



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, April 01, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

PUBLIC HEARINGS:

- [1.](#) Proposed Updates to Chapters 9 and 10 of the Comprehensive Plan

DELEGATIONS:

- [2.](#) Years of Service Award

PUBLIC COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [3.](#) Police Department Monthly Report - March 2021
- [4.](#) Public Works/Utilities Monthly Report - March 2021
- [5.](#) Events & Economic Development Coordinator Monthly Report - March 2021
- [6.](#) Town Manager Monthly Report - March 2021

CONSENT AGENDA:

- [7.](#) Bills - March 2021
- [8.](#) Minutes – February 4, 2021 Town Council Work Session
- [9.](#) Minutes – February 4, 2021 Town Council Meeting
- [10.](#) Minutes – March 4, 2021 Town Council Meeting
- [11.](#) Minutes – March 10, 2021 Town Council Work Session
- [12.](#) Minutes – March 18, 2021 Town Council Work Session
- [13.](#) Minutes – March 25, 2021 Town Council Work Session
- [14.](#) Post-Issuance Compliance Policy on Tax Exempt Obligations

UNFINISHED BUSINESS:

- [15.](#) Updated job description
- [16.](#) Appoint a Town Clerk / Treasurer

[17.](#) Proposed Updates to Future Land Use Map

NEW BUSINESS:

[18.](#) Resolution to amend Council Meeting Order of Proceedings

[19.](#) Request for Payment of Invoice related to 100 N. Main St. Sewer Lateral

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

INFORMATIONAL ITEMS:

ADJOURNMENT



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Proposed Updates to Chapters 9 and 10 of the Comprehensive Plan

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At its March 15th meeting, the Planning Commission voted in favor of sending a recommendation of approval of Chapters 9 and 10 of the Comprehensive Plan as presented to Town Council.

ATTACHMENTS:

- Proposed revisions to Chapters 9 and 10 of the Comprehensive Plan

REQUESTED ACTION:

Take action on Proposed Updates to Chapters 9 and 10 of the Comprehensive Plan.

Run in the Free Lance Star 3/16 and 3/23/2021

PUBLIC HEARING

Town of Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday, April 1, 2021, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing is for the Town Council to receive public comment on and consider proposed updates to Chapters 9 and 10 of the Town's Comprehensive Plan.

The proposed changes are available for review at Town Hall, 117 Butler Street, during normal business hours and online at www.townofbowlinggreen.com. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager at 804-633-6212 ext. 1001 in advance so appropriate arrangements can be made.

Melissa Lewis
Town Manager/Zoning Administrator

CHAPTER 9 - LAND USE

Introduction

Land use is one of the most complex issues in planning. All sections of the Comprehensive Plan must be considered together as they work together to provide the complete vision. A good future land use plan is critical to the economic vitality and quality of life of the community. This chapter will examine the existing land use and the Town's goals for future land use along with outlining Development Standards and Design Features that shall be used by the community and developers when proposing new land uses and development.

Existing Land Use:

Existing Land Use is identified in Table 9-1 and in **Map Annex, Existing Land Use**. It is important to understand that multiple zoning classifications can exist in one (1) use.

Residential

Residential land use is approximately 21% of the total acreage in Town. Single family detached housing units occupy approximately 19% and multi-family housing units occupy approximately 2%. Residential areas are located throughout the Town with the exception of the downtown commercial district and the majority of the 301highway corridor located in the Northeastern portion of Town.

- ~~Look at updating percentages.~~

Commercial

Commercial land uses occupy approximately 7% of the total acreage of the Town. There are three (3) commercial areas in Town. These areas include, the Broaddus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green.

The three (3) business areas described are appropriately zoned for commercial uses. Most of the new businesses in these areas have filled in where other businesses have left the town. Infill development for commercial activity in the Town of Bowling Green should be prioritized with a focus on growth from within the commercial areas and expanding outward.

Institutional

Institutional land uses (churches, schools, government offices, etc.) occupy approximately 3% of Town's acreage. There are eight (8) churches in Town and the remaining acreage is occupied by Town and County municipal offices and parking lots.

Industrial

There are no industrial areas within the Town.

Other Uses

Currently, there are no Planned Unit Developments in the town. A conservation easement for the Old Mansion property exists on the South end of Main Street which occupies approximately 126.8 acres and cannot be developed. Right of Way acreage exists for roads, streets, and utilities which reduces the amount of available acreage for development. Agricultural land use exists within the town boundary along with Encroachment Potential Areas for land, which could be used as both preservation areas or growth areas. Areas within the town boundary meet the criteria of the Chesapeake Bay Preservation Act for designation as an environmentally sensitive area.

Table 9-1: Land Use – Existing and Future ~~*Update with accurate percentages~~

Existing Land Use	Households	Percent	Acres	Percent	Future Land Use	Acres	Percent
Residential (R1)	343	80.1%	200.3	19.7%	Low Density Residential	523.4	51.5%
Residential (R2 & R3)	78	18.2%	13.3	1.3%	Moderate Density Residential	13.3	1.3%
Planned Unit Development	0	0%	0.0	0.0%	High Density/Mixed Use	0.0	0.0%
Commercial (B1 & B2)	2	.5%	60.4	5.7%	Commercial	165.3	16.1%
Industrial (M1)	0		0.0	0.0%	Limited (Light) Industry	6.6	0.6%
Agricultural (A1)	4	1.0%	190.9	18.8%	Agricultural	0.0	0.0%
Conservation/Historic (A-1)	1	.2%	126.8	12.5%	Conservation/Historic (A-1)	126.8	12.5%
Right of Way			155.7	15.4%	Right-of-Way	155.7	15.4%
Institutional/Public Lands			26.2	2.6%	Institutional/Public Lands	26.2	2.6%
Encroachment Potential Areas			0.0	0.0%	Encroachment Potential Areas	0.0	0.0%
Vacant/Undeveloped			243.7	24.0%	Not Applicable	-	-
Total	428	100.0%	1017.3	100.0%	Total	1017.3	100.0%

Source: Town of Bowling Green

Future Land Use:

Future Land Use is identified in Table 9-1 and in **Map Annex, Future Land Use**.

Future Vision

Growth will come to Bowling Green and it is important that the Future Land Use Plan provide the right balance of residential, commercial and industrial land use to meet the demands for growth without sacrificing Bowling Green's small town charm and quality of life. The Future Land Use map indicates what types of development are appropriate for a particular area. It should be noted that the Comprehensive Plan is not an ordinance. It is a plan to help guide Town officials in making land use decisions. Table 9-1 shows the amount and percentage of land which is proposed for various types of land use.

Area Plan

There are three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability. These areas are the Broadus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green. **Residential areas are located on the North and South ends of Main Street, including side streets, Bowling Green Meadows and Caroline Manor Apartments.** Detailed plans should be established and reviewed on a regular basis to ensure that all activity is supportive of the established goals and objectives for each area. Although individual area plans are relevant for establishing goals and tracking progress toward those goals to achieve a desired result, the size of Bowling Green in both population and land area dictates the need for an overarching plan to unify the town across all development areas. This plan requires the input from residents, business owners, land owners, developers, builders, VDOT, Fort A.P Hill, and Caroline County in concert with the Planning Commission and Town Council to document a unified position on land use and development.

Future Land Use Descriptions: ~~*Add High Density Residential~~

These descriptions are to be used in conjunction with the Future Land Use Map of the Comprehensive Plan when evaluating development proposals. The Future Land Use Map and Comprehensive Plan are intended to be used as guidelines for development over the next five to ten years.

Low Density Residential

Low Density Residential areas are residential developments or land suitable for such development with overall densities of no more than 3 to 4 dwelling units per acre dependent upon the character of the surrounding area, physical attributes of the property, and consistency with the Comprehensive Plan. Low Density Residential areas are located where natural characteristics such as terrain and soils are suitable for residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designation R-1.

Moderate Density Residential

Moderate Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 4 to 8 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. Moderate Density Residential areas are located where natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-2 and R-3.

High Density Residential

High Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 5 to 10 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. High Density Residential areas are located where

natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-3 and PUD.

Commercial

General business activities having a moderate impact on nearby developments are designated Commercial. Location criteria for commercial uses require access to arterial roads, preferably at intersections with collector and arterial roads; moderate to large sized sites; public water and sewer; suitable environmental features such as soils and topography; and adequate buffering by physical features or adjacent uses to protect nearby residential development. This land use is consistent with the Town Code requirements for Zoning Designation B-1 and B-2.

Limited Industry

Limited Industry sites are areas that have a moderate impact on the surrounding area. Industrial developments require access to arterial or major collector roads, public water and sewer, moderate sized sites, environmental features such as soils and topography suitable for intense development, and adequate buffers to protect nearby residential uses. This land use is consistent with the Town Code requirements for Zoning Designation M-1.

Agricultural/Conservation/Historic Areas

Agricultural, Conservation, and Historic Areas are lands that are intended to be preserved. Wetlands, steep slopes, wildlife habitats, and streams banks are types of areas that meet the criteria under the Chesapeake Bay Protection Act as environmentally sensitive and require conservation. Historically significant sites and properties are important and should be preserved. Examples of preferred land use in these three areas include agriculture, horticulture, parks, wildlife habitats, open space, historic preservation, renovation back to original use, adaptive reuse, or any use that maintains the integrity of the site or property. Agricultural land use is consistent with the Town Code requirements for Zoning Designation A-1.

Institutional/Public Lands

This designation includes land owned by Federal, State, County, and Town governments along with other community facilities. There are no Federal owned or managed properties within the Town limits. There are properties that are owned by the State, County, and Town governments within the Town boundary along with **eight (8)** churches.

Development Standards:

Development standards are intended to provide a guide for accommodating land uses in a manner harmonious with the environment. If any standard listed in the Comprehensive Plan conflicts with existing ordinances, the Town Code is the final authority.

General Land Use Standards

1. Permit new development where the impact of such development can be adequately addressed. Particular attention shall be given to impacts such as density, intensity, building height and scale, land uses, smoke, noise, dust, odor, vibration, light, traffic, and encroachment.
2. Permit new development or redevelopment only when required public services, utilities, and facilities or upgraded public services, utilities, and facilities can be provided.
3. Preserve the natural and wooded character of the Town. Particular attention shall be given to locating structures and uses outside of sensitive areas; maintaining existing topography, vegetation and trees to the maximum extent possible, especially along roads and between

uses; encouraging enhanced landscaping of the developments located in open fields; locate new roads and minimize access points, such as driveways, in accordance with VDOT requirements; and utilize lighting where necessary to enhance safety.

4. Protect land designated as conservation areas by encouraging conservation easements.
5. 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.
6. Minimize the impact of development on major roads by limiting access points and providing side street access and common entrances.
7. Encourage a transition to underground utilities for existing above ground utilities when major improvements are planned or when major work on collocated utilities supports the transition from above ground to underground.

Residential Land Use Standards

1. Ensure that overall housing densities are compatible with the capacity of public services, facilities, and utilities available or planned; and character of development in the surrounding area. Ensure that residential developments provide usable open space and protect the Town's natural wooded character.
2. Preserve sensitive areas as open space, retain trees and vegetation, and design residential developments to preserve the character of the Town's natural setting in support of a pleasant living environment.
3. Design with the best and most beneficial use of topography and other physical features in mind.
4. Encourage builders and developers to design diversity and character into their development to avoid excessive repetitiveness in larger developments.
5. Prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible. Locate residential development along internal roads within the development improve traffic flow and enhance safety.

Commercial and Industrial Land Use Standards

1. Locate commercial and industrial developments adjacent to compatible uses and ensure special features are incorporated in the design to protect residential or sensitive areas.
2. Commercial and industrial areas should be planned and located to avoid traffic through residential areas except in special circumstances where residential and nonresidential areas are both part of an overall Master Plan or special measures are taken to ensure the residential uses are protected.
3. Provide landscaped areas and trees along public roads and private properties and develop sites in a manner that retains or enhances the natural wooded character of the Town.

Aesthetics and Design:

The Town's appearance and design are important as a quality of life issue for its residents and as an economic development tool. The following are design features and resources that should be used to propose and develop land uses.

Aesthetics:

Entrance Corridors

These corridors are important for historical, aesthetic, and practical reasons. Entrance corridors serve to visually mark the boundary of the municipality, establish the first impression of the Town for visitors, and generally, show the Town's commitment to its appearance and attractiveness. There are five major entrance corridors in the Town: Route 301 at Fort A.P. Hill, Route 2 starting at Paige Road, Route 207 adjacent to the Bowling Green Shopping Center, Route 301/Route 207/Route 2 at the outer bypass interchange, and Route 301 bypass at the eastern entrance to the Town. Design features such as signs, appropriate placement of parking areas near the corridors, and landscaping should be encouraged.

Historic Sites

Places of historic significance should be preserved or considered for preservation during the development of a particular site. An example of historic preservation is the historic easement placed on Bowling Green Farm (formerly known as the Old Mansion) located at the south end of Town. This easement protects the property by prohibiting certain land uses. In 2003, an historic area was identified consisting of 140 contributing properties and the area was added to the National Register of Historic Places. A list of the properties can be found in Chapter 8.

Utility Lines

Utility lines include electrical, natural gas, telephone, cable, water, and others. All utilities should be placed underground to reduce susceptibility to above ground hazards and weather events and eliminate competition with trees and other landscaping features.

Design Features:

Landscaping

Landscaping is one of the best ways to enhance a site. A well-designed landscape plan can provide shade that decreases radiant heat from man-made and natural surfaces, green areas aid in the absorption and filtration of runoff, and a pleasant environment in which to work and live. Plant materials should be chosen to compliment the structure or use and the surrounding environment. Care should be taken to choose native plants that will survive the local climate conditions.

Landscape Strips

Landscape strips are areas of land between roads and parking areas or adjacent properties and developed areas, for the placement of landscaping material. These areas help buffer developments from adjacent uses and improve their appearance. Trees have particular root structures which need a particular amount of soil to survive and the proper amount of room to accommodate future growth. Landscape strips should be wide enough to provide adequate room for the type and density of trees and shrubs to be used and sufficient buffering between uses.

Berms

A berm is a man-made mound of earth. Its purpose is to provide a visual, acoustic, and safety barrier between two land uses or between a development and public road. A berm offers several advantages by standing directly between a driver's eye level view and a development, reducing traffic noise from adjacent roads, and adding topographic diversity to flat sites. As the development of many sites requires excavation, it is possible to use the soil on site to construct berms which can reduce the need to remove soil from the site. While berms offer a number of advantages, it is important to note that they occupy a finite amount of land.

Fencing

If a berm is deemed unfeasible or undesirable, fencing provides a good alternative as a buffer or decorative feature. Fencing should be chosen that compliments the structure or use and the surrounding environment. Fencing can also be used to buffer conflicting land uses. Fencing materials may be man-made or natural such as trees or shrubs.

Signage

A sign can be a person's first impression of a business or a Town in the case of an entrance corridor. A sign should be designed to compliment the site on which it is placed. Signs can be building mounted, pole mounted, or a monument style. Signs can be made of metal, plastic, wood, or other variations. Care should be taken to insure that signs are in compliance with the local ordinance and compatible with the development and surrounding area. Use of monument style signs should be encouraged. This type of sign can be constructed to be less obtrusive than pole mounted signs and still provide adequate visibility to customers. For large developments, the use of one sign should be encouraged to advertise the multiple uses within the development and decrease the number of signs, increase visibility of tenants, and improve the appearance of

the development.

Lighting

Lighting on commercial, industrial and public sites is necessary for safety reasons. Lighting can be obtrusive if not carefully designed. Lights should be placed far enough from residential properties and roads and at a height that does not produce objectionable glare to adequately light the site. Light should be focused more downward than outward for maximum effect and light fixtures should be complimentary to the surrounding area and aesthetically pleasing.

External Factors Affecting Development:

Encroachment on Military Installations

Bowling Green must be constantly aware of its proximity to Fort A.P. Hill especially in its North Route 301 area where future development is highly possible. Encroachment can be prevented by working closely with Department of Defense officials at Fort A. P. Hill.

Bowling Green-Milford Sub-Area Development Plan

Planning in the Town of Bowling Green must remain sensitive to the planning accomplished and development projected in the Bowling Green-Milford Sub-Area Development Plan in which the Caroline County Government identifies one of three development areas in Caroline County. Many opportunities exist to work with our County partners to ensure the needs of County residents are met regardless of whether they live in the Town of Bowling Green or outside of its outer boundary.

~~CHAPTER 10 – GOALS, OBJECTIVES AND STRATEGIES~~

Environment:

~~GOAL: — Achieve a pattern of land use which balances water quality and environmental protection with social and economic development goals.~~

~~Objective: Focus Town growth in areas most suitable for development so that environmentally sensitive areas are protected.~~

~~*Strategy 1* — The Bowling Green Planning Commission obtains information from Caroline County regarding soil conditions prior to the preliminary development plan review to determine suitability for development. Do not allow development in areas where soil conditions do not support the proposed development.~~

~~*Strategy 2* — The Bowling Green Planning Commission assesses the impact of development throughout the Town in areas where slopes are 15% or greater, and limit development in Chesapeake Bay Preservation Act areas with slopes of 15% or greater.~~

~~*Strategy 3* — The Bowling Green Planning Commission reviews data from the Virginia Division of Natural Heritage prior to approving development in order to protect the Town's natural heritage resources.~~

~~Objective: Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing commercial areas.~~

~~*Strategy 1* — The Bowling Green Town Council follows the recommendations of the Downtown Bowling Green Revitalization Action Plan to encourage revitalization of the downtown area and thus reduce the need to expand into undeveloped areas. Use shared access and parking to achieve a well-designed and concentrated commercial area downtown.~~

~~*Strategy 2* — The Bowling Green Town Council follows the Comprehensive Plan's recommendations for commercial development.~~

~~Objective: Review the Subdivision and Zoning Ordinances every two years, as a minimum, to achieve land use which balances environmental protection with development goals.~~

~~*Strategy 1* — The Bowling Green Planning Commission recommends changes to the Subdivision Ordinance and Zoning Ordinance to include provisions for open space developments, biking and walking trails, open space easements and donations. Ensure that all development includes safety features such as sidewalks, adequate lighting, marked crosswalks, etc. for residents, visitors, and tourists.~~

~~Strategy 2—The Bowling Green Planning Commission recommends changes to land use ordinances to reflect the future land use recommendations of the Comprehensive Plan, including environmental objectives.~~

Objective: Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply.

~~Strategy 1—The Bowling Green Public Works Director manages the water supply system, performs required testing, and manages of the chlorination system, the cross connection control and inspection program, hazard inspection requirements, and the installation of backflow prevention devices.~~

~~Strategy 2—The Bowling Green Public Works Director identifies local groundwater recharge areas and uses mapping techniques to assess the vulnerability of the areas to groundwater contamination. Ensure appropriate land use controls are in place for those areas.~~

~~Strategy 3—The Bowling Green Public Works Director provides for the long-term water needs of the Town through semi-annual evaluations of population projections, estimates water needs for future growth, and participates in county or regional water resources management planning.~~

~~Strategy 4—The Bowling Green Public Works Director prevents point source pollution through compliance with the VPDES permit program.~~

~~Strategy 5—The Bowling Green Zoning Administrator takes action to prevent increases in nonpoint source loadings by erosion and sediment control practices and by other means of nutrient reduction.~~

~~Strategy 6—The Bowling Green Zoning Administrator prevents increases in storm water runoff by utilizing and maintaining Best Management Practice (BMP) in Chesapeake Bay Preservation Act areas, including vegetative buffers at all storm water runoff sites.~~

Objective: Enlist County, Regional or State assistance where needed to ensure water quality protection.

~~Strategy 1—The Bowling Green Zoning Administrator participates in a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act program and to address any erosion problems, including stream bank and stream bed erosion areas.~~

~~Strategy 2—The Bowling Green Zoning Administrator encourages the use of shared or regional retention basins for existing and future development.~~

~~Strategy 3—The Bowling Green Zoning Administrator and Public Works Director enlist State and County assistance in identifying possible existing sources of point and nonpoint source pollution in the Town such as illegal landfills, underground~~

storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges.

Strategy 4—The Bowling Green Public Works Director educates the Town citizenry on ways to conserve water and to minimize impacts on water quality from everyday activities like yard and garden care, driving, vehicular maintenance, storage tank maintenance, and other activities that adversely affect water quality.

Objective: Protect the natural wooded character of the Town.

Strategy 1—The Bowling Green Planning Commission reviews site plans and other types of development plans to ensure the trees are retained to the greatest extent possible.

Strategy 2—The Bowling Green Town Council provides funding to plant trees on Town properties and in selected areas throughout the Town.

Housing:

GOAL: Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

Objective: Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.

Strategy—The Bowling Green Planning Commission reviews the current Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities and recommends changes to the Bowling Green Town Council, as required.

Objective: Provide an adequate supply of properly zoned land to support the demand for the future housing needs of Town residents.

Strategy—The Bowling Green Planning Commission reviews the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance to ensure they allow densities that maximize the use of land for new housing while protecting the environment.

Objective: Encourage the rehabilitation of existing substandard housing.

Strategy—The Bowling Green Town Manager coordinates with Caroline County to ensure that the Building Code allows for rehabilitation projects at a reasonable cost.

Objective: Protect residential developments from encroachments by incompatible land uses.

~~Strategy~~—The Bowling Green Planning Commission reviews the Subdivision Ordinance and Zoning Ordinance to ensure that they require adequate buffers between residential, commercial and industrial uses and recommends changes to the Bowling Green Town Council, as required.

Economies:

~~GOAL: Promote managed economic growth while preserving historic character of the Town and the quality of life of its residents.~~

~~Objective: Promote the Town as the center of retail trade for Caroline County.~~

~~Strategy 1~~—The Bowling Green Town Council works with the County Office of Economic Development and Caroline County Chamber of Commerce to promote the Town through the development of advertising materials.

~~Strategy 2~~—The Bowling Green Town Manager uses the results of the marketing study of the Town and surrounding area to pursue new businesses.

~~Strategy 3~~—The Bowling Green Town Council follows the recommendations of the Downtown Revitalization Action Plan to improve the downtown area thereby strengthening it as a business center.

~~Strategy 4~~—The Bowling Green Planning Commission shall conduct a semi-annual review of the land use map in the Comprehensive Plan to ensure it allows for an adequate supply of land zoned for business and industrial development.

~~Objective: Provide adequate public utilities and services to support commercial and industrial growth.~~

~~Strategy 1~~—The Bowling Green Public Works Director shall conduct an annual review of the Town's existing public utilities and services to ensure that they are adequate to support projected development.

~~Strategy 2~~—The Bowling Green Town Manager shall conduct an annual review of all possible resources, financial and otherwise, that will enable the Town to extend utilities and services to areas that have business growth potential.

~~Objective: Develop an economic development program.~~

~~Strategy 1~~—The Bowling Green Town Manager shall work with the County Office of Economic Development, the Caroline County Visitors Center, and the Caroline County Chamber of Commerce to promote economic development opportunities to potential developers.

~~Strategy 2~~—The Bowling Green Town Manager shall promote the growth of existing and development of potential businesses in order to provide job opportunities.

Transportation:

~~GOAL: Provide for the safe, efficient and economical movement of people and goods.~~

~~Objective: Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.~~

~~*Strategy 1*—The Bowling Green Town Council prioritizes road improvement projects.~~

~~*Strategy 2*—The Bowling Green Town Manager shall actively pursue funding for needed road projects.~~

~~*Strategy 3*—The Bowling Green Planning Commission shall require that private land developers adequately provide transportation improvements which are necessary to serve their developments. Minimize the impact of developments on the roadway network by limiting access points, by providing joint entrances, and interconnecting adjoining developments.~~

~~Objective: Ensure that regional and local transportation networks complement each other.~~

~~*Strategy*—The Bowling Green Town Manager shall work with Caroline County and VDOT in a cooperative manner to provide for projects that meet the transportation needs of Town residents.~~

~~Objective: Ensure that the transportation network is designed to be compatible with the environment.~~

~~*Strategy 1*—The Bowling Green Planning Commission shall review the environmental impact of all proposed road projects to ensure that they meet the environmental goals of the Comprehensive Plan.~~

~~*Strategy 2*—The Bowling Green Town Council shall improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-A-Highway program, and corporate sponsored projects.~~

~~Objective: Promote the use and development of sidewalks throughout Town.~~

~~*Strategy 1*—The Bowling Green Town Council shall review the Town's sidewalk system annually, and make recommendations for improvement of the system.~~

~~*Strategy 2*—The Bowling Green Town Council shall provide funding for new sidewalks using Town funds or request funds from Caroline County and Virginia Department of Transportation for new sidewalks.~~

Community Facilities and Services:

GOAL:—~~Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.~~

Objective: ~~Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.~~

Strategy—~~The Bowling Green Town Manager shall prepare a Master Community Facilities document that outlines the Town's existing facilities and plans for future needs. Review the Town, State and County facilities and services to ensure that the Town does not duplicate facilities and services which are already being provided. Include the recreational needs of the community and develop a plan to meet those needs.~~

Objective: ~~Maintain and upgrade existing facilities and services.~~

Strategy 1—~~The Bowling Green Town Manager shall review the condition of existing facilities and provide funding requirements in the Capital Improvement Program to ensure their upkeep and extend their life.~~

Strategy 2—~~The Bowling Green Town Council shall pursue grant funding to provide funds for public facilities and services and determine the priority of the projects to be funded.~~

Historic Preservation and Tourism:

GOAL:—~~Preserve the historic assets of the community while promoting tourism.~~

Objective: ~~Ensure the protection and preservation of the historical assets of the community.~~

Strategy 1—~~The Bowling Green Planning Commission shall monitor Federal and State legislation related to historic and cultural preservation and development.~~

Strategy 2—~~The Bowling Green Town Council shall promote the Civil War Trail Lee v. Grant and Bowling Green's markers located in front of the County Courthouse.~~

Strategy 3—~~The Bowling Green Town Council shall promote the Bowling Green walking tour, Old Mansion, County Courthouse and other historic attractions of the historic district listed on the National Register of Historic Places and The Virginia Landmarks Register.~~

Strategy 4—~~The Bowling Green Town Council shall work with the Caroline~~

~~County Historical Society, the Caroline County Visitors Center, and other organizations to identify and preserve historical assets located in the Town of Bowling Green.~~

Objective: Develop and promote tourism programs that highlight the Town's historical and cultural assets.

~~*Strategy 1*—The Bowling Green Town Council shall use the Potomac Gateway Welcome Center and the Caroline County Visitors Center as resources to promote the Town's tourist attractions.~~

~~*Strategy 2*—The Bowling Green Town Manager and the Bowling Green Town Council shall work closely with Caroline County, the Chamber of Commerce, and other organizations to develop and promote tourism programs.~~

Land Use:

GOAL: Provide a balance pattern of land use that promotes harmony among existing development, future development and the natural environment while meeting the Town's future growth needs.

Objective: Ensure that land exists for the controlled growth of residential, commercial, industrial, recreational, and institutional uses.

~~*Strategy*—The Bowling Green Planning Commission reviews and the Bowling Green Town Council approves the amount of land being used within each type of land use category. If land for a particular type of land use becomes limited, review the options to add additional land for that type of land use category.~~

Objective: Ensure that land uses are compatible with their surroundings.

~~*Strategy 1*—The Bowling Green Planning Commission shall review the Town and County Comprehensive Plans to ensure that their goals are compatible with each other.~~

~~*Strategy 2*—The Bowling Green Planning Commission shall review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.~~

~~*Strategy 3*—The Bowling Green Planning Commission reviews and recommends to the Bowling Green Town Council which acts on proposed strip commercial development to prevent long commercial strips and integrate other less intensive types of land uses.~~

~~*Strategy 4*—The Bowling Green Zoning Administrator requires the documentation of impacts for proposed developments to include, but not limited to, the analysis of the traffic in order to review the traffic impacts of development proposals and~~

~~require that private developers provide funds to address those~~

impacts in and adjacent to development, environmental impact on storm water management, and other considerations such as noise, odor, smoke, light and building height and scale.

~~Strategy 5—The Town of Bowling Green follows the Comprehensive Plan's Development Standards and Design Features in the Bowling Green Planning Commission review and the Bowling Green Town Council approval of future development.~~

Objective: **Promote land uses that are consistent with the Town's ability to provide public services for those uses.**

~~Strategy 1—The Bowling Green Planning Commission conducts an annual review of the Town's Capital Improvement Plan to ensure that funds are provided to support the future land use plans and infrastructure needs of new developments.~~

~~Strategy 2—The Bowling Green Planning Commission, with input from the Bowling Green Public Works Director, reviews and the Bowling Green Town Council approves development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.~~

~~Strategy 3—The Bowling Green Town Council defines and implements a process to seek private investment and State and Federal grants that will provide funds to support facilities for future land uses.~~

Objective: **Encourage "infilling" of vacant parcels to utilize existing facilities.**

~~Strategy—The Bowling Green Planning Commission prepares an inventory of infill parcels and encourages their development above parcels that need full development of public services such as utilities.~~

Objective: **Encourage the compatibility of land uses between the Town's Comprehensive Plan and County's Comprehensive Plan.**

~~Strategy—The Bowling Green Planning Commission reviews the Town and County Comprehensive Plans to seek ways to consolidate resources and support the land use needs of both jurisdictions.~~

Improved Coordination and Cooperation:

~~GOAL: Develop a collaborative process between the Town of Bowling Green and the various county, state, and federal agencies to improve Bowling Green's and Caroline County's capacity to address issues related to growth.~~

~~Objective: Initially, establish an annual meeting between the Town of Bowling Green and Caroline County. Increase the frequency of the meetings as needs dictate.~~

~~*Strategy 1*—The Bowling Green Planning Commission coordinates and holds a meeting with the Caroline County Planning Commission.~~

~~*Strategy 2*—The Bowling Green Town Council coordinates and holds a meeting with the Caroline County Board of Supervisors.~~

~~*Strategy 3*—The Bowling Green Town Staff coordinates and holds a meeting with the Caroline County Staff.~~

~~Objective: Establish and maintain a continuous dialogue between the Town of Bowling Green and Fort A.P. Hill. Set the frequency of the meetings as needs and notification requirements dictate.~~

~~*Strategy 1*—The Town of Bowling Green, represented by the Bowling Green Town Council, Mayor, Town Manager, Bowling Green Planning Commission, and the Public Works Director, coordinates and holds meetings with the Commander, Fort A.P. Hill and his staff to address mutual needs.~~

~~*Strategy 2*—The Bowling Green Town Manager notifies the Commander, Fort A.P. Hill and his staff of any proposed development, rezoning requests, and other actions within 3000 feet of the installation boundary, or other defined encroachment sensitive zone that is federally mandated.~~

~~Objective: In matters of growth, involve all parties early and address the Big Picture to define all known development, zoning, and rezoning proposals. Avoid piecemeal approval of subdivision, zoning, and rezoning requests that will ultimately define a pattern of growth that is unexpected. Be proactive in all matters to achieve responsible growth.~~

~~*Strategy*—The Bowling Green Town Council shall use the charette to bring the all parties together and identify proposed and anticipated growth so that a clear understanding of growth for the next 24 to 60 months is achieved. Document and follow all agreements. Update the Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance as required.~~

Public Relations and Information Sharing:

GOAL: ~~Provide pertinent, relevant, and legally required information to the public in a timely manner.~~

Objective: ~~Meet all legal and logical requirements to disseminate and provide access to all information that affects the residents of Bowling Green and the surrounding jurisdictions.~~

~~*Strategy*—The Bowling Green Town Government (Mayor, Town Council, Planning Commission, and Town Staff) shall use the Town’s web site, newsletter, press releases, the local government TV channel, the local newspapers, and other methods and media to provide information to the public.~~

Chapter 10 – Goals and Implementation Plans

Notes:

~~Throughout this Chapter will be entries that reference a particular body of government or staff. The following list will illustrate the short form of these for ease of reading. One aspect of reviewing this section includes an organization of responsibility, therefore these references are open to change or addition. Bear in mind that the Council has a final say in any matters that are labeled as a responsibility of a lower body.~~

Legend:

~~Planning Commission [PC]
Economic Development Authority [EDA]
Town Manager [TM]
Zoning Administrator [ZA]
Public Works Director [PWD]
Bowling Green Town Council [Council]
All of the Above [BGTG]~~

~~The goals below are organized into general areas of consideration. The category is followed by a primary goal, supported by multiple implementation directives with explanation.~~

1. Environment:

Goal

~~Achieve a pattern of land use that balances water quality and environmental protection with social and economic needs.~~

Implementation

1. Focus growth in areas most suitable for development to protect environmentally sensitive areas
 - [PC] Determine soil suitability by referencing County information before development plan reviews. Do not allow development where soil conditions do not support the proposed plans.
 - [PC] Limit development in areas of the Chesapeake Bay Preservation Act with slopes of 15% or greater.

2. Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing and defined growth areas.
 - [PC] Adhere to the Comprehensive Plan when reviewing potential development plans, recommending projects that follow those guidelines as a rule.
 - [BGTG] Encourage infill growth in the downtown area commercial district to reduce the need of expansion into undeveloped areas.
 - [BGTG] Prioritize shared access, parking, and pedestrian walkway improvements to achieve a well-designed and concentrated commercial downtown area. Continue this method as growth occurs in the secondary commercial areas.
 - [PC] Review Subdivision and Zoning Ordinances every two years, as a minimum, to ensure alignment between environmental and development goals. This may involve updates to those ordinances, to the Comprehensive Plan, or both as needs change.

3. Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply.
 - [Council] Support and maintain communication with the Public Works Director. Encourage consistent reporting to be made aware of issues as early as possible to address them.
 - [TM] Ensure that the job description of the Public Works Director is updated according to the needs of the town.
 - [PWD] Prevent increases in storm water runoff by maintaining Best Management Practices (BMP) at runoff sites, including vegetative buffers and the maintenance thereof.

4. Enlist County, Regional or State Assistance where needed to ensure water quality protection.
 - [TM ZA] Maintain a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act Program and to address any erosion problems.
 - [TM ZA] Encourage the use of shared or regional retention basins for existing and future development.
 - [PWD], [TM ZA] Enlist State and County assistance as needed in order to identify possible sources of point and non-point pollution in the town such as illegal landfills, underground storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges.
 - [BGTG] Educate the Town citizenry on ways to conserve water and to minimize

impacts on water quality.

5. Protect the natural wooded character of the town.

- [PC] When reviewing site plans, ensure that trees are retained to the highest extent possible.
- [Council] will attempt to provide funding for trees to be planted on Town properties and in selected areas throughout Town.

2. Housing

Goal

Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

Implementation

1. Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.
 - [PC] Review the Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities.
 - [PC] Review the Zoning and Subdivision Ordinances and Comprehensive Plan to ensure they allow densities that maximize the use of land for new housing while protecting the environment and surrounding character.
 - [TM] Encourage the rehabilitation of existing substandard housing. Coordinate with Caroline County to ensure the Building Code allows for rehabilitation at a reasonable cost.
 - [PC] Review the Zoning and Subdivision Ordinances to ensure they require adequate buffers between residential, commercial and industrial uses to protect development from encroachment.

3. Economics

Goal

Promote managed economic growth while preserving historic character of the Town and quality of life of its residents.

Implementation

1. Promote the Town as a center of retail trade for Caroline County.
 - [EDA] Maintain and regularly update a marketing plan to promote the town, working with the County Office of Economic Development and Chamber of

- Commerce as needed.
 - [PC] Conduct an annual review of the land use map in the Comprehensive Plan to ensure it allows for an adequate supply of land zoned for business and industrial development.
 - [Council] Use the EDA's market plan and Planning Commission's review to direct staff Town Manager on how to pursue new business.
2. Provide adequate public utilities and services to support commercial and industrial growth.
- [PWD] Conduct an annual review of the Town's existing public utilities and services to ensure that they are adequate to support projected development.
 - [TM] Conduct an annual review of all possible resources, financial and otherwise, that will enable the Town to extend utilities and services to areas that have business growth potential.
3. Maintain an Economic Development Program.
- ~~Support the cooperation of~~ To foster collaboration between the Town Manager and Bowling Green Economic Development Authority with the County Office of Economic Development, County Visitor Center, and County Chamber of Commerce to promote opportunities for potential developers.
 - [EDA] Report to the Council regularly regarding plans and potential avenues of development.
 - The Planning Commission, EDA, and Council will have open communication in order to promote cooperation between the bodies, including joint meetings when the need arises to properly collaborate. An annual joint meeting should be considered between the PC and EDA as well as each of them with the Council separately.

4. Transportation

Goal

Provide for the safe, efficient and economical movement of people and goods.

Implementation

1. Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.
 - [Council],[TM], [PC] Prioritize ~~road~~ transportation improvement projects and pursue funding through multiple avenues.
 - [PC] Private land developers will be required to provide adequate transportation improvements necessary to serve their developments. They must minimize the impact of development on the roadway network by limiting access points, providing joint entrances, and interconnecting adjoining developments.
 - [TM],[PC] Ensure regional and local transportation networks complement each other by ~~cooperating~~ collaborating with the County and VDOT on applicable projects.

2. Ensure that the transportation network is designed to be compatible with the environment.
 - [PC] Review the environmental impact of all proposed road projects to ensure that they meet the goals of the Comprehensive Plan.
 - [Council] Improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-a-Highway programs, and corporate sponsored projects.

3. Promote the use and development of sidewalks throughout Town.
 - [Council] Review the Town's sidewalk system annually and make recommendations for improvement of the system.
 - [Council] Provide funding for new sidewalks if possible using Town funds or request funds from Caroline County and VDOT for new sidewalks. In addition the Town Manager will search for grant opportunities.

5. Community Facilities and Services

Goal

Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.

Implementation

1. Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.
 - [TM] Ensure that resources are available to meet the needs of the community.
 - [TM] Develop a plan that reviews Town, County, and State facilities and services so that the town does not duplicate items that are already being provided.

2. [TM], [PWD] Review existing facilities regularly to assess their conditions and need of upkeep or renovation to extend their life.

3. [TM] Pursue grant funding for public facilities and services when available to ease the economic burden of the Town.

6. Historic Preservation and Tourism

Goal

Preserve the historic assets of the community while promoting tourism.

Implementation

1. Ensure the protection and preservation of the historical assets of the community.
 - [BGTG] Work with the Caroline County Historical Society, the County Visitor Center, and other organizations to identify and preserve historical assets located in the Town.
 - [PC] Regularly review Federal and State legislation related to historic and cultural preservation and development.
 - [BGTG] Promote Bowling Green as a walk-able historic district. Emphasize the Old Mansion, County Courthouse, ~~Civil War~~ All Historical Markers, and other historic attractions listed on the National Register of Historic Places and the Virginia Landmarks Register.
 - [EDA] Develop and promote tourism programs.

7. Land Use

Goal

Provide a balanced pattern of land use that promotes harmony among existing development, future development, and the natural environment while meeting the Town's future growth needs.

Implementation

~~**Special Note: This Is The Section That Would Reference The Proposed-Utility Resource Management Plan**~~

1. [PC] Ensure that land exists for the controlled growth of residential, commercial, industrial, and institutional uses. Review land use annually and recommend updates if land for a particular use becomes limited.

2. Ensure that land uses are compatible with their surroundings.
 - [PC] Encourage the compatibility of land uses between the Town's Comprehensive Plan and Caroline County's Comprehensive Plan. When reviewing the Town's Plan seek ways to consolidate resources and support the needs of both jurisdictions.
 - [PC] Review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.
 - [PC] Promote infilling of downtown commercial district whenever possible. Limit intensive commercial development of vacant land outside of the 301 Growth District.
 - [TM ZA] Require development proposals to include analysis assessments regarding traffic impact, environmental impact, and other considerations such as noise, odor, smoke, light, building height and scale. Private developers will be required to provide funds to address impact in and adjacent to development.
 - [PC] Maintain the character of the town by easing land use transition. Adequate buffers will be required for new development adjacent to existing residential areas when such new development represents a change in land use. These buffers will differ based on the intensity of the change.
 - [PC] reviews the Zoning and Subdivision Ordinances to ensure adequate setbacks, buffers, and restrictions exist between development areas in ~~order to protect the character of existing residential zoning.~~
 - ~~[BGTG] Adopt the attached Residential Character Preservation Plan into the Comprehensive Plan.~~

3. ~~Public utilities for the business~~ Public utilities for the business that are consistent with the Town's ability to provide
 - [PC] Conduct an annual review of the [CIP] to ensure funds are provided to support the future land use plans and infrastructure needs of new developments.
 - [PC] Review all development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.
 - [Council] [TM] Define and implement a process to seek private investment and/or State or Federal grants that will provide funds to support facilities and future land uses.
 - ~~[BGTG] Adopt the attached proposal of the Utility Resource Management Plan into the Comprehensive Plan.~~

8. Utility Resource Management Plan

Goal -

To responsibly and efficiently provide a means ~~of which~~ to oversee incoming growth of the Town of Bowling Green. To establish a method of control over the Town's resource usage and establish a method of phasing in

scaled development to address potential resource capacity concerns.

Implementation:

1. Staff [TM] [PWD] maintains an accurate and accessible current projection of public utility capacity and usage. A corresponding engineering study to verify capacity should also be enacted.
2. This report will establish a baseline usage of current public utility from which to generate the following Plans. The report should also include an estimated impact of expected by-right usage awaiting connection but not yet online.
3. The Planning Commission shall give a recommendation and Council approve an appropriate threshold limiting large development upon reaching a defined percentage of utility capacity. This is beyond the scope of the existing DEQ limit and is intended as a hard stop against large scale projects that would over-encumber the Town's ability to provide service to its existing residents.
4. The Planning Commission shall give a recommendation and Council approve a defined projection of land use to direct growth while approaching this limit. This should establish a policy of prioritizing specific land uses incrementally so that uses grow together rather than a single large development absorbing all remaining supply. These brackets may be tiered and tied to related overall caps to serve as a multi-phased growth plan as the Town looks to expand its resource capacities.
5. Benchmarks and ratios will be assigned to land use types based off of remaining utility access. If the Town chooses to establish multiple growth tiers then large developments will be on hold until the corresponding benchmarks of those tiers are met.
6. These metrics are to be reassessed annually at a minimum.
7. The Town will establish and continue on an overall utility conservation, maintenance, and expansion plan that will serve future growth without causing undue economic or environmental harm to the community.
8. The Town will reach out and work with both inside and outside agencies to complete these goals. The Town will be transparent with the public. Efforts will be made to search for grant opportunities and other potential ways to improve utility performance, access, and growth.
9. This Plan will be adopted into the Bowling Green Comprehensive Plan as a defined policy in dealing with all site plan and development projects.

Sewer

Totals do not include County reserve and usage

Current Usage		Amount (gallons per day)	% of capacity used	Actions Triggered
Max Capacity Permitted		205,000 250,000		None
Total Average Usage by Town		98,000	39.2 %	
▪ Residential		51,156	20.4 %	
▪ Commercial		29,890	12.0 %	
▪ Inflow and Infiltration		16,954	6.8 %	
Caroline County Reserve		45,000	18.0%	
Unused Capacity		107,000	42.8 %	
Tier 1 Growth Cap	New Growth GPD	Total GPD	Capacity used	
Total Max Usage	25,000	123,000	60.0 %	<ul style="list-style-type: none"> ▪ Engineering Study ▪ Project Approval ▪ Financing Secured
▪ Residential	9,944	61,100	29.8 %	
▪ Commercial	4,760	34,650	16.9 %	
▪ Inflow and Infiltration	46	17,000	8.3 %	
▪ Reserve	10,250	10,250	5.0 %	
Unused Capacity		82,000	40.0%	
Tier 2 Growth Cap	New Growth GPD	Total GPD	Capacity used	
Total Max Usage	20,500	143,500	70.0 %	<ul style="list-style-type: none"> ▪ Break Ground on Project ▪ Secure Amended Permit
▪ Residential	9,225	70,325	34.3 %	
▪ Commercial	6,150	40,800	19.9 %	
▪ Inflow and Infiltration	0	17,000	8.3 %	
▪ Reserve	5,125	15,375	7.5 %	
Unused Capacity		61,500	30.0%	

Water

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 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 development that will cause an excess of 190,000 GPD is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of modified withdrawal permit.
- VDEQ will not consider modifying the Town's groundwater withdrawal permit without conditionally approved development plans.

Current Usage	Total Production GPD	Capacity used
Total Permitted Daily Production	190,465	
Total Average Usage	153,000	80.3%
▪ Residential	92,070	48.3 %
▪ Commercial	34,050	17.9 %
▪ Unaccounted for water loss	26,880	14.1 %
Unused Capacity	37,465	19.7%

9. Public Relations and Information Sharing

Goal

Provide Pertinent, relevant, and legally required information to the public in a timely manner.

Implementation

1. [BGTG] shall use the Town's website, ~~newsletter~~, press releases, local government television, newspapers, social media, and other methods and media to provide information the public.
2. [BGTG] will meet all legal and logical requirements to disseminate and provide access to information that affects the Town and surrounding areas swiftly and efficiently.
3. [BGTG] will facilitate the means for public feedback on public matters and access to public meetings. When emergency or executive orders prohibit physical access, every effort to enable electronic participation will be enacted.
4. [TM] Contact information for the Town Office will be easily accessible for the public. ~~to communicate with.~~ The staff will be prompt in referring communication to the appropriate channel.
5. [TM] Contact information for elected and appointed officials will be publicly available. ~~to the public to be able to serve as representatives of the Town.~~

10. Improved Coordination and Cooperation

Goal

Develop a collaborative process between the Town of Bowling Green and the various County, State, and Federal Agencies to improve Bowling Green and Caroline County's capacity to address issues.

Implementation

1. [BGTG] Forge and foster a cooperative relationship with the Caroline County Board and Administration. Establish communicative points of contact and if possible establish annual meetings with the equivalent bodies of the Town and County.
2. [BGTG] ~~Establish and maintain a continuous dialogue~~ Forge and foster a cooperative relationship between the Town and Fort A.P. Hill. Coordinate and hold meetings with the Commander and/or staff to address needs. Ensure prompt notification of A.P. Hill of any proposed actions within 3000 feet of the installation boundary, or any other defined encroachment sensitive zone that is federally

mandated.

3. [BGTG] In matters that would greatly affect other ~~parties~~agencies, involve ~~them~~ said agencies early and address the scope to define all known developmental, zoning, and rezoning proposals. Avoid piecemeal approval of subdivision, zoning, and rezoning requests that will ultimately define a pattern of growth that is unexpected. Be proactive in all matters to achieve responsible growth.



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

AGENDA ITEM: Years of Service Award
ITEM TYPE: Presentation
PURPOSE OF ITEM: Information Only
PRESENTER: Mark Gaines, Mayor markgaines@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Recognition of employee with 5 years of service.

ATTACHMENTS:

None.

REQUESTED ACTION:

None.



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

AGENDA ITEM: Police Department Monthly Report March 2021

DATE: 03/25/2021

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for March 2021

21 Total calls for service

31 Summonses / Parking tickets

36 Park walk and talks

11 Assist other agencies

22 Property checks/ Vacation checks

1 Drug Arrest

ATTACHMENTS:

None

HEADS UP ITEMS:

The 2014 Dodge Charger that the CCSO donated. Has been re-stripped and is currently in service

The 2005 Crown Victoria has been stripped of its police equipment, and turned over to the towns public works.

Chief Cecil attended and successfully completed the New Chief's School.



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

AGENDA ITEM: Public Works/Utilities Monthly Report for March 2021

DATE: March 26, 2021

PREPARED BY: Josh Irby

MONTHLY REPORT / PROJECT UPDATE:

Water

- Meeting with VDH Engineer on March 10th
- Read water meters
- Tank cleaning on EST near VDOT

Wastewater

- Plant is running well, no exceptions to report
- DEQ Inspection on March 1st
- Meetings with Engineers and Contractors about sewer maintenance
- Meeting with DEQ instructor about wastewater training courses
- Meeting with engineers about PER on March 17th

Public Works

- Caroline High School Football Team did litter pick up on March 27th
- Maintenance of Town vehicles and equipment
- Meeting with vendor about playgrounds
- Facilities/Utilities Committee Meeting
- Mulch around Town buildings
- Rock around Town signs
- Lights installed at police station
- Gravel put down at police station
- Street sweeping completed on March 17th

ATTACHMENTS:

- Iworq Report (Work Orders)
- DMR for February

HEADS UP ITEMS:

- PER for WWTP and collection system upgrades should be finished in April
- Public Works/Utilities Truck has been ordered

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

**DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)**

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

Northern Regional Office
13901 Crown Court
Woodbridge, VA 22193

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

VA0020737	001
PERMIT NUMBER	DISCHARGE NUMBER

FACILITY LOCATION: 219 Anderson Ave
Bowling Green, VA 22427

MONITORING PERIOD					
YEAR	MO	DAY	YEAR	MO	DAY
2021	02	01	2021	02	28

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

Parameter	REPORTID	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD	.079	.134	MGD	*****	*****	*****	0	CONT	TIRE	
PARAM CODE: 001	REQRMNT	0.25	NL		*****	*****	*****		CONT	TIRE	
pH	REPORTD	*****	*****		7.1	*****	7.8	0	1/DAY	GRAB	
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0		1/DAY	GRAB	
TSS	REPORTD	1.19	1.71	KG/D	*****	3.6	4.2	0	3D/W	8HC	
PARAM CODE: 004	REQRMNT	9.5	14		*****	10	15		3D/W	8IIC	
DO	REPORTD	*****	*****		9.3	*****	*****	0	1/DAY	GRAB	
PARAM CODE: 007	REQRMNT	*****	*****		5.0	*****	*****		1/DAY	GRAB	
TKN (N-KJEL)	REPORTD	0.30	0.42	KG/D	*****	0.87	1.02	0	3D/W	8HC	
PARAM CODE: 068	REQRMNT	2.8	4.2		*****	3.0	4.5		3D/W	8HC	
E.COLI	REPORTD	*****	*****		*****	10	*****	0	3D/W	GRAB	
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****		3D/W	GRAB	
CHOD5	REPORTD	<QL	<QL	KG/D	*****	<QL	<QL	0	3D/W	8HC	
PARAM CODE: 159	REQRMNT	9.5	14		*****	10	15		3D/W	8HC	

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

BYPASSES AND OVERFLOWS	TOTAL OCCURENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE			
				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	Date

Work Order Report

3/1/2021 - 3/26/2021

Work Order Date	Assigned Department	Work Description	Work Address/Location
3/1/2021	Public Works	marked utilities	17401-18196 harding dr
3/1/2021	Public Works	marked utilities	17353-17401 harding dr
3/1/2021	Public Works	Take leaf box of truck	219 Anderson Ave.
3/1/2021	Utilities	GET A METER READ, NEW PERSON MOVING IN	117 Martin St
3/1/2021	Utilities	turn water off and get a read	16358 Heritage Pines Cir
3/1/2021	Public Works	House sold need final read	122 Dorsey Lane
3/2/2021	Public Works	Organize Inventory at Town Shop	219 Anderson Ave
3/2/2021	Utilities	Install ID tags on well 1,4,5	Well Sites
3/3/2021	Public Works	marked utilities	14399 farmer dr
3/3/2021	Public Works	marked utilities	103 e broaddus ave.
3/3/2021	Public Works	marked utilities	121 dorsey In
3/3/2021	Public Works	marked utilities	137 lafayette st
3/3/2021	Utilities	Mark utilities	108 West Broaddus Ave.
3/3/2021	Utilities	Mark Utilities	14535 & 14475 Farmer Dr.
3/3/2021	Public Works	Trim fence line at well 5	213 West Broaddus Ave

Work Order Date	Assigned Department	Work Description	Work Address/Location
3/3/2021	Public Works	Cut-off due to non-payment	110 Lee Street
3/4/2021	Public Works	marked utilities	16047 grant ct lot 11
3/4/2021	Public Works	marked utilities	17186 white meadows
3/4/2021	Utilities	Water - Service Disconnect	17082 Elm Street
3/4/2021	Utilities	Drain VDOT water tower for maintenance cleaning and painting	13339 Fredericksburg Turnpike
3/8/2021	Public Works	read meter /cut on	275 roper dr
3/9/2021	Public Works	Put trash can back on street	120 North Main
3/9/2021	Public Works	Put signs up at playground	107 Butler St.
3/9/2021	Public Works	Edge mulch beds, put new mulch down	117 Butler St.
3/9/2021	Public Works	marked utilities	17600 a.p. hill blvd
3/9/2021	Public Works	marked utilities	127 maury ave.
3/9/2021	Public Works	marked utilities	16044 harrison way lot 20
3/9/2021	Public Works	put a trash can out like at Dollar General Your Just Desserts	120 N Main St
3/9/2021	Public Works	Put stone down at Police Department	107 Butler St.

Work Order Date	Assigned Department	Work Description	Work Address/Location
3/9/2021	Utilities	Check Air Release Valve	Roper Dr. and Meadow Ln.
3/10/2021	Public Works	Pull equipment out of Police vehicles	219 Anderson Ave
3/11/2021	Public Works	Trim trees of fence line	213 West Broaddus Ave.
3/11/2021	Public Works	Trim back trees from fence line	203 Roper Dr.
3/11/2021	Public Works	Put shop shelves together	Cedar Lane Warehouse
3/11/2021	Public Works	At all Town welcome signs replace mulch with stone	North Main ,South Main , A.P Hill Blvd, Roger Clark Blvd
3/11/2021	Public Works	marked utilities	16034 harrison way lot 19
3/12/2021	Public Works	marked utilities	16028 harrison way lot 18
3/15/2021	Utilities	Customer complaining high usage	224 Meadow Lane
3/15/2021	Public Works	Scrap and paint town welcome signs	All town welcome sign sites
3/15/2021	Public Works	marked utilities	18196 Harding Dr.
3/15/2021	Public Works	marked utilities	17353-17401 Harding Dr.
3/16/2021	Utilities	Make repairs to lift station	Roper Dr.
3/16/2021	Utilities	Water - Service connect	16358 Heritage Pines Cir

Work Order Date	Assigned Department	Work Description	Work Address/Location
3/17/2021	Public Works	marked utilities	16028 Harrison Way lot 18
3/17/2021	Public Works	marked utilities	16034 Harrison way lot 19
3/17/2021	Public Works	Light bulb replacement	109 Courthouse Lane
3/17/2021	Utilities	Read meter today then again on Friday 3/19 & Monday 3/22 due to customer concern over high usage	224 Meadow Lane
3/19/2021	Public Works	marked utilities	lot 3,4,5,6 Grant ct.
3/19/2021	Public Works	marked utilities	14027 Farmer Dr.
3/21/2021	Public Works	Put no parking signs up on North Main St.	North Main St
3/22/2021	Public Works	Pick up trash at playground	107 Butler St.
3/22/2021	Public Works	Paint over yellow paint in parking space in front of Dollar General	206 North Main St.
3/22/2021	Utilities	Mark utilities	16359 Paige Rd.
3/22/2021	Utilities	Mark Utilities	129 Oak Ridge St.
3/22/2021	Utilities	Mark Utilities	233 North Main St.
3/23/2021	Public Works	Check all Town Buildings lights and change filters	109 Courthouse, 117 Butler St., Police Department

Work Order Date	Assigned Department	Work Description	Work Address/Location
3/23/2021	Public Works	Service weedeaters	219 Anderson Ave.
3/23/2021	Public Works	marked utilities	lot 1-7 Grant ct.
3/23/2021	Public Works	Take Water and Sewer parts to Cedar Lane	219 Anderson Ave and Cedar Lane
3/23/2021	Public Works	Clear fence line of any trees, bushes, etc.	Maury Heights Lift Station
3/23/2021	Public Works	pick up broken lid trash can and take a new one	232 W Broaddus Ave
3/24/2021	Public Works	take recycle can please	129 Lafayette Ave
3/25/2021	Public Works	EDA Meeting; 2/29/21	P.O. Box 468
3/25/2021	Public Works	marked utilities	114 Hoomes Cir.
3/25/2021	Public Works	marked utilities	100 S Main ST
3/25/2021	Public Works	marked utilities	108 Anderson Ave.
3/25/2021	Public Works	marked utilities	lot 9 and 10 Grant ct.
3/25/2021	Public Works	Service pushmower	219 Anderson Ave.
3/25/2021	Utilities	get a read new people moving in	139 Lafayette Ave
3/26/2021	Public Works	Need 1-recycle and 1-trash can to replace damaged ones. Please pick up damaged cans	Bowling Green Fire Dept

Work Order Date	Assigned Department	Work Description	Work Address/Location
3/26/2021	Public Works	Services zero turn	219 Anderson Ave
3/26/2021	Utilities	Inspect sewer and water connections	Lot 3 Grant Court
3/26/2021	Utilities	Collect Bac T samples	120 Anderson Ave, VDOT water tower
3/26/2021	Utilities	Friday 3/26/2021 Please take a final read	155 Roper Drive

Total Records: 74

3/26/2021



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

AGENDA ITEM: Events & Economic Development Coordinator Council Monthly Report for March 2021

DATE: 3/26/21

PREPARED BY: Jo-Elsa Jordan

MONTHLY REPORT / PROJECT UPDATE:

Economic Development Authority:

- Distribute window clingers for small businesses that installed HVAC filtration systems.
- Create, publish and distribute meeting packet for 3/22/21 EDA meeting.
- Attend 3/22/21 meeting and record meeting minutes.
- Review proposal from ReThink Main Street for marketing material/media kit for Rt. 301 Commercial Corridor; Coordinate with ReThink for presentation to the EDA board.
- Coordinate with legal counsel and landowners for Deed of Gift for reversion of Northview Property to Grantors for EDA review and decision.
- Multiple meetings with Caroline County Economic Development to understand possibilities for development on the Rt. 301 corridor.
 - Coordinate with PMG (Pallet Machinery Group) to obtain asset lists and other critical information (i.e. number of employees, etc.)
 - Coordinate with George Washington Regional Alliance to obtain labor study for Bowling Green and extending to a 25 mile radius.
 - Coordinate with the Caroline County Commissioner of the Revenue and the Town Manager to understand the fiscal impact.
 - Coordinate special meeting with EDA and landowners to discuss the possibility for land incentives.
- Assist Liberty Park Antique Store in coordinating Grand Opening event; create invitation and distribute to Town leaders.
- Send CDBG-CV grant information to Bowling Green businesses.
- International Economic Development Council (IEDC) course registration/completion
 - Real Estate Development & Reuse; 16 credit hours complete.

VDOT:

- Coordinate with VDOT and Caroline County Building Inspector for handicap ramp to be installed at new cross walk accessing the Courthouse Lawn.

Music on the Green:

- Working to fill entertainment schedule.

Community Relations & Misc..

- Update Town website Event Calendar with Flea Market for 2021; Coordinate with organizers for revisions/updates to content.
- Communication with Dainty Chic Roadside Stand about “Business Friday’s” that are scheduled for the 3rd Friday of each month, May through October.
- YouTube Subscriber Give-Away
 - Create small business vouchers
 - Create and upload Subscriber Giveaway video on YouTube
- Correspondence with Caroline County Circuit Court Judge for inquiry about locating a ‘LOVE’ sign on the Courthouse Lawn.
- Work with CCPS and Old Mansion on Summer Enrichment Program to include livestream lectures on the history of the landscape and architectural restoration of the property.
- Attend CCPS Business Advisory Committee meeting on 3/17/21.
- Attend Community Heart & Soul meeting on 3/2/21; Create and print story gathering questionnaires for Community Heart & Soul to distribute at the reveal on 3/27/21.
- Communication with Caroline County Agricultural Fair for event on 6/23-6/26.
- Weekly call with Old Mansion owners
- Attend weekly staff meetings; Monday’s at 10:00 a.m.
- Attend Town Council meeting on 3/4/21
- General social media posts
- Fielding calls from the public, answering questions pertaining to Town business.



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

AGENDA ITEM: Town Manager Monthly Report - March 2021

DATE: March 29, 2021

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- Completing final entries for year end accrual to submit for audit.
- Contacted VACo/VML Finance about securing accounting services.
- Supplied waste water historical billing and usage data to engineer for WWTP PER.
- Completed USDA Grant paper work for PW and Police Vehicles – grants were awarded, vehicles are on order.
- Initiated new BPOL Module through iWorQ; issuing 2021 licenses.

Meetings/Training attended:

- March Town Council Meeting
- Town Council Work Session
- 2 Joint TC/PC Work Sessions
- Planning Commission Meeting
- Streets, Sidewalks, Facilities, Utilities Committee Meeting
- 4 Weekly Staff meetings

Attachments:

None.

Heads up:

** Please complete the audit questionnaire and return to the auditor.



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

AGENDA ITEM: Bills - March 2021
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Invoices for items purchased and services rendered in March 2021

ATTACHMENTS:

Check Reports:

- 3-4-2021
- 3-15-2021
- 3-26-2021

REQUESTED ACTION:

Approve invoices.

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25998	18	A & M HOME CENTER	000	3/05/2021	108.31	.00
25999	944	ATLANTIC BROADBAND /	000	3/05/2021	204.40	.00
26000	114	BOWLING GREEN ELECTRONICS	000	3/05/2021	297.55	.00
26001	14	CINTAS OF RICHMOND	000	3/05/2021	1,033.21	.00
26002	1058	DIAMOND SPRINGS	000	3/05/2021	33.20	.00
26003	28	G & G MILFORD FARM SERV.	000	3/05/2021	198.33	.00
26004	1089	SNAP-ON TOOLS	000	3/05/2021	2,175.05	.00
26005	918	STAPLES ADVANTAGE	000	3/05/2021	298.81	.00
26006	291	USA BLUE BOOK	000	3/05/2021	597.58	.00
26007	1002	VACORP	000	3/05/2021	144.19	.00
26008	19	VERIZON	000	3/05/2021	274.18	.00
26009	256	VERIZON WIRELESS	000	3/05/2021	468.61	.00
26010	44	VUPS	000	3/05/2021	52.50	.00
26011	12	WASTE MANAGEMENT	000	3/05/2021	7,850.04	.00
		CLASS TOTAL			13,735.96	.00
		ACH TOTAL			.00	
		CHECK TOTAL			13,735.96	
		EPY TOTAL			.00	
		FINAL TOTAL			13,735.96	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 13,735.96- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
0000000	000018	A & M HOME CENTER	C47245	3/05/2021		4100-043100-6007-	17.76	25998		REPAIR/ MAINT TOWN BUILDINGS 00865 PAINT ROLLERS
0000000	000018		C47355	3/05/2021		4100-043100-6007-	8.99	25998		REPAIR/ MAINT TOWN BUILDINGS 00865 PAINT MIXER
0000000	000018		C47543	3/05/2021		4100-043100-6007-	6.99	25998		REPAIR/ MAINT TOWN BUILDINGS 00865 PAINT BRUSH SET
0000000	000018		C47638	3/05/2021		4100-043100-6007-	43.24	25998		REPAIR/ MAINT TOWN BUILDINGS 00865 SCRAPPER, TAPE, COM
0000000	000018		C47938	3/05/2021		4100-043100-6007-	5.18	25998		REPAIR/ MAINT TOWN BUILDINGS 00865 ROLLER COVERS
0000000	000018		C48041	3/05/2021		4100-043100-6007-	26.15	25998		REPAIR/ MAINT TOWN BUILDINGS 00865 FILTERS & BUB
0000000	000018		C48366	3/05/2021		4100-043100-7200-	6.29	25998		TOWN HALL EXPENSES
0000000	000018		C48388	3/05/2021		4100-043100-7200-	6.29	25998		TOWN HALL EXPENSES
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							108.31			108.31
0000000	000944	ATLANTIC BROADBAND /	2021-03	3/05/2021		4100-012410-5230-	125.20	25999		TELECOMMUNICATIONS 00865 TH
0000000	000944		2021-03	3/05/2021		4520-500100-5230-	79.20	25999		TELECOMMUNICATIONS 00865 WMP
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							204.40			204.40
0000000	000114	BOWLING GREEN ELECTRONICS	18664	3/05/2021		4100-012110-3152-	297.55	26000		WEB BASED SERVICES 00865 DOMAIN HOST
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							297.55			297.55
0000000	000014	CINTAS OF RICHMOND	1901999892	3/05/2021		4500-500100-6011-	352.77	26001		UNIFORMS/SAFETY EQUIP 00865 RAIN JACKETS
0000000	000014		4074864190	3/05/2021		4100-043100-6011-	45.89	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4074864190	3/05/2021		4500-500100-6011-	32.10	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4074864190	3/05/2021		4520-500100-6011-	100.31	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4075503468	3/05/2021		4100-043100-6011-	42.10	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4075503468	3/05/2021		4500-500100-6011-	31.70	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4075503468	3/05/2021		4500-500100-6011-	97.48	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4075503468	3/05/2021		4520-500100-6011-	42.10	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4076148014	3/05/2021		4100-043100-6011-	31.70	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4076148014	3/05/2021		4500-500100-6011-	97.48	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4076148014	3/05/2021		4520-500100-6011-	41.15	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4076757711	3/05/2021		4100-043100-6011-	30.74	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
0000000	000014		4076757711	3/05/2021		4500-500100-6011-	87.69	26001		UNIFORMS/SAFETY EQUIP 00865 UNIFORMS
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							1,033.21			1,033.21
0000000	001058	DIAMOND SPRINGS	2021-02	3/05/2021		4100-043100-7200-	9.95	26002		TOWN HALL EXPENSES 00865 109 COURTHOUSE
0000000	001058		2021-02	3/05/2021		4100-043100-7200-	11.30	26002		TOWN HALL EXPENSES 00865 TH
0000000	001058		2021-02	3/05/2021		4520-500100-5840-	11.95	26002		MISCELLANEOUS 00865 WMP
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							33.20			33.20
0000000	000028	G & G MILFORD FARM SERV.	189241	3/05/2021		4100-043100-6007-	25.14	26003		REPAIR/ MAINT TOWN BUILDINGS 00865 ROLLER & COVERS
0000000	000028		189412	3/05/2021		4100-043100-6007-	124.95	26003		REPAIR/ MAINT TOWN BUILDINGS 00865 ICE MELT
0000000	000028		189591	3/05/2021		4100-043100-6007-	48.24	26003		REPAIR/ MAINT TOWN BUILDINGS 00865 PRIMER, CEMENT VAL
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							198.33			198.33
0000000	001089	SNAP-ON TOOLS	022521120707	3/05/2021		4500-500100-6005-	494.85	26004		JANITORIAL SUPPLIES 00865 AIR IMPACT, INSPECT
0000000	001089		022521120707	3/05/2021		4500-500100-6009-	1,680.20	26004		EQUIPMENT/SUPPLIES 00865 AIR IMPACT, INSPECT
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							2,175.05			2,175.05
0000000	000918	STAPLES ADVANTAGE	73231071703	3/05/2021		4500-500100-6001-	12.34	26005		OFFICE SUPPLIES/EQUIPMENT 00865 HP INK
0000000	000918		732321071701	3/05/2021		4500-500100-6001-	62.74	26005		OFFICE SUPPLIES/EQUIPMENT 00865 LOGITECH WIRELESS
0000000	000918		732344301101	3/05/2021		4100-012410-6001-	79.77	26005		OFFICE SUPPLIES & PRINTING 00865 PAPER MARKERS
0000000	000918		732452437801	3/05/2021		4100-012410-6001-	93.18	26005		OFFICE SUPPLIES & PRINTING 00865 COPIER & 3 HOLS PA
0000000	000918		732525838101	3/05/2021		4100-012410-6001-	50.78	26005		OFFICE SUPPLIES & PRINTING 00865 SHEET PROTECT, PAP
		DISC. TOTAL					.00	EPY PMT TOTAL		TOTAL
							298.81			298.81

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26015	10	DOMINION VIRGINIA POWER	000	3/12/2021	7,133.20	.00
26016	1052	ENCO UTILITY SERVICES FLO	000	3/12/2021	552.00	.00
26017	237	GRAINGER	000	3/12/2021	263.53	.00
26018	1113	ILLUSTIONS WRAPS	000	3/12/2021	733.72	.00
26019	48	MID-ATLANTIC LAB	000	3/12/2021	60.00	.00
26020	257	ON SITE PC	000	3/12/2021	130.00	.00
26021	1112	QUALITY GROUNDS, LLC	000	3/12/2021	370.00	.00
26022	1089	SNAP-ON TOOLS	000	3/12/2021	1,979.50	.00
26023	491	SOUTHERN CORROSION, INC	000	3/12/2021	19,097.20	.00
26024	148	THE FREE LANCE STAR	000	3/12/2021	570.90	.00
26025	737	TREASURER OF VIRGINIA	000	3/12/2021	60.00	.00
26026	12	WASTE MANAGEMENT	000	3/12/2021	979.69	.00
26027	1049	WEX BANK	000	3/12/2021	606.48	.00
26028	451	XEROX CORPORATION	000	3/12/2021	466.94	.00
		CLASS TOTAL			33,003.16	.00
		ACH TOTAL			.00	
		CHECK TOTAL			33,003.16	
		EPY TOTAL			.00	
		FINAL TOTAL			33,003.16	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 33,003.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000010	DOMINION VIRGINIA POWER	2021-02	3/12/2021		4100-043100-7200-	1,017.38	26015			TOWN HALL EXPENSES	00866 TH
0000000	000010		2021-02	3/12/2021		4100-043100-7200-	127.24	26015			TOWN HALL EXPENSES	00866 109 COURTHOUSE LN
0000000	000010		2021-02	3/12/2021		4100-043100-5110-	1,652.92	26015			ELECTRICITY-STREETLIGHTS	00866 BUT/CHASE STREET LI
0000000	000010		2021-02	3/12/2021		4100-043100-5110-	52.45	26015			ELECTRICITY-STREETLIGHTS	00866 MAIN ST LIGHTS
0000000	000010		2021-02	3/12/2021		4100-031100-5110-	85.81	26015			ELECTRICITY	00866 PC
0000000	000010		2021-02	3/12/2021		4500-500100-5110-	415.86	26015			ELECTRICITY	00866 BUT/CHASE WTR TWR
0000000	000010		2021-02	3/12/2021		4500-500100-5110-	363.96	26015			ELECTRICITY	00866 BUTLER GRND TWR
0000000	000010		2021-02	3/12/2021		4500-500100-5110-	860.25	26015			ELECTRICITY	00866 WELL #5
0000000	000010		2021-02	3/12/2021		4520-500100-5110-	2,312.35	26015			ELECTRICITY	00866 WWTP
0000000	000010		2021-02	3/12/2021		4520-500100-5110-	26.43	26015			ELECTRICITY	00866 LACY LN PMP STAT
0000000	000010		2021-02	3/12/2021		4520-500100-5110-	16.40	26015			ELECTRICITY	00866 ROGERS CLK PMP STA
0000000	000010		2021-02	3/12/2021		4520-500100-5110-	96.31	26015			ELECTRICITY	00866 CHASE ST PMP STAT
0000000	000010		2021-02	3/12/2021		4520-500100-5110-	105.84	26015			ELECTRICITY	00866 SCHOOL RD PMP STAT
		DISC. TOTAL					7,133.20					7,133.20
		DISC. TOTAL										
0000000	001052	ENCO UTILITY SERVICES FLD 15510	15510	3/12/2021		4500-500100-5210-	276.00	26016			MAILING COSTS	00866 UTILITY BILLS
0000000	001052		15510	3/12/2021		4520-500100-5210-	276.00	26016			MAILING COSTS	00866 UTILITY BILLS
		DISC. TOTAL					.00					522.00
0000000	000237	GRAINGER	982446239	3/12/2021		4100-043100-6009-	123.69	26017			EQUIPMENT/ SUPPLIES	00866 LEAF VAC
0000000	000237		9824781430	3/12/2021		4100-043100-6009-	139.84	26017			EQUIPMENT/ SUPPLIES	00866 LEAVER VAC & DUMP T
		DISC. TOTAL					.00					263.53
0000000	001113	ILLUSTIONS WRAPS	1098	3/12/2021		4100-031100-3310-	733.72	26018			VEHICLE MAINTENANCE	00866 STRIPING OF DODGE
		DISC. TOTAL					.00					733.72
0000000	000048	MID-ATLANTIC LAB	15969	3/12/2021		4500-500100-6022-	60.00	26019			WATER TESTING	00866 24 HR TEST
		DISC. TOTAL					.00					60.00
0000000	000257	ON SITE PC	4977	3/12/2021		4100-012410-3320-	130.00	26020			COMPUTER LICENSES/SUPPORT	00866 JAVA & WINDOWS JUD
		DISC. TOTAL					.00					130.00
0000000	001112	QUALITY GROUNDS, LLC	8125	3/12/2021		4100-043100-6007-	220.00	26021			REPAIR/ MAINT TOWN BUILDINGS	00866 MILDCH & STONE
0000000	001112		8126	3/12/2021		4100-043100-6007-	150.00	26021			REPAIR/ MAINT TOWN BUILDINGS	00866 MILDCH
		DISC. TOTAL					.00					370.00
0000000	001089	SNAP-ON TOOLS	030421121035	3/12/2021		4500-500100-6006-	395.00	26022			HAND TOOLS	00866 10 PC MET RAT SET
0000000	001089		030421121035	3/12/2021		4500-500100-6006-	429.00	26022			HAND TOOLS	00866 1/2 DR 13 PC 12 SO
0000000	001089		030421121035	3/12/2021		4500-500100-6006-	464.00	26022			HAND TOOLS	00866 13 PC 12PT SOCKET
0000000	001089		031021121265	3/12/2021		4500-500100-6006-	396.00	26022			HAND TOOLS	00866 TORX BIT SET
0000000	001089		031021121265	3/12/2021		4500-500100-6006-	211.00	26022			HAND TOOLS	00866 RATCHET
0000000	001089		031021121265	3/12/2021		4500-500100-6006-	52.50	26022			HAND TOOLS	00866 SCREWDRIYER SET
0000000	001089		031021121265	3/12/2021		4500-500100-6006-	33.00	26022			HAND TOOLS	00866 OIL FILTER WRENCH
		DISC. TOTAL					.00					1,979.50
0000000	000491	SOUTHERN CORROSION, INC	13947	3/12/2021		4500-500100-6007-	19,097.20	26023			REPAIR/MAINTENANCE	00866 2021 ANNUAL SERVIC
		DISC. TOTAL					.00					19,097.20
0000000	000148	THE FREE LANCE STAR	2021-02	3/12/2021		4100-012110-3600-	570.90	26024			ADVERTISING	00866 PCH, TCPH
		DISC. TOTAL					.00					570.90

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
0000000	000737	TREASURER OF VIRGINIA	2021 #42810	3/12/2021		4100-012110-3600-	60.00	26025		00866 OUTDOOR ADVERTISIN
		DISC. TOTAL					.00			60.00
0000000	000012	WASTE MANAGEMENT	272919902812	3/12/2021		4520-500100-3180-	979.69	26026		00866 SLUDGE
		DISC. TOTAL					.00			979.69
0000000	001049	WEX BANK	70591329	3/12/2021		4100-031100-6008-	235.62	26027		00866 RC
0000000	001049		70591329	3/12/2021		4100-043100-6008-	123.62	26027		00866 FW
0000000	001049		70591329	3/12/2021		4500-500100-6008-	123.62	26027		00866 WATER
0000000	001049		70591329	3/12/2021		4520-500100-6008-	123.62	26027		00866 SEWER
		DISC. TOTAL					.00			606.48
0000000	000451	XEROX CORPORATION	012716376	3/12/2021		4100-012410-3310-	466.94	26028		00866 2021-02
		DISC. TOTAL					.00			466.94
		CHECK TOTAL					.00			33,003.16
		CHECK TOTAL					.00			33,003.16
		CHECK TOTAL					.00			33,003.16

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 33,003.16- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
26032	117	BAI MUNICIPAL SOFTWARE	000	3/26/2021	6,430.00	.00
26033	114	BOWLING GREEN ELECTRONICS	000	3/26/2021	275.00	.00
26034	897	CINTAS CORPORATION	000	3/26/2021	67.65	.00
26035	1020	CONSOLIDATED PIPE & SUP	000	3/26/2021	271.10	.00
26036	341	DOMINION CHEMICAL CO	000	3/26/2021	352.50	.00
26037	1076	EXPERT AUTO	000	3/26/2021	1,378.10	.00
26038	546	JOHNSON'S EXTERMINATING	000	3/26/2021	625.00	.00
26039	1021	MUNICIPAL CODE CORP	000	3/26/2021	1,715.00	.00
26040	1092	PBM	000	3/26/2021	500.00	.00
26041	919	PRO SHRED SECURITY	000	3/26/2021	45.00	.00
26042	1112	QUALITY GROUNDS, LLC	000	3/26/2021	60.00	.00
26043	111	RAPPAHANNOCK ELEC COOP	000	3/26/2021	594.35	.00
26044	1089	SNAP-ON TOOLS	000	3/26/2021	287.00	.00
26045	1055	TEMPUS NOVA, LLC	000	3/26/2021	2,673.00	.00
26046	878	WHITE OAK ELECTRIC	000	3/26/2021	8,725.40	.00
		CLASS TOTAL			23,999.10	.00
		ACH TOTAL			.00	
		CHECK TOTAL			23,999.10	
		EPY TOTAL			.00	
		FINAL TOTAL			23,999.10	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 23,999.10- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE _____ TOWN MANAGER _____

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	A/C H	G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000117	BAI MUNICIPAL SOFTWARE	WATS2021110073	3/26/2021		4100-012410-3320-	6,430.00	26032			COMPUTER LICENSES/SUPPORT	00867 TECHNICAL SUPPORT
		DISC. TOTAL					.00	EPY PMT TOTAL				
							6,430.00	26032				
0000000	000114	BOWLING GREEN ELECTRONICS	18689	3/26/2021		4100-012110-3152-	275.00	26033			WEB BASED SERVICES	00867 DOMAIN HOSTING
		DISC. TOTAL					.00	EPY PMT TOTAL				
							275.00	26033				
0000000	000897	CINTAS CORPORATION	8405059729	3/26/2021		4520-500100-6011-	67.65	26034			UNIFORMS/ SAFETY EQUIPMENT	00867 FIRST AIDE
		DISC. TOTAL					.00	EPY PMT TOTAL				
							67.65	26034				
0000000	001020	CONSOLIDATED PIPE & SUP	6210245000000	3/26/2021		4500-500100-6050-	271.10	26035			METER/FIRE HYDRANTS	00867 RISERS
		DISC. TOTAL					.00	EPY PMT TOTAL				
							271.10	26035				
0000000	000341	DOMINION CHEMICAL CO	65000094	3/26/2021		4520-500100-6004-	352.50	26036			LAB SUPPLIES/CHEMICALS	00867 SODIUM HYPOCHLORIT
		DISC. TOTAL					.00	EPY PMT TOTAL				
							352.50	26036				
0000000	001076	EXPERT AUTO	20429	3/26/2021		4100-031100-3310-	1,378.10	26037			VEHICLE MAINTENANCE	00867 RADIATOR 2014 DODG
		DISC. TOTAL					.00	EPY PMT TOTAL				
							1,378.10	26037				
0000000	000546	JOHNSON'S EXTERMINATING	2021-03	3/26/2021		4100-031100-3320-	50.00	26038			PROFESSIONAL SERVICES	00867 PC
		DISC. TOTAL					75.00	26038			PARK MAINTENANCE	00867 PLAYGROUND
							75.00	26038			TOWN HALL EXPENSES	00867 TH
							10.00	26038			TOWN HALL EXPENSES	00867 109 COURTHOUSE IN
							425.00	26038			PROFESSIONAL SERVICES	00867 WWPP
							.00	EPY PMT TOTAL				
							1,715.00	26039			WEB BASED SERVICES	00867 EXECUTION OF AMEND
0000000	001021	MUNICIPAL CODE CORP	20210326	3/26/2021		4100-012110-3152-	1,715.00	26039				
		DISC. TOTAL					.00	EPY PMT TOTAL				
							500.00	26040			TOWN HALL EXPENSES	00867 CLEANING OFFICES
							.00	EPY PMT TOTAL				
							45.00	26041			CONTRACTED SERVICES/SHREDDING	00867 2021-03
							.00	EPY PMT TOTAL				
							60.00	26042			REPAIR/ MAINT TOWN BUILDINGS	00867 RIVER ROCK
							.00	EPY PMT TOTAL				
0000000	000011	PAPAHANNOCK ELEC COOP	2021-02	3/26/2021		4100-043100-5110-	51.27	26043			ELECTRICITY-STREETLIGHTS	00867 TRAMP ON FOLE CEDA
		DISC. TOTAL					340.72	26043			ELECTRICITY	00867 WEIL #4
							27.05	26043			ELECTRICITY	00867 RT 2 WAT TOWER LIG
							89.83	26043			ELECTRICITY	00867 LAKEWOOD EMP STAT
							29.08	26043			ELECTRICITY	00867 OAK RIDGE EMP STAT
							56.40	26043			ELECTRICITY	00867 CEDAR RIDGE EMP STAT
							.00	EPY PMT TOTAL				
							143.00	26044			HAND TOOLS	00867 STUD REM METRIC
							144.00	26044			HAND TOOLS	00867 STUD REMOVE SAB
							.00	EPY PMT TOTAL				
							.00	EPY PMT TOTAL				
							2,673.00	26045			WEB BASED SERVICES	00867 2021 RENEWAL GOOGL
							.00	EPY PMT TOTAL				
							2,673.00	26045				

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0000000	000878	WHITE OAK ELECTRIC	3104 2	3/26/2021		4100-043100-7200-	255.00	26046			TOWN HALL EXPENSES	00867 AUTO FLUSH TOILETS
0000000	000878		3104 2	3/26/2021		4500-500100-6007-	3,547.60	26046			REPAIR/MAINTENANCE	00867 WET WELL MAURY HBI
0000000	000878		3104 2	3/26/2021		4520-500100-6007-	375.00	26046			REPAIR/MAINTENANCE	00867 DRYER REFPACLE
0000000	000878		3116	3/26/2021		4100-043100-6007-	3,080.00	26046			REPAIR/MAINTENANCE	00867 PC LIGHTS OUTSIDE
0000000	000878		3116	3/26/2021		4520-500100-6007-	447.60	26046			REPAIR/MAINTENANCE	00867 HERITAGE PINES LIF
0000000	000878		3116	3/26/2021		4520-500100-6007-	650.00	26046			REPAIR/MAINTENANCE	00867 WMTIP BANK & PAS PM
0000000	000878		3116	3/26/2021		4520-500100-6007-	370.20	26046			REPAIR/MAINTENANCE	00867 ****
		DISC. TOTAL					.00					
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TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – February 4, 2021 Town Council Work Session

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the February 4, 2021 Town Council Work Session

ATTACHMENTS:

Minutes from the February 4, 2021 Town Council Work Session

REQUESTED ACTION:

Approve Minutes.

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

MINUTES

**Thursday, February 04, 2021
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

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

The Mayor opened the work session at 6:00 P.M. and established a quorum was present.

BUSINESS:

Budget Work Session #1 – FY 2021-2022 -

The Budget Work Session #1-FY 2021-2022 was opened with a power point presentation provided by the acting Town Manager followed by Council discussion of the FY 2021-2022 Budget.

ADJOURNMENT

Motion made by Council Member Davis, Seconded by Council Member Voit to adjourn the first Budget Work Session #1 FY 2021-2022

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



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

AGENDA ITEM: Minutes – February 4, 2021 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the February 4, 2021 Town Council Meeting

ATTACHMENTS:

Minutes and approved bills from the February 4, 2021 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

Thursday, February 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

Proclamation:

Proclamation by Mayor Gaines recognizing the outstanding efforts of volunteer's responsible for organizing holiday events was presented to the following;

Jeff Sili, Mary Pitts, Karen Tignor, Barbara Croson, Emily Shantz with the Tinsel Town Group, Cheryl Englis.

PUBLIC HEARINGS:

R-2021-001 – Exemption from Utility Disconnection Moratorium

A brief explanation of the process behind the suggested R-2021-001 Exemption from Utility Disconnection Moratorium was read by acting Town Manager, Melissa Lewis.

The Mayor opened the Public Hearing for R-2021-001 Exemption from Utility Disconnection Moratorium, hearing none the Public Hearing was closed.

Motion made by Council Member Howard, Seconded by Council Member T. Gaines to accept R-2021-001 Exemption from Utility Disconnection Moratorium.

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

Voting Nay: Council Member Wholey

Motion passed.

O-2021-001 – Ordinance updating 301 Tax District Parcels

The Mayor requested a brief summary on O-2021-001 Ordinance updating 301 Tax District Parcels from Acting Town Manager, Melissa Lewis.

The Mayor then proceeded to open the Public Hearing for O-2021-001 Ordinance updating 301 Tax District Parcels, hearing none the Public Hearing was closed.

Motion was made by Council Member Voit, Seconded by Council Member T.Gaines to adopt as O-2021-001 – Ordinance updating 301 Tas District Parcels as presented.

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.

DELEGATIONS:

Sean Brushett – Atlantic Broadband

Mr. Sean Brushett with Atlantic Broadband joined the meeting via zoom to address issues presented at the September Town Council meeting. Mr. Brushett also provided a presentation from Atlantic Broadband.

PUBLIC COMMENTS:

The Mayor opened the floor for Public Comments, hearing none the Public Comments was closed.

STAFF REPORTS & PRESENTATIONS:

The following Staff reports were presented to Council:

Police Department Monthly Report - January 2021

Public Works and Utilities Dept. Monthly Report - January 2021

Economic Dev. & Events Coordinator Monthly Report - January 2021

Action requested for Town Council to accept the date of June 05, 2021 for the Spring Clean Sweep. Request was approved by Council.

Town Clerk/Treasurer-Acting Town Manager Monthly Report - January 2021

CONSENT AGENDA:

Motion made by Council Member Voit, Seconded by Vice-Mayor Coyle to accept the Consent Agenda 9-12 as presented.

(9) - Bills - January 2021(attached to these minutes)

(10) - Schedule PH for ZP-2021-002

(11) - Solid Waste Collect-Request for Bid

(12) - Utility Relief Funds MOU

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:

Reschedule Work Session for Proposed Admin Restructure

Motion made by Council Member Voit, Seconded by Council Member Davis to schedule a work session on February 10, 2021 at 7:00 p.m. at the Town Hall for the purpose of restructuring staff and any other matters that need discussing.

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.

NEW BUSINESS:

Adopt Police Policies

Motion made by Council Member Davis, Seconded by Council Member Howard to accept new legislation passed requiring that law enforcement update Police Policies; 2-06 Response to Resistance and 2-10 Duty to Intervene.

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.

Caroline County Surface Water Initiative

Motion made by Council Member T. Gaines, Seconded by Council Member Voit to approve the changes recommended by the Town Attorney on the Caroline County Surface Water Initiative where she will email the letter to each Council Member to approve before sending the letter to Caroline County.

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

Motion did not pass

Caroline County Emergency Utility Repair Mutual Aid Agreement

Motion was made and retracted by Council Member T. Gaines to table the Caroline County Emergency Utility Repair Mutual Aid Agreement.

Under the direction of the Town Attorney, a motion was not needed but suggested that the Mayor and Acting Town Manager Melissa Lewis contact Mr. Culley and Joey Schiebel with Caroline County, to get a better price structure and answers to some of the questions presented by Council.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Speeding on Maury Ave. and Main St.

Council Member D. Howard addressed Council with the major concerns she has on the speeding issues on Maury Ave and Main Street.

Police Chief, Justin Cecil, responded to the concerns and addressed the areas and efforts being made to reduce the speeding, however the chief is working with limited resources and staff.

A letter was presented to Council from Greg and Barbara Lagasse, 233 N. Main Street expressing their concerns as well regarding the speeding and increase of larger vehicles on Main Street.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Council Member Voit - Reported on the committees he serves. They discussed several issues to include water, possible improvements to the playground, and possibly new purchase of equipment for Public Works.

Council Member Davis - No Comment.

Council Member T. Gaines - No Comment

Vice Mayor Cole - No Comment

Council Member Howard - Revisited her issues with the speeding on Main Street and Maury. She expressed how passionate she was about this issue and would like to see it resolved.

Council Member Covington - No Comment

Council Member Wholey- No Comment

CLOSED SESION:

Motion made by Council Member Voit , Seconded by Council Member Vice Mayor Coyle to enter into Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1) for the purpose of discussing the hiring of a Town Manager.

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

Motion passed.

RECONVENE IN OPEN SESSION:

Motion made by Council Member Davis, Seconded by Council Member T.Gaines to reconvene in open session.

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.

CERTIFICATION:

Council certified that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were discussed or considered in the meeting by Council.

Mayor M.Gaines.....Yes	Vice Mayor V. Coyle.....Yes
Council Member Davis.....Yes	Council Member T. Gaines.....Yes
Council Member Howard.....Yes	Council Member Covington.....Yes
Council Member Voit.....Yes	Council Member Wholey.....Abstain

Motion made by Council Member Davis, Seconded by Council Member Gaines to nominate Melissa Lewis for Town Manager.

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

Motion passed.

ADJOURNMENT

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

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25873	341	DOMINION CHEMICAL CO	000	1/22/2021	384.75	.00
25874	10	DOMINION VIRGINIA POWER	000	1/22/2021	6,954.55	.00
25875	125	E M GRAY & SON	000	1/22/2021	810.24	.00
25876	55	GALL'S LLC	000	1/22/2021	60.13	.00
25877	48	MID-ATLANTIC LAB	000	1/22/2021	60.00	.00
25878	1092	PBM	000	1/22/2021	500.00	.00
25879	919	PRO SHRED SECURITY	000	1/22/2021	45.00	.00
25880	11	RAPPAHANNOCK ELEC COOP	000	1/22/2021	1,379.67	.00
25881	291	USA BLUE BOOK	000	1/22/2021	1,312.50	.00
25882	1002	VACORP	000	1/22/2021	136.75	.00
25883	451	XEROX CORPORATION	000	1/22/2021	468.55	.00
		CLASS TOTAL			12,112.14	.00
		ACH TOTAL			.00	
		CHECK TOTAL			12,112.14	
		EPY TOTAL			.00	
		FINAL TOTAL			12,112.14	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 12,112.14- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25898	41	VISA	000	1/22/2021	2,358.11	.00
25899	41	VISA	000	1/22/2021	2,266.83	.00
25900	41	VISA	000	1/22/2021	796.73	.00
CLASS TOTAL					5,421.67	.00
ACH TOTAL					.00	
CHECK TOTAL					5,421.67	
EPY TOTAL					.00	
FINAL TOTAL					5,421.67	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 5,421.67- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25901	1110	ARCO CONSTRUCTION, INC	000	1/29/2021	1,142.00	.00
25902	897	CINTAS CORPORATION	000	1/29/2021	13.58	.00
25903	679	DAVID L BROOKS HAULING &	000	1/29/2021	7,461.25	.00
25904	1058	DIAMOND SPRINGS	000	1/29/2021	43.30	.00
25905	546	JOHNSON'S EXTERMINATING	000	1/29/2021	625.00	.00
25906	291	USA BLUE BOOK	000	1/29/2021	46.82	.00
25907	19	VERIZON	000	1/29/2021	7.00	.00
25908	12	WASTE MANAGEMENT	000	1/29/2021	513.87	.00
		CLASS TOTAL			9,852.82	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,852.82	
		EPY TOTAL			.00	
		FINAL TOTAL			9,852.82	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 9,852.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25847	18	A & M HOME CENTER	000	1/15/2021	90.40	.00
25848	1063	ALACRITI PAYMENTS, LLC	000	1/15/2021	52.70	.00
25849	944	ATLANTIC BROADBAND /	000	1/15/2021	204.65	.00
25850	600	BENNETT DEBORAH T	000	1/15/2021	210.00	.00
25851	119	BOWLING GREEN FIRE DEPT	000	1/15/2021	16,000.00	.00
25852	180	BOWLING GREEN RESCUE	000	1/15/2021	1,000.00	.00
25853	999999	CARLSON KANISTA	000	1/15/2021	75.00	.00
25854	897	CINTAS CORPORATION	000	1/15/2021	67.31	.00
25855	14	CINTAS OF RICHMOND	000	1/15/2021	1,022.33	.00
25856	679	DAVID L BROOKS HAULING &	000	1/15/2021	12,538.60	.00
25857	1058	DIAMOND SPRINGS	000	1/15/2021	51.15	.00
25858	1052	ENCO UTILITY SERVICES FLO	000	1/15/2021	544.39	.00
25859	28	G & G MILFORD FARM SERV.	000	1/15/2021	233.87	.00
25860	55	GALL'S LLC	000	1/15/2021	207.98	.00
25861	987	MINCZ TIRE SERVICE	000	1/15/2021	90.00	.00
25862	444	SENSUS USA, INC	000	1/15/2021	1,715.95	.00
25863	1089	SNAP-ON TOOLS	000	1/15/2021	777.01	.00
25864	918	STAPLES ADVANTAGE	000	1/15/2021	84.59	.00
25865	1053	TACS	000	1/15/2021	450.00	.00
25866	700	TREASURER OF VIRGINIA	000	1/15/2021	40.00	.00
25867	291	USA BLUE BOOK	000	1/15/2021	887.86	.00
25868	19	VERIZON	000	1/15/2021	273.39	.00
25869	256	VERIZON WIRELESS	000	1/15/2021	2,131.21	.00
25870	44	VUPS	000	1/15/2021	34.65	.00
25871	12	WASTE MANAGEMENT	000	1/15/2021	8,845.47	.00
25872	1049	WEX BANK	000	1/15/2021	605.87	.00
		CLASS TOTAL			48,234.38	.00
		ACH TOTAL			.00	
		CHECK TOTAL			48,234.38	
		EPY TOTAL			.00	
		FINAL TOTAL			48,234.38	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 48,234.38- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER



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

AGENDA ITEM: Minutes – March 4, 2021 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the March 4, 2021 Town Council Meeting

ATTACHMENTS:

Minutes and approved bills from the March 4, 2021 Town Council Meeting

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

MINUTES

Thursday, March 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 HEARINGS:

Public Hearing - ZP-2021-002

The Mayor opened the Public Hearing for ZP-2021-002 -Special Use Permit Bowling Green Properties, LLC, 221 N. Main Street

The Town Manager informed Council Bern Mahon was not present but approved to move forward and asked if Town Council wanted to proceed. The consensus from the Town Council was to continue with the Public Hearing.

Motion made by Council Member Voit, Seconded by Council Member Davis to accept ZP-2021-002 Special Use Permit Bowling Green Properties LLC, 221 N. Main St 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

DELEGATIONS:

Kyle Bates, VDOT

Kyle Bates, Resident Engineer-VDOT provided a very informative power point presentation regarding Main Street Business District Parking Plan and VDOT Crosswalk Standards. He also discussed traffic calming for neighborhood streets, project updates with US 301/Chase Street and the Smart Scale Project.

PUBLIC COMMENTS:

Bonnie Cannon, 123 S. Main Street - Addressed Council with concerns regarding traffic on Main Street and echoed Council Member Howard's concern for Maury. Mrs. Cannon also requested doing away with trash pick up to help ease the burden from other increases from utilities.

Kent Story-Realtor for William Billy Beasley: Mr. Story spoke on behalf of Mr. Beasley helping to clear up rumors regarding the previously approved Bowling Green Estates Project and the twenty-four single family homes.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented:

Police Chief's Monthly Report to Council - February 2021

The Town Manager spoke in the absence of the Police Chief regarding the purchasing of a Radar Trailer. The estimated cost of the Radar Trailer is \$7,000. The consensus of Council was to order the trailer.

Public Works/Utilities Monthly Report - February 2021

Events & Economic Development Coordinator Monthly Report - February 2021

Town Manager Monthly Report - February 2021

ACTION ITEMS TOWN MANAGER MONTHLY REPORT:

The Town manager asked for direction on drafting a Letter of Support for the Caroline County Surface Water Permit.

Motion made by Council Member T. Gaines, Seconded by Council Member Wholey directing the Town Manager and Town Attorney to draft a Letter of Support for 800,000 gallons to Caroline County Surface Water Initiative Permit.

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.

A request for a donation of \$290.00 from Barbara Croson was received via email for Christmas Tree Decorations.

Motion made by Council Member T. Gaines, Seconded by Council Member Howard to fund the donation of \$290.00 to Barbara Croson for Christmas Tree Decorations.

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

Voting Nay: Council Member Wholey

Motion passed.

The town Manager requested a motion to schedule an informational Work Session on water system- March 10, 2021 at 6:30 p.m.

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to schedule a Work Session on March 10, 2021 at 6:30 p.m. for the water system.

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

The Town Manager requested to schedule an informational session with the Town Attorney about Land Use and Planning - March 18, 2021 at 7:00 p.m.

Motion made by Council Member Voit, Seconded by Vice-Mayor Coyle to schedule an Informational Session with Attorney about Land Use and Planning for March 18, 2021 at 7:00 p.m.

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.

CONSENT AGENDA:

A request was made from Vice-Mayor Coyle, Council Member Voit and Council Member Wholey to pull from the Consent Agenda items 7-9 for discussion.

(7) - Bills-February 2021 , (8) - Minutes-January 7, 2021 Town Council Meeting, (9) Planning Commission Member Re-appointments.

Motion made by Council Member Voit, Seconded by Council Member Gaines to accept Consent Agenda items (9) – (10) 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

Bills - February 2021

Vice-Mayor Coyle and Council Member Wholey addressed the Town Manager with questions on the February 2021 Bills.

The Town Manager answered the questions accordingly.

Motion made by Council Member Voit, Seconded by Council Member Howard to accept Consent Agenda #7 February 2021 Bills as presented.

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.

Minutes – January 7, 2021 Town Council Meeting

Council Member Wholey addressed the Town Manager with questions on the January 7, 2021 Meeting Minutes.

The Town Manager answered the questions accordingly.

Motion made by Council Member Voit, Seconded by Council Member Howard to accept Consent Agenda #8 Minutes – January 7, 2021 Town Council Meeting 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.

Planning Commission Member Re-appointments

Council Member Voit addressed the Town Manager and Council with questions on the Planning Commission Member Re-appointments.

The Town Manager answered the questions accordingly.

Motion made by Council Member Wholey, Seconded by Council Member Howard to re-appoint Charles Scott Seigmund and Sandra Pelter to the Planning Commission with terms ending March 1, 2025 and March 16, 2025 respectively.

Voting Yea: Council Member T. Gaines, Council Member Howard, Council Member Covington, Council Member Voit, Council Member Wholey

Voting Abstaining: Vice-Mayor Coyle, Council Member Davis.

Vice-Mayor Cole Abstaining, not in favor of candidate Sandra Pelter.

Council Member Davis Abstaining, not in favor of candidates.

Motion passed.

UNFINISHED BUSINESS:

Caroline County Emergency Utility Repair Mutual Aid Agreement:

Motion made by Council Member Voit, Seconded by Council Member T. Gaines to accept the Caroline County Emergency Utility Repair Mutual Aid Agreement 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.

NEW BUSINESS:

Updated Job Description:

Motion made by Council Member Wholey, Seconded by Council Member Voit to hold a Work Session for March 25, 2021 to discuss staff restructuring.

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

Resolution to amend Agenda to separate Council Comments from Committee Reports:

Discussion by Council to direct the Town Attorney to draft a resolution to amend the Agenda to separate Council Comments from Committee Reports. Suggested by Council to arrange in order of Council Comments, directly after Public Comments, before Staff Reports, to leave Committee Reports after New Business. The draft is to be presented at the next Town Council Meeting.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

Vice-Mayor Cole - No Comment

Council Member Davis - No Comment

Council Member T. Gaines - No Comment

Council Member Howard - Committee did not meet.

Council Member Covington - No Comment

Council Member Voit - Committee did meet, discussed utility, PER should be available in April, Letter of Support for Caroline County and discussed ideas for playground and painting of lines by VDOT.

Council Member Wholey - No Comment

ADJOURNMENT

Motion made by Council Member Wholey, Seconded by Council Member Voit 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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25945	18	A & M HOME CENTER	000	2/05/2021	333.64	.00
25946	18	A & M HOME CENTER	000	2/05/2021	123.99	.00
25947	944	ATLANTIC BROADBAND /	000	2/05/2021	204.40	.00
25948	999999	BEAZLEY JUDY	000	2/05/2021	45.61	.00
25949	1111	BKT UNIFORMS	000	2/05/2021	232.00	.00
25950	14	CINTAS OF RICHMOND	000	2/05/2021	713.20	.00
25951	237	GRAINGER	000	2/05/2021	105.80	.00
25952	999999	HART SERENA	000	2/05/2021	478.48	.00
25953	1089	SNAP-ON TOOLS	000	2/05/2021	798.50	.00
25954	19	VERIZON	000	2/05/2021	274.18	.00
25955	256	VERIZON WIRELESS	000	2/05/2021	468.61	.00
25956	44	VUPS	000	2/05/2021	112.35	.00
25957	12	WASTE MANAGEMENT	000	2/05/2021	8,790.83	.00
25958	878	WHITE OAK ELECTRIC	000	2/05/2021	4,177.60	.00
CLASS TOTAL					16,859.19	.00
ACH TOTAL					.00	
CHECK TOTAL					16,859.19	
EPY TOTAL					.00	
FINAL TOTAL					16,859.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 16,859.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25962	865	CASH	000	2/12/2021	48.11	.00
25963	1020	CONSOLIDATED PIPE & SUP	000	2/12/2021	271.10	.00
25964	679	DAVID L BROOKS HAULING &	000	2/12/2021	4,086.78	.00
25965	10	DOMINION VIRGINIA POWER	000	2/12/2021	7,883.86	.00
25966	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	1,270.00	.00
25967	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	1,290.00	.00
25968	234	ENVIROCOMPLIANCE LAB INC	000	2/12/2021	155.00	.00
25969	28	G & G MILFORD FARM SERV.	000	2/12/2021	314.01	.00
25970	320	MORTON'S POWER EQUIPMENT	000	2/12/2021	178.81	.00
25971	919	PRO SHRED SECURITY	000	2/12/2021	45.00	.00
25972	999999	SAMUEL KIMBERLY	000	2/12/2021	150.00	.00
25973	276	SOUTHERN TRUCK & CUSTOM	000	2/12/2021	782.00	.00
25974	918	STAPLES ADVANTAGE	000	2/12/2021	181.92	.00
25975	653	STEMMLE PLUMBING REPAIR	000	2/12/2021	2,275.00	.00
25976	148	THE FREE LANCE STAR	000	2/12/2021	1,149.00	.00
25977	1002	VACORP	000	2/12/2021	136.75	.00
25978	12	WASTE MANAGEMENT	000	2/12/2021	94.35	.00
25979	1049	WEX BANK	000	2/12/2021	610.67	.00
25980	451	XEROX CORPORATION	000	2/12/2021	339.51	.00
		CLASS TOTAL			21,261.87	.00
		ACH TOTAL			.00	
		CHECK TOTAL			21,261.87	
		EPY TOTAL			.00	
		FINAL TOTAL			21,261.87	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 21,261.87- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25981	41	VISA	000	2/19/2021	2,305.47	.00
25982	41	VISA	000	2/19/2021	1,652.81	.00
25983	41	VISA	000	2/19/2021	297.82	.00
CLASS TOTAL					4,256.10	.00
ACH TOTAL					.00	
CHECK TOTAL					4,256.10	
EPY TOTAL					.00	
FINAL TOTAL					4,256.10	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 4,256.10- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
25987	600	BENNETT DEBORAH T	000	2/26/2021	140.00	.00
25988	897	CINTAS CORPORATION	000	2/26/2021	27.08	.00
25989	999999	DELOACH TONYA	000	2/26/2021	150.00	.00
25990	125	E M GRAY & SON	000	2/26/2021	2,471.47	.00
25991	1005	FREDERICKSBURG BIG BAND	000	2/26/2021	500.00	.00
25992	546	JOHNSON'S EXTERMINATING	000	2/26/2021	625.00	.00
25993	48	MID-ATLANTIC LAB	000	2/26/2021	60.00	.00
25994	1092	PBM	000	2/26/2021	500.00	.00
25995	11	RAPPAHANNOCK ELEC COOP	000	2/26/2021	733.44	.00
25996	1089	SNAP-ON TOOLS	000	2/26/2021	1,428.20	.00
25997	653	STEMMLE PLUMBING REPAIR	000	2/26/2021	1,045.00	.00
		CLASS TOTAL			7,680.19	.00
		ACH TOTAL			.00	
		CHECK TOTAL			7,680.19	
		EPY TOTAL			.00	
		FINAL TOTAL			7,680.19	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 7,680.19- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

 DATE

 TOWN MANAGER



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

AGENDA ITEM: Minutes – March 10, 2021 Town Council Work Session

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the March 10, 2021 Town Council Work Session

ATTACHMENTS:

Minutes from the March 10, 2021 Town Council Work Session

REQUESTED ACTION:

Approve Minutes.

**TOWN OF BOWLING GREEN
JOINT TOWN COUNCIL AND
PLANNING COMMISSION WORK SESSION**

**Wednesday, March 10, 2021
6:30 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted a quorum 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 Council held a joint Informational Session with the Planning Commission on March 10, 2021 at 6:30 p.m.
Doug Meyer with the VDH Office of Drinking Water was invited to speak with a Presentation on Water System.

ADJOURNMENT

Meeting was adjourned



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

AGENDA ITEM: Minutes – March 18, 2021 Town Council Work Session

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the March 18, 2021 Town Council Work Session

ATTACHMENTS:

Minutes from the March 18, 2021 Town Council Work Session

REQUESTED ACTION:

Approve Minutes.

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

M I N U T E S

**Thursday, March 18, 2021
7:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted 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 Council held a joint Informational Session with Town Attorney to discuss Land Use and Planning.

ADJOURNMENT

Motion made by Council Member Voit, Seconded by Council Member Howard to adjourn meeting.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – March 25, 2021 Town Council Work Session

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the March 25, 2021 Town Council Work Session

ATTACHMENTS:

Minutes from the March 25, 2021 Town Council Work Session

REQUESTED ACTION:

Approve Minutes.

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

MINUTES

Thursday, March 25, 2021

6:30 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

The Mayor called the meeting to order and noted 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:

Job Descriptions

Town Council held a Work Session March 25, 2021 to discuss Job Descriptions. Consensus of Council was to go with proposed Organizational Chart as presented to be voted on the next Town Council Meeting.

ADJOURNMENT

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

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



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Post-Issuance Compliance Policy on Tax Exempt Obligations

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

As a requirement of interim loan with CoBank, the Town must file a Form 8038-G with the IRS at or soon after closing. Items 43 and 44 on the form ask that the issuer acknowledge that issuer (the Town) has written procedures to comply with the federal laws and regulations governing tax-exempt obligations.

At this time, we do not have written procedures to comply with the federal laws and regulations governing tax-exempt obligations. The attached policy drafted by our Bond Attorney will meet these requirements.

ATTACHMENTS:

Policy on Tax Exempt Obligations

REQUESTED ACTION:

Adopt Policy.

**POST-ISSUANCE COMPLIANCE POLICY
REGARDING BONDS
Adopted _____, 2021**

This policy is adopted by the Town of Bowling Green (the “Town”) in order to promote compliance by the Town with the requirements of federal and state law and the covenants in its bond documents that apply following the issuance of Bonds (as hereinafter defined) by or on behalf of the Town. For purposes of this policy, the term “Bonds” means any obligations of the Town incurred for the purpose of borrowing money, including, without limitations, bonds, notes and lease-purchase agreements.

**ARTICLE I
PURPOSE AND SCOPE OF POLICY**

1.1 This Post-Issuance Compliance Policy (this “Policy”) establishes policies and procedures in connection with Bonds issued by or on behalf of the Town to maximize the likelihood that all applicable post-issuance compliance requirements are followed. As an issuer or obligor of Bonds, the Town may be required by the terms of Section 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended from time to time, and including the Regulations promulgated thereunder (collectively, the “Code”), to take certain actions after the issuance of Bonds to maintain their continuing tax-exempt status, if any. Further, this Policy is intended to manage and mitigate risk associated with the documents governing indebtedness of the Town (collectively, “Debt Documents”) and to assist the Town in complying with the c Debt Documents.

1.2 The Town reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as circumstances warrant. The Town also reserves the right to amend these policies and procedures from time to time.

**ARTICLE II
RESPONSIBILITIES AND PROCEDURES**

2.1 Oversight. The Town Manager and the Town Council shall bear responsibility for oversight of this Policy. The Town Manager shall (i) receive quarterly updates from the Compliance Officer identified below regarding compliance with this Policy and (ii) report to the Town Council annually regarding compliance with this Policy.

2.2 Compliance Officer. The specific person to be responsible for maintaining this Policy (the “Compliance Officer”) and reporting at least quarterly to the Town Manager is identified as:

Name: _____
Title: Town Treasurer

2.3 Violation of Policy. Promptly upon obtaining knowledge of any violation of or noncompliance with this Policy, the Compliance Officer shall notify the Town Manager and take all necessary or appropriate actions to remedy such noncompliance in a timely manner.

2.4 Training. The Compliance Officer and the Town Manager shall be provided with training adequate for purposes of this Policy. For the five years following adoption of this Policy, such training shall be repeated at least annually, and thereafter, training shall occur periodically and any new staff shall be trained as appropriate.

2.5 External Advisors. The Town shall consult with bond counsel and other legal counsel and advisors, as needed, when issuing Bonds and following the issuance of Bonds to identify compliance requirements.

ARTICLE III CONTINUING DISCLOSURE COMPLIANCE

3.1 General. The Town is committed to accurate market disclosure in accordance with the disclosure requirements under the federal securities laws, including rules and regulations promulgated by the United States Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board or any successor thereto (“MSRB”), as those rules may be amended from time to time. This Policy shall be amended from time to time as necessary or desirable as Bonds mature and are redeemed and as Bonds that are subject to Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended and officially interpreted from time to time (the “Rule”), are issued.

3.2 Annual Report Requirements. The Town will comply with any continuing disclosure agreement or certificate (a “Continuing Disclosure Agreement”) to which the Town may be a party. Such agreements typically require bond issuers to:

(a) provide the following information to the MSRB’s Electronic Municipal Market Access system, or any successor thereto as designated by the SEC or MSRB (“EMMA”), not later than the next December 30 after the end of each fiscal year, (i) audited financial statements of the issuer prepared in accordance with generally accepted accounting principles and (ii) operating data with respect to the issuer of the type described in the section of Appendix A to each Official Statement entitled “Operating Data” (collectively, the “Annual Disclosure”).

(b) provide its unaudited financial statements to EMMA by not later than December 30 of any year when the issuer’s audited financial statements for the most recent fiscal year are not yet available, and thereafter provide its audited financial statements to EMMA when available.

3.3 Listed Events Currently. The Town recognizes that Continuing Disclosure Agreements typically require an issuer to provide in a timely manner to EMMA notice of the occurrence of any of the following events with respects to Bonds (each, an “Event Notice”):

1. principal and interest payment delinquencies;

2. non-payment related defaults, if material;
3. unscheduled draws on debt service reserves reflecting financial difficulties;
4. unscheduled draws on credit enhancements reflecting financial difficulties;
5. substitution of credit or liquidity providers, or their failure to perform;
6. (a) adverse tax opinions, (b) the issuance by the Internal Revenue Service of proposed or final determinations of taxability or Notices of Proposed Issue (IRS Form 5701-TEB), (c) other material notices or determinations with respect to the tax status of the Bonds, or (d) other material events affecting the tax status of the Bonds;
7. modifications to rights of the security holders, if material;
8. (a) bond calls, if material, and (b) tender offers;
9. defeasances;
10. release, substitution, or sale of property securing repayment of the Bonds, if material;
11. rating changes;
12. bankruptcy, insolvency, receivership, or similar event of the issuer;
13. the consummation of a merger, consolidation or acquisition involving the issuer, or the sale of all or substantially all of the assets of the issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its term, if material;
14. appointment of a successor or additional trustee or the change of name of a trustee, if material;
15. incurrence of a Financial Obligation of the issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the issuer, any of which affect security holders, if material; and
16. default, event of acceleration, termination event, modification of terms, or other similar events under the terms of any Financial Obligation of the Town, any of which reflect financial difficulties.

3.4 Listed Events for Bonds Issued after Adoption of this Policy. The Town will update this Policy consistent with the requirements of the Rule including, without limitation, updates to the list of Event Notices set forth in Section 3.3 above, upon execution of a Continuing Disclosure Agreement by or on behalf of the Town after the date of adoption of this Policy.

3.5 Filing of Annual Disclosure and Event Notices. The Compliance Officer shall file each Annual Disclosure and each Event Notice in compliance with this Policy and the related Continuing Disclosure Agreement. The Compliance Officer shall submit all filings of Annual Disclosures and Listed Events through EMMA, unless the Town is otherwise advised by a written opinion of a firm of nationally recognized standing in matters pertaining to the disclosure obligations under the Rule, duly admitted to the practice of law before the highest court of any state of the United States of America.

3.6 Voluntary Disclosure. The Compliance Officer may, from time to time, in his or her discretion or upon the advice of bond counsel or other legal counsel or advisors, voluntarily submit information to EMMA related to bank loan financings and private placements as recommended in MSRB Notice 2012-18 including, without limitation, copies of the loan or financing agreement or, alternatively, a summary of certain features of the bank loan or private placement including, without limitation, the following:

- (i) name of the lender;
- (ii) purpose of the loan/financing;
- (iii) source of repayment;
- (iv) security for repayment;
- (v) description of third party guarantees;
- (vi) dated date/closing date;
- (vii) par amount of the loan;
- (viii) interest rate (or index, if variable), including method of computation, if applicable;
- (ix) payment dates;
- (x) maturity and amortization of loan;
- (xi) optional, mandatory and extraordinary prepayment provisions;
- (xii) tax status of interest;
- (xiii) events of default/remedies;
- (xiv) current credit rating of borrower (if applicable);
- (xv) governing law;
- (xvi) CUSIP number, if applicable; and
- (xvii) redistribution rights, if applicable;

(each, a “Voluntary Disclosure”). The Compliance Officer shall not be required to furnish or update such Voluntary Disclosure but may do so in the interest of providing information to the Town’s bondholders that may be useful in making informed investment decisions.

3.7 Review of Official Statements. The Compliance Officer shall review drafts of any Official Statement for a new issuance of Bonds by or on behalf of the Town, with assistance of bond counsel, disclosure counsel or other legal counsel or advisors, and shall determine that the Official Statement accurately and completely describes the Town’s continuing disclosure compliance history within five years prior to the date of the respective Official Statement. This compliance review is not meant to limit the Town’s due diligence procedures relating to its Official Statements.

ARTICLE IV FEDERAL TAX LAW COMPLIANCE

4.1 Allocation of Proceeds. All expenditures of tax-exempt bond proceeds must be tracked until the bond proceeds are spent. For purposes of Private Use (as hereinafter defined) and rebate analysis, the Compliance Officer shall identify and monitor the allocation of the expenditures (e.g. to facilities, equipment, cost, etc.) and timing of the expenditures in compliance with all applicable Internal Revenue Service (“IRS”) requirements. Documents should be retained, in accordance with Article VI, to evidence the allocation of bond proceeds. These documents include, but are not limited to, requisitions, draw schedules, draw requests, invoices, cancelled checks, construction or purchase contracts. In addition, documents evidencing pre-issuance expenditures that are reimbursed with bond proceeds should be retained, along with any corresponding reimbursement resolution.

4.2 Private Business Use of Bond-Finance Facilities. The Compliance Officer and the Town Manager shall consult with bond counsel before entering into any agreement or other arrangement for the sale, lease, management or use of Bond-financed property, including without limitation, service, vendor or management contracts, leases, research agreements, licenses to use Bond-financed property, agreements granting special rights or entitlements to any private party or naming rights agreements. Further, the Compliance Officer shall confer at least annually with Town employees responsible for Bond-financed assets to identify and discuss any existing or planned use of Bond-financed assets, to determine that those uses are consistent with all covenants and restrictions set forth in a tax certificate relating to applicable Bonds. To the extent the Compliance Officer discovers that applicable tax restrictions regarding use of Bond proceeds and Bond-financed assets will or may be violated, the Compliance Officer shall consult promptly with bond counsel and other legal counsel and advisors to determine a course of action to remediate all nonqualified Bonds, if such counsel advises that a remedial action is necessary.

4.3 Arbitrage and Rebate.

(a) In general, arbitrage arises when tax-exempt bond proceeds are invested and the yield on the investments is greater than the yield on the bonds. The Code contains two separate sets of requirements relating to arbitrage, yield restriction and rebate, which must be compiled with to ensure that tax-exempt bonds do not lose their tax-exempt status.

(b) The investment of tax-exempt bond proceeds must be tracked and diligently reviewed by the Compliance Officer until all of the proceeds are spent. The tax regulations include yield restriction rules, which limit the yield at which the proceeds may be invested. Generally, yield restricted investments must not be invested at a yield “materially higher” than the yield on the tax-exempt bonds.

(c) If the yield restriction rule is violated, then the Town must rebate to the IRS a “rebate amount” that is calculated with respect to the bond proceeds. The rebate amount is equal to the yield on certain investments purchased with the proceeds of the Bonds in excess of the yield on the Bonds, plus all income attributable to the excess. Rebates must

be made to the federal government within sixty (60) days after the end of every fifth bond year and within sixty (60) days after the last Bond is redeemed. Detailed records of any transactions that may have an effect on either the yield on the Bonds or the yield on the investments should be maintained. The Town shall be responsible for determining whether any arbitrage rebate calculations need to be performed. If it is determined that such calculations are or are likely to be required, the Town shall engage expert advisors (each, a “Rebate Service Provider”) to assist in the arbitrage calculation, or shall determine that it has adequate financial, accounting and legal resources of its own to make such calculations. The Town shall make any rebate payments required on a timely basis.

(d) The rebate requirements with respect to a construction bond issue will be deemed to be satisfied if all “available construction proceeds” are allocated as follows (measured from the date of the issuance of the bonds): (i) at least 10% within six (6) months, (ii) at least 45% within twelve (12) months, (iii) at least 75% within eighteen (18) months and (iv) 100% within twenty-four (24) months. These are subject to certain exceptions, including that bonds do not fail to satisfy the spending requirement for the fourth spend-down period (i.e., 100% within two (2) years of the Issue Date) if the only unspent available construction proceeds are amounts for Reasonable Retainage¹ if such amounts (together with all earnings on such amounts) are allocated to expenditures within three (3) years of the Issue Date. The Town will seek to comply with these exceptions for all bond issuances involving construction proceeds.

4.4 Post-Issuance Modifications. The Town Manager and the Compliance Officer shall consult with bond counsel before making any modifications or amendments to the bond documents for a bond issue, including without limitation, entering into or modifying investment agreements; making any change in security for Bonds; engaging in post-issuance credit enhancement transactions (e.g., bond insurance or letter of credit) or hedging transactions; terminating or appointing successor trustees; releasing any liens; or reissuing or refunding Bonds.

4.5 Remediation. Adherence to this Policy will enable the Town to identify violations of federal tax-exempt bond requirements in a timely manner. Whenever anyone identifies a potential violation of a federal tax requirement, a change in use of equipment or a facility financed with tax-exempt debt that may result in Private Use or a violation of this Policy, that person should immediately notify the Compliance Officer. The Compliance Officer will determine whether it is in fact a violation and, if so, will work with bond counsel to determine whether there are any feasible remedial actions available under applicable regulations. If the Town determines or is advised that corrective action is necessary with respect to any issue of Bonds, the Town will in a timely manner: (i) take remedial actions described under Section 1.141-12 of the Code, (ii) seek to enter into a closing agreement with the IRS pursuant to the Tax-Exempt Bonds Voluntary Closing Agreement Program (“VCAP”) or (iii) take such other actions as recommended by bond counsel. If no self-remediation actions are available or desirable, the Town Manager in

¹ “Reasonable Retainage” means an amount, not to exceed 5% of the net sale proceeds of the issue that is retained for reasonable business purposes relating to the property financed with proceeds of the issue. For example, Reasonable Retainage may include a retention to ensure or promote compliance with a construction contract in circumstances in which the retained amount is not yet payable, or in which the Town reasonably determines that a dispute exists regarding completion or payment.

consultation with bond counsel will disclose non-compliance and attempt to negotiate a closing agreement with the IRS under VCAP.

ARTICLE V DEBT COMPLIANCE

5.1 Compliance Officer Responsibilities. The Compliance Officer is responsible for being familiar with the covenants, notice requirements and default provisions in all Debt Documents and shall take the actions identified below. The Compliance Officer shall report all actions taken under this Policy to the Town Manager.

(a) The Compliance Officer is responsible for complying with all notice and reporting requirements contained in the Debt Documents, and the Compliance Officer shall maintain:

- (i) A calendar of reporting dates under all outstanding Debt Documents;
- (ii) A checklist of reporting requirements under all Debt Documents in summary fashion;
- (iii) A list of notice requirements under all Debt Documents; and
- (iv) On a current basis a comprehensive detail of all defaults and events of defaults under all Debt Documents.

(b) If the Compliance Officer determines that a default has occurred, the Compliance Officer shall report such default to the Town Manager as soon as practicable and provide an explanation of the events creating such default and how such default has been remedied or will be remedied.

ARTICLE VI DOCUMENT RETENTION

6.1 Record retention is essential to supporting tax deductions, credits and exclusions. All records should be retained until they are no longer material to any series of tax-exempt Bonds or tax filing. Records relating to a tax-exempt bond issuance should be kept for as long as the Bonds are outstanding, plus three years after the final redemption date of the Bonds or any Bonds issued to refund the Bonds. The record retention period begins with the date of the original issuance of the Bonds that have been refunded.

6.2 The Compliance Officer is responsible for seeing that the required documents are compiled and retained. The decision regarding whether a particular document must be retained should be made on a case-by-case basis. Generally, the IRS has indicated that documents that should be retained include, but are not limited to:

(a) Basic financing documents from each bond transaction, including bond indentures, loan agreements, bond counsel opinion, tax agreements, and a copy of the bond transcript;

(b) Bond expenditure and allocation documentation, including requisition forms, trustee statements and any other documents describing how tax-exempt bond proceeds have been allocated;

(c) Documentation demonstrating the use of tax-exempt bond-financed property by public and private sources, including management and service contracts, research agreements, and leases;

(d) Documentation generated during the compliance process, such as floor plans, questionnaires and spreadsheets;

(e) Documentation of all sources of payment or security for bonds; and

(f) Documentation of investment of bond proceeds, including purchase and sale of securities, SLGs subscriptions, yield calculations for each investment class, actual investment income received from the investment of proceeds, guaranteed investment contracts, and rebate calculations.

6.3 Because records must be retained until they are no longer material, the Town may choose to maintain electronic copies. Electronic records are permissible as long as they comply with Revenue Procedure 97-22, 1997-1 C.B. Section 4.01 of Revenue Procedure 97-22 provides the general requirements for an electronic storage system and the Town shall adhere to all such requirements to the extent the Town elects to maintain electronic records.

ARTICLE VII MISCELLANEOUS

7.1 Nothing in this Policy shall be deemed to be a covenant, agreement or obligation of an officer, employee, member of Council, or agent of the Town in his or her individual capacity, and no such person shall incur any personal liability with respect to any action taken by him or her pursuant to this Policy, provided he or she acts in good faith.

7.2 This Policy is for the sole benefit of the Town. It is not to be relied upon by any third parties and does not create in, or grant to, any third parties rights, claims or privileges.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Updated job description

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

On March 25 Council held a work session to discuss updated job descriptions and staff restructure. A consensus was reached by Council to adopt the Director of Community and Economic Development job description that would replace the Events and Economic Development Coordinator job description.

ATTACHMENTS:

- Proposed job description – Director of Community and Economic Development

REQUESTED ACTION:

Motion to adopt proposed job description

PROPOSED

Town of Bowling Green Job Description

POSITION: Director of Community and Economic Development

DEPARTMENT: Town Administration

PAY RANGE: ~~\$47,979 – \$62,372 – \$76,766~~

\$61,235 – \$79,605 – \$97,976 *

*Town Manager's recommendation based on feedback from Council and to keep pay range in line with other department heads.

FLSA Status: Exempt

GENERAL STATEMENT OF JOB: Under general supervision of the Town Manager, performs advanced administrative support work for the Economic Development Authority (EDA) and Planning Commission. Assists the Management Team with planning, organizing, developing, coordinating, maintaining and managing Town events and special projects related to the Town's priorities as established by Town Council and the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Serves as the main point of contact for Public Relations matters
- Assists the Zoning Administrator and provides staff support to the Planning Commission and the Board of Zoning Appeals.
- Responsible for economic development initiatives and provides staff support to the Economic Development Authority.
- Administers policies and procedures set forth by the Town Council.
- Identifies and completes grant applications for community development related projects and partners with other departments to implement and administer the grants to completion.
- Receives and answers public requests and complaints; performs research as to the nature/cause of subject and to secure related information.
- Manages or coordinates various special projects as assigned by the Town Manager.
- 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.
- Prepares and presents staff reports and other necessary communications to the Town Manager, Town Council and others as necessary.
- Attends Council meetings, work sessions, and other meetings and takes necessary actions regarding agenda items or meeting follow up as required.
- Attends necessary events, activities and represents the Town on various boards,

committees and regional organizations.

- Responds to and resolves difficult and sensitive business, citizen, and internal organization inquiries and complaints.
- 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.
- Performs related tasks and other duties as required.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

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

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Town Manager. Occasional night meetings and week-end events required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers, electronic data processing, calculators, fax machines and other miscellaneous office equipment.
- Knowledge of the Town's policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain successful working relationships. Possess the ability to foster teamwork, innovation and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- 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 conforming to all rules of grammar.

EDUCATION AND EXPERIENCE:

Any combination of education and experience relating to community development, economic development, social media, and planning and zoning.



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

AGENDA ITEM: Appoint a Town Clerk / Treasurer

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

As required by the Town Charter, Council must appoint a Town Clerk/Treasurer. Since the previous Town Clerk / Treasurer was appointed to the position of Town Manager a new Town Clerk/Treasurer must be appointed.

ATTACHMENTS:

None.

REQUESTED ACTION:

Motion to appoint Tracy Wright as Town Clerk/Treasurer.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Proposed Updates to Future Land Use Map

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At its December meeting Council held a Public Hearing on the Future Land Use Map that Planning Commission had sent with a recommendation of approval. Council did not take action at the meeting and asked the Planning Commission to complete updates of Chapters 9 and 10 of the Comp Plan to give the Future Land Use Map more context.

At its February 22 meeting the Planning Commission voted to send updated recommendations to Council on the Future Land Use Map that had previously been sent to Council.

ATTACHMENTS:

- Memo from Planning Commission
- Proposed updated Future Land Use Map

REQUESTED ACTION:

Take action on Proposed Updates to Future Land Use Map.



MEMORANDUM

TO: The Honorable Mayor
The Honorable Members of the Bowling Green Town Council

FROM: Melissa Lewis, Town Manager/Zoning Administrator

RE: Proposed Future Land Use Map

DATE: March 15, 2021

At its February meeting, the Planning Commission voted to send two recommendations to you that relate to the proposed Future Land Use Map that was presented at the December Town Council meeting. The Planning Commission asks for the Council's consideration on the following:

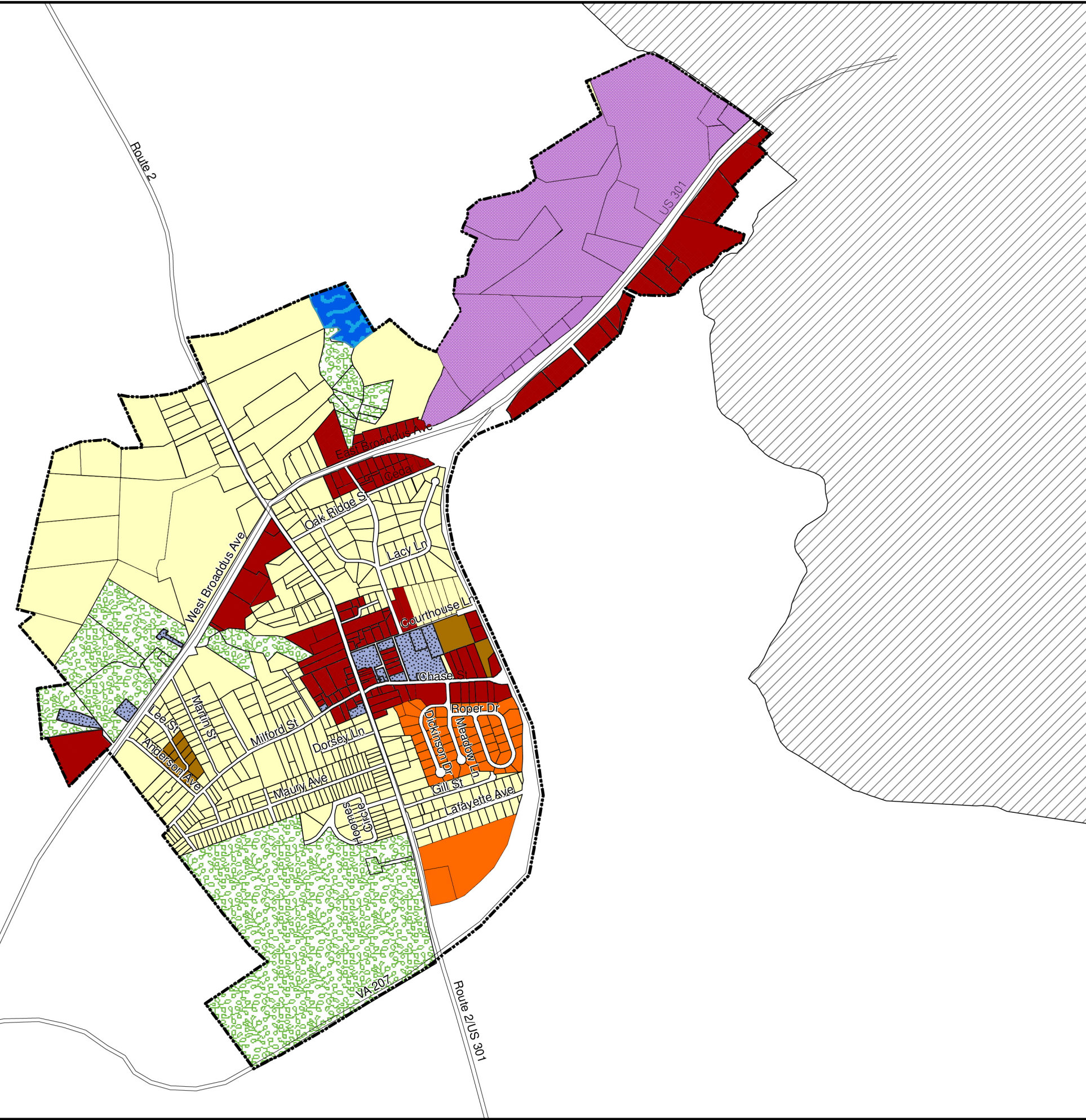
1. That the two properties located south of Lafayette Avenue, tax map #'s 43-A-84 and 43-A-84A, be changed from low/moderate density residential designation to low density residential designation on the proposed Future Land Use map.
2. That PUD be removed as a compatible zoning in the low/moderate density residential use designation on the proposed Future Land Use map.

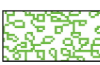

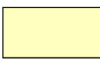


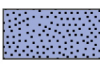





The Planning Commission has made these recommendations based on public comments they have received since their initial recommendation to approve the proposed Future Land Use Map made at its November 16, 2020 meeting.

Town of Bowling Green
Comprehensive Plan
2008

**2020 Conceptual Map
TBD**

Future Land Use



-  Agricultural/Rural/Historic Preservation
-  Commercial (B1, B2)
-  Low Density Residential (R1, A1)
-  Low/Moderate Density Residential (R1,2, PUD)
-  Moderate/High Density Residential (R3, PUD)
-  Public
-  Mixed Use (R1/2/3, B1/2, M1, PUD)
-  Road Network
-  Town Boundary
-  Fort A.P. Hill
-  Lake





TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Resolution to amend Council Meeting Order of Proceedings

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

At its last meeting, Council directed Staff to draft a resolution to modify the Council Meeting Order of Proceedings to reflect a separation of Council Comments from Committee Reports. The change will become effective at the May meeting.

ATTACHMENTS:

- Resolution R-2021-003

REQUESTED ACTION:

Adopt Resolution R-2021-003.

RESOLUTION TO AMEND THE REGULAR MONTHLY COUNCIL AGENDA

WHEREAS section 2-111 of the Bowling Green Town Code requires that changes to the regular meeting agenda for the Bowling Green Town Council be approved by Resolution; and

WHEREAS the Bowling Green Town Council seeks to amend the regular monthly agenda by adding Council member comments as a separate item on the regular monthly agenda.

NOW THEREFORE BE IT RESOLVED by the Bowling Green Town Council at its regular monthly meeting on April 1, 2021 that Council member comments shall be listed as a separate item on each monthly agenda.

The foregoing Resolution was adopted by the Town Council at its regular meeting held on April 1, 2021 in Bowling Green, Virginia.

Clerk of Council
Town of Bowling Green, Virginia

Hon. Mark A. Gaines, Mayor
Town of Bowling Green, Virginia



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

AGENDA ITEM: Request for Payment of Invoice related to 100 N. Main St. Sewer Lateral

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Request from contractor that initially discovered back up at 100 N. Main Street caused by lateral that was not connected during sewer main replacement on Milford St. Harrie Plumbing was called by the contractor to clear what was believed to be a blockage in the service line at 100 N. Main St. It was later discovered that the backup was caused by a lateral that had not been connected.

ATTACHMENTS:

- Invoice from Harrie Plumbing

REQUESTED ACTION:

Approve payment of invoice.

HARRIE PLUMBING & HEATING, INC

P.O. BOX 99
 BOWLING GREEN, VA 22427
 804-633-9680

Invoice

DATE	INVOICE #
1/11/2021	035014

BILL TO
EDWARD WEBB P.O. BOX 266 BOWLING GREEN, VA. 22427

SHIP TO
MILFORD POST OFFICE MILFORD, VA. 22514 100 N. MAIN STREET BOWLING GREEN, VA 22427

P.O. NO.	TERMS	DUE DATE	REP/MECH...	PHONE	DAY/CONTR/OT
ED	1.5% NET 30'	1/21/2021	BH	804-366-2190	EXTRA/OG

DESCRIPTION	AMOUNT
<p>PROVIDED LABOR, MATERIALS AND EQUIPMENT TO CLEAR BLOCKAGE IN SEWER SERVING 100 NORTH MAIN STREET, BOWLING GREEN, VIRGINIA 22427.</p> <p>OUR INITIAL DIAGNOSIS AND CONCLUSION WAS THE SEWER LATERAL WAS NOT CONNECTED WHEN THE MAIN SEWER ON MILFORD STREET WAS INSTALLED.</p> <p>WE CONTINUED TO PROVIDE ASSISTANCE AS REQUESTED TO CONFIRM OUR DIAGNOSIS. CLEARED BLOCKAGE IN SEWER AFTER LATERAL WAS CONNECTED.</p>	3,120.21
<p>Thank you for your business.</p>	<p>Total \$3,120.21</p>