-000	EQUIPMENT/SUPPLIES	5,000.00	5,000.00	64.65	4,935.35	98.71	X
100-031100-6011-0000-000	UNIFORMS	3,000.00	3,000.00	0.00	3,000.00	100.00	X
Police Department		172,966.00	172,966.00	88,612.37	84,353.63	48.77	



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100-031200-0003-0000-000	USE OF E-SUMMONS FEES	3,500.00	3,500.00	3,757.40	-257.40	-7.35	X
031200-Field2Description		3,500.00	3,500.00	3,757.40	-257.40	-7.35	
100-032000-5650-0000-000	FIRE PROGRAM FUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	X
032000-Field2Description		15,000.00	15,000.00	15,000.00	0.00	0.00	
100-043100-1101-0000-000	SALARIES	79,835.00	79,835.00	56,002.98	23,832.02	29.85	X
100-043100-1201-0000-000	SALARIES/WAGES- OVERTIME	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-2100-0000-000	FICA	6,108.00	6,108.00	0.00	6,108.00	100.00	X
100-043100-2210-0000-000	VRS	10,402.00	10,402.00	0.00	10,402.00	100.00	X
100-043100-2300-0000-000	HEALTH PLAN	17,845.00	17,845.00	0.00	17,845.00	100.00	X
100-043100-2400-0000-000	GROUP LIFE	963.00	963.00	0.00	963.00	100.00	X
100-043100-2500-0000-000	HYBRID DISABILITY INSURANCE	209.00	209.00	0.00	209.00	100.00	X
100-043100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	7,753.24	-5,753.24	-287.66	X
100-043100-5110-0000-000	ELECTRICITY-STREETLIGHTS	24,000.00	24,000.00	5,904.10	18,095.90	75.40	X
100-043100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
100-043100-5300-0000-000	INSURANCE	5,000.00	5,000.00	4,679.50	320.50	6.41	X
100-043100-5540-0000-000	EDUCATION/ TRAINING	500.00	500.00	0.00	500.00	100.00	X
100-043100-5840-0000-000	MISCELLANEOUS	0.00	0.00	746.98	-746.98	0.00	X
100-043100-6001-0000-000	OFFICE SUPPLIES & PRINTING	500.00	500.00	0.00	500.00	100.00	X
100-043100-6005-0000-000	JANITORIAL SUPPLIES	0.00	0.00	32.87	-32.87	0.00	X
100-043100-6006-0000-000	HAND TOOLS	500.00	500.00	0.00	500.00	100.00	X
100-043100-6007-0000-000	REPAIR/ MAINT TOWN BUILDINGS	14,000.00	14,000.00	4,836.61	9,163.39	65.45	X
100-043100-6008-0000-000	VEHICLE FUEL/ OIL	3,000.00	3,000.00	1,436.21	1,563.79	52.13	X
100-043100-6009-0000-000	EQUIPMENT/ SUPPLIES	4,000.00	4,000.00	7,080.53	-3,080.53	-77.01	X
100-043100-6011-0000-000	UNIFORMS/ SAFETY EQUIP	1,500.00	1,500.00	201.66	1,298.34	86.56	X
100-043100-7110-0000-000	PARKING LOT/STREET/SIDEWALK MAINT	7,000.00	7,000.00	2,769.57	4,230.43	60.43	X
100-043100-7120-0000-000	PARK MAINTENANCE	1,500.00	1,500.00	75.00	1,425.00	95.00	X
100-043100-7130-0000-000	REFUSE COLLECTION	98,500.00	98,500.00	17,960.64	80,539.36	81.77	X
100-043100-7140-0000-000	LITTER GRANT	1,200.00	1,200.00	0.00	1,200.00	100.00	X



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100-043100-7200-0000-000	TOWN HALL EXPENSES	30,000.00	30,000.00	21,338.72	8,661.28	28.87	X
Public Works		311,562.00	311,562.00	130,818.61	180,743.39	58.01	
General Fund		898,185.00	898,185.00	999,889.88	-101,704.88	-11.32	
300-300100-8700-0000-000	REFINANCING AND USDA PROJECTS	0.00	0.00	5,920.63	-5,920.63	0.00	X
300100-Field2Description		0.00	0.00	5,920.63	-5,920.63	0.00	
Capital Improvement		0.00	0.00	5,920.63	-5,920.63	0.00	
400-071200-1210-0000-000	HARVEST FESTIVAL	35,000.00	35,000.00	17,636.64	17,363.36	49.61	X
400-071200-1230-0000-000	MUSIC ON THE GREEN	5,000.00	5,000.00	4,600.00	400.00	8.00	X
400-071200-1250-0000-000	PARADE/HOLIDAY EVENTS	2,000.00	2,000.00	1,741.23	258.77	12.94	X
400-071200-1310-0000-000	TOWN HALL ACTIVITIES	2,000.00	2,000.00	945.00	1,055.00	52.75	X
Events & Activities		44,000.00	44,000.00	24,922.87	19,077.13	43.36	
Events / Activities		44,000.00	44,000.00	24,922.87	19,077.13	43.36	
500-500100-1101-0000-000	SALARIES	120,221.00	120,221.00	71,314.75	48,906.25	40.68	X
500-500100-1201-0000-000	SALARIES/WAGES-OVERTIME	3,000.00	3,000.00	0.00	3,000.00	100.00	X
500-500100-2100-0000-000	FICA	9,197.00	9,197.00	0.00	9,197.00	100.00	X
500-500100-2210-0000-000	VRS	16,250.00	16,250.00	0.00	16,250.00	100.00	X



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500-500100-2300-0000-000	HEALTH PLAN	19,567.00	19,567.00	0.00	19,567.00	100.00	X
500-500100-2400-0000-000	GROUP LIFE	1,504.00	1,504.00	0.00	1,504.00	100.00	X
500-500100-2500-0000-000	HYBRID DISABILITY	191.00	191.00	0.00	191.00	100.00	X
500-500100-3140-0000-000	ENGINEERING/PROF. SERVICES	0.00	0.00	8,781.25	-8,781.25	0.00	X
500-500100-3311-0000-000	VEHICLE MAINT	3,000.00	3,000.00	863.96	2,136.04	71.20	X
500-500100-3320-0000-000	COMPUTER LICENSES/SUPPORT	2,000.00	2,000.00	5,381.84	-3,381.84	-169.09	X
500-500100-5110-0000-000	ELECTRICITY	20,000.00	20,000.00	3,912.71	16,087.29	80.44	X
500-500100-5210-0000-000	MAILING COSTS	1,000.00	1,000.00	3,167.61	-2,167.61	-216.76	X
500-500100-5230-0000-000	TELECOMMUNICATIONS	4,200.00	4,200.00	1,582.79	2,617.21	62.31	X
500-500100-5300-0000-000	TOWN INSURANCE-WATER	4,700.00	4,700.00	4,679.50	20.50	0.44	X
500-500100-5540-0000-000	Education/Training/License/Permit	3,000.00	3,000.00	8,733.46	-5,733.46	-191.12	X
500-500100-5810-0000-000	FEES AND DUES	4,000.00	4,000.00	3,083.00	917.00	22.93	X
500-500100-5820-0000-000	LICENSES AND PERMITS	0.00	0.00	3,180.00	-3,180.00	0.00	X
500-500100-5840-0000-000	MISCELLANEOUS	200.00	200.00	437.99	-237.99	-119.00	X
500-500100-5899-0000-000	Miss Utility Costs	500.00	500.00	0.00	500.00	100.00	X
500-500100-6001-0000-000	OFFICE SUPPLIES/EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
500-500100-6005-0000-000	Janitorial Supplies	1,500.00	1,500.00	0.00	1,500.00	100.00	X
500-500100-6006-0000-000	HAND TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	107,141.00	107,141.00	126,057.95	-18,916.95	-17.66	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,229.00	2,229.00	0.00	2,229.00	100.00	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	3,500.00	3,500.00	34.24	3,465.76	99.02	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	3,000.00	3,000.00	328.09	2,671.91	89.06	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	5,000.00	5,000.00	1,890.50	3,109.50	62.19	X
500-500100-6022-0000-000	WATER TESTING	8,000.00	8,000.00	6,584.00	1,416.00	17.70	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	0.00	53,986.00	100.00	X
Water Operations		414,886.00	414,886.00	250,013.64	164,872.36	39.74	
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	20,131.86	-20,131.86	0.00	X



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500500-Field2Description		0.00	0.00	20,131.86	-20,131.86	0.00	

Water Expenditures		414,886.00	414,886.00	270,145.50	144,740.50	34.89	
520-500100-1101-0000-000	SALARIES	156,481.00	156,481.00	104,578.85	51,902.15	33.17	X
520-500100-1201-0000-000	OVERTIME	3,423.00	3,423.00	0.00	3,423.00	100.00	X
520-500100-2100-0000-000	FICA	11,971.00	11,971.00	0.00	11,971.00	100.00	X
520-500100-2210-0000-000	VRS	21,500.00	21,500.00	0.00	21,500.00	100.00	X
520-500100-2300-0000-000	HEALTH INSURANCE	19,220.00	19,220.00	0.00	19,220.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	1,990.00	1,990.00	0.00	1,990.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	511.00	511.00	0.00	511.00	100.00	X
520-500100-3160-0000-000	TESTING	21,000.00	21,000.00	15,275.00	5,725.00	27.26	X
520-500100-3180-0000-000	SLUDGE REMOVAL	20,000.00	20,000.00	41,936.14	-21,936.14	-109.68	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	0.00	2,000.00	100.00	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	0.00	0.00	1,840.00	-1,840.00	0.00	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	11,701.71	18,298.29	60.99	X
520-500100-5120-0000-000	PROPANE	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5210-0000-000	MAILING COSTS	750.00	750.00	0.00	750.00	100.00	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	1,500.00	1,500.00	0.00	1,500.00	100.00	X
520-500100-5300-0000-000	INSURANCE	4,250.00	4,250.00	4,679.50	-429.50	-10.11	X
520-500100-5540-0000-000	Education/Training/License	3,000.00	3,000.00	0.00	3,000.00	100.00	X
520-500100-5613-0000-000	VPDES FEES/DEQ	4,000.00	4,000.00	888.64	3,111.36	77.78	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	200.00	200.00	186.47	13.53	6.77	X
520-500100-5899-0000-000	MISS UTILITY COST	500.00	500.00	250.20	249.80	49.96	X
520-500100-6001-0000-000	OFFICE SUPPLIES	900.00	900.00	0.00	900.00	100.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	10,000.00	10,000.00	11,635.10	-1,635.10	-16.35	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	19.37	980.63	98.06	X
520-500100-6006-0000-000	SMALL TOOLS	1,000.00	1,000.00	0.00	1,000.00	100.00	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	85,000.00	85,000.00	99,976.07	-14,976.07	-17.62	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	2,624.00	2,624.00	0.00	2,624.00	100.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,500.00	2,500.00	959.20	1,540.80	61.63	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	0.00	0.00	287.82	-287.82	0.00	X



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520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	0.00	161,270.00	100.00	X
Water Operations		569,590.00	569,590.00	294,214.07	275,375.93	48.35	
Sewer Operations		569,590.00	569,590.00	294,214.07	275,375.93	48.35	
Expense		-1,926,661.00	-1,926,661.00	-1,595,092.95	-331,568.05	17.21	
Report Total		142,584.00	142,584.00	-176,231.04	318,815.04	223.60	



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

AGENDA ITEM: Police Departments Monthly Report February 2024

DATE: 02/25/2024

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for February 2024

21-Total calls for service

16-Assist other agencies

11-Summons / Parking tickets

1- Larcenies

2- Motor Vehicle Accidents

33-Park walk and talks

48-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Public Works
DATE: March 7, 2024
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

1. Clearing fence line at Wastewater Plant.
2. Servicing lawn equipment.
3. Collected Bac T samples for February they passed requirements.
4. We have started Hydrant flushing.
5. Daily check of water meter alarms.
6. Collected Radiological samples out in the water system on 02/27/2024.
7. Leaf collection ended on 02/02/2024, the leaf box has been removed from the Dump truck.
8. The Leaf Vac has been pressure washed and cleaned.

ATTACHMENTS:
None

HEADS UP ITEMS:



TO: The Honorable Mayor and Town Council
FROM: J.C. LaRivere, Community Development & Project Associate
COPY: India Adams-Jacobs, Town Manager/Zoning Administrator
SUBJECT: Special Use Permit Applications #24-001, #24-002
DATE: March 7, 2024

Background:

The Town of Bowling Green received two special use permit applications in January 2024 from Mr. Jason Manns. Staff have reviewed the applications and consider them to be complete. The Planning Commission considered these applications during its February 15th meeting and the applications are now presented for Council consideration and approval at a duly advertised public hearing in accordance with Virginia Code.

Summary:

The factors considered by the Planning Commission, which must be considered in evaluating all special use permit applications, include: whether the proposed use will be detrimental to the character and development of adjacent properties; consistency with code and comprehensive plan; and interference with by-right uses in the area. The Planning Commission determined that none of the above issues are presented by these applications.

The special use application for 205 Main Street (SUP#24-001) falls under the mixed-use special use exception provided under B1 zoning regulations. The only additional requirement is that the residential use be secondary to the primary business use. According to the application, the operator of the business hopes to reside above the business which provides evidence supporting the dominance of the business use.

The application for 132 East Broaddus Avenue (SUP#24-002) falls under the two-family dwelling special use exception provided under R1 zoning regulations. The only additional requirement is that the two-family dwelling must be created by conversion of an existing single-family dwelling. The existing structure meets the definition of an existing single-family dwelling provided in the Zoning Ordinance.



Memorandum

Town Staff have provided notices to the adjacent property owners and published all appropriate notices related to the public hearings in advance of the Town Council meeting.

Recommendation:

Staff recommends that the Town Council approve special use permit applications SUP#24-001 and SUP#24-002.

Draft motion:

I move that the Town Council approve special use applications SUP#24-001 and SUP#24-002.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

AGENDA ITEM: Intergovernmental Support Agreement (IGSA) with Fort Walker/U.S. Army

DATE: March 7, 2024

PREPARED BY: India Adams-Jacobs, MPA, ICMA-CM (candidate), Town Manager

Background:

The Town of Bowling Green has been approached by U.S. Army representatives from Fort Walker regarding the execution of an IGSA. The purpose of an IGSA is to reduce U.S. Army costs related to compliance with federal procurement requirements and provide a new stream of revenue to local governments. Essentially, the Town would conduct procurement processes resulting in contracts that the U.S. Army would be able to utilize as a cooperative procurement. The Town would then be paid a 10% administrative fee for each procurement.

Issue Before Council:

The issue before Council is whether to authorize the municipal government to execute an IGSA with the U.S. Army.

Recommendation:

Due to the potential revenue stream that this IGSA could provide, and the Town's current budgetary constraints, staff recommend that Council authorize staff to execute an agreement.

Council Action Requested:

Town staff request that Town Council authorize the municipal government to execute an IGSA with the U.S. Army Installation at Fort Walker.

Draft Motion:

I move that Town Council authorize the Town Manager to execute an IGSA with the U.S. Army.



TOWN OF BOWLING GREEN AGENDA ITEM REPORT

AGENDA ITEM: Appointment of Matt Benjamin- Planning Commission

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

BACKGROUND / SUMMARY:

Mr. Matt Benjamin has applied for the Planning Commission vacancy. Town Council has been provided with his application for consideration and appointment to serve for the four year term.

ATTACHMENTS:

REQUESTED ACTION:

Approve/Deny Request