



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

A G E N D A

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

CALL TO ORDER AND QUORUM ESTABLISHED:

BUSINESS:

1. Town Hall Rental Rates
2. ARPA Fund Projects

INFORMATIONAL ITEMS:

ADJOURNMENT



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

AGENDA ITEM: Town Hall Rental Rates
ITEM TYPE: Presentation
PURPOSE OF ITEM: Discussion Only
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A meeting was held with Council Member Tammy Gaines and staff to review current rental rates for Town Hall. Discussion involved issues with covering expenses of the building including internal/external building maintenance, utilities, police protection, set up and cleaning. A draft document was prepared and revised following discussions at sub-committee and Council meetings that outlines suggested new rates.

A public hearing must be held to adopt a new rate schedule.

ATTACHMENTS:

Proposed rate sheet.

REQUESTED ACTION:

At the Town Council Worksession - Review the attached documents on change of rental rates for Town Hall.

At the Town Council Meeting - Motion to authorize a public hearing for amendment of rental rates for Town Hall.

TOWN OF BOWLING GREEN

BOWLING GREEN EVENT HALL RENTAL RATES

PROPOSAL BASED ON COUNCIL MEMBERS' FEEDBACK AT 10/7/21 TOWN COUNCIL MEETING

USO BALLROOM

The proposed rates below include the fee of \$275 for set-up, breakdown and cleaning. Cleaning includes bathrooms, kitchen and floors.

- | | |
|--|------------|
| • STANDARD RENTAL – CURRENT RATE | \$575.00 |
| PROPOSED RATE | \$1,150.00 |

- | | |
|-----------------------------------|----------|
| • NON-PROFIT – CURRENT RATE | \$250.00 |
| PROPOSED RATE | \$500.00 |

- | | |
|---|-----|
| • TOWN RESIDENT/TOWN EMPLOYEE (Discussion Item) | TBD |
|---|-----|

- | | |
|--|----------|
| • EXTRA PREPERATION AFTER 4:00 THE NIGHT BEFORE AN EVENT | |
| CURRENT RATE | \$100.00 |
| (For decorating only, no dinner, practice, etc.) | |
| PROPOSED RATE: | \$200.00 |

RAPPAHANNOCK ROOM

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

- | | |
|--|----------|
| • STANDARD RENTAL – CURRENT RATE | \$175.00 |
| PROPOSED RATE: | \$350.00 |

DEPOSITS

Deposit returned following inspection of the property.

- | | |
|-------------------------------------|----------|
| • USO BALLROOM – CURRENT RATE | \$150.00 |
| PROPOSED RATE | \$300.00 |

- | | |
|--|----------|
| • RAPPAHANNOCK ROOM – CURRENT RATE | \$50.00 |
| PROPOSED RATE: | \$100.00 |



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: ARPA Fund Projects
ITEM TYPE: Presentation
PURPOSE OF ITEM: Discussion Only
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212 Town Hall

BACKGROUND / SUMMARY:

To date several projects have been identified for consideration. Security cameras, generator, closure of well, renovations to Town facilities, equipment, emergency services staff, and the EDA request (20% of total fund allocation for commercial district improvements).

ATTACHMENTS:

Quotes will be included on a monthly basis if a specific request is prepared for review.

REQUESTED ACTION:

Monthly review of projects when request is presented for consideration.



A.C. Schultes of Md., Inc.
8221 Cloverleaf Dr.
Millersville, MD 21108

24-hour Service
(410) 841-6710 - Office
(410) 841-6711 - Fax

October 21, 2021

Town of Bowling Green
219 Anderson Ave
Bowling Green, Va. 22427

Attention: Josh Irby
(804) 221-1834
jirby@townofbowlinggreen.com

Reference: Installation of a 6" x 420' replacement well # 4A
ACSM Quote# TOBG.092221.CK

Dear Mr. Irby,

As per your request, A.C. SCHULTES OF MARYLAND, INC. is pleased to propose the following:

1. Obtain necessary well construction permit.
2. Contact Miss Utility to mark the well site location.
3. Mobilize a 2-man drill crew complete with a mud rotary rig capable of drilling depths up to 600'.
4. Drill an 8" pilot hole to approximately 435'. During the drilling we will collect and containerize ditch samples at 10' intervals.
5. Electric log pilot hole.
6. Based on the electric log, ditch samples and existing well construction, design the well.
7. Ream the pilot hole to 11".
8. Be prepared to supply and install up to 40' of 6" stainless steel screen separated by stainless steel blanks. The well will transition to 6" carbon steel casing above the uppermost screen and extended to the surface.
9. Via tremmie pipe, gravel pack the annular space to a height of approximately 30' above the screen.
10. Via tremmie pipe, cement grout the remainder of the annular space as per Virginia regulations.
11. Develop the well to yield a minimum of 100 GPM or be 70% efficient.
12. Install a test pump capable of pumping 100 GPM.
13. Perform a 24 hour well test followed by a 12 hour recovery test.
14. Per Virginia regulations, water quality samples will be collected during this test and analyzed by a certified lab.
15. Remove the test pump.
16. Supply and install a new Baker style 6" x 3" monitor pitless adaptor.
17. Utilize 4" ductile iron pipe to make a connection inside the well house to the existing pipeline (est. 15').
18. Run new wire and conduit to the well controls.
19. Supply and install a new Gould's model 100H15 submersible pump powered by a new 15 Hp, 240 volt, 3 phase motor. As part of the installation A.C. SCHULTES OF MARYLAND, INC. will supply 336' of 3" T&C column pipe, submersible wire, (2) 3" check valves, and 1" poly water level tubing. The pump will design to yield 100 GPM @ 400' TDH.
20. Run a pump step test overboard to verify proper pump operation (1 hour maximum).

21. Perform startup of the new well and pump.
22. A completion report will be filed with the governing authority.
23. The well pump will be removed from the existing well #4.
24. Tremmie pipe will be used to abandon and sealed the 6" x 433' well with grout per Virginia regulations.
25. An abandonment report will be filed with the governing authority.
26. A technical data packet will be provided containing all relevant information.

The cost for the aforementioned is as follows:

➤ Mobilization.	\$ 15,000.00
➤ Drill, construct and test well as outlined above.	\$ 152,600.00
➤ Abandonment of existing well #4.	\$ 6,000.00
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TOTAL:	\$ 173,600.00

Please note: Due to the rapid market increases in material costs, this proposal is only valid for 30 days from proposal date. If you wish to proceed with the proposal beyond this date, please contact our office regarding updated pricing.

Our terms of payment are net upon presentation. An interest charge of 1.5% per month will be assessed to all unpaid balances in excess of (30) thirty days past due.

Please be advised the above-mentioned costs do not include the following:

- Site access. The site must be accessible for our truck-mounted equipment.
- Obtaining any permits other than well construction permits.
- Any costs associated with repairs to damaged utilities that are not marked by Miss Utility or the owner.
- Any repairs or modifications to the existing electrical, starters or controls.
- Any repairs or modifications to any piping within the building.
- Supplying or installing any storage tanks.
- Supplying or installing any water treatment equipment.
- Any guarantees of water quality other than meeting the required turbidity, sand, and bacteriological parameters.
- Any offsite disposal of pump test fluids and/or development fluids.
- Supplying or installing a transducer or remote read out.
- Supplying or installing a new flow meter.
- Any guarantee of the existing pipeline condition where we make our connection or costs associated with additional repairs.
- Any coordination or assistance with obtaining COP.
- Any steps required by DEQ or VDH concerning well abandonment in addition to what is stated above.
- Any site restoration beyond rough grading.
- Any work other than noted above.

A.C. SCHULTES OF MARYLAND, INC. would like to thank you for your time and cooperation regarding this matter. If there are any questions or comments, please do not hesitate to contact me at our office.

Respectfully,

A.C. SCHULTES OF MARYLAND, INC.



Chris Kay
Project Administrator
(ACSM Quote#: TOBG.092221.CK.)

I hereby acknowledge that the description is correct and that all pricing is acceptable for this project
(ACSM Quote#:TOBG.092221.CK)

Company Name

Representative Name

Signature

Date

Purchase Order No. and/or Contract No.

Billing Information: (please fill in all appropriate information for our accounting dept. to submit invoices)

____ Invoices must be submitted to the following email address: _____

____ Invoices must be mailed to the following: _____

____ Email and mail to the above listed address (for additional address - list below).

In addition to the above please list any required invoice submission guidelines: _____

Return to admin@acschultes.net or fax (410) 841-6711

ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF BOWLING GREEN, VIRGINIA



The Honorable Mark Gaines, Mayor
Members of Town Council
Town of Bowling Green
117 Butler Street / P.O. Box 468
Bowling Green, Virginia 22427

August 25, 2021

Dear Mr. Mayor and Members of Town Council:

On behalf of the Economic Development Authority of the Town of Bowling Green (EDA), I am requesting Council's consideration to appropriate 20% of funds received through the American Rescue Plan of 2021, to be used for infrastructure projects, visitation and tourism that directly impact our small business community.

Unlike many municipalities suffering from the negative economic impacts of the pandemic, Bowling Green has seen some growth in new business, while residential growth continues to gain interest among developers. Town Council, the Planning Commission and the EDA are charged with the important responsibility of managing the process so that this growth is smart and strategic, yielding positive results for the Town of Bowling Green and its fiscal position.

The EDA is requesting this appropriation in order to continue beautifying the town through addressing infrastructure needs in our downtown business district, along with projects that speak to improving the visitor experience such as, but not limited to, installing and/or improving wayfinding signage. The EDA will work to define a clear scope of work, along with the required estimates and documentation for improvements.

The EDA is dedicated to representing our governing body in a way that reflects support and prosperity in our community and we look forward to collaborating in the future. Thank you for your consideration.

Yours Very Truly,

A handwritten signature in cursive script that reads 'John Lane'.

John Lane
Chairman

CC: Allyson Finchum, Interim Town Manager
Jo-Elsa Jordan, Director of Economic Development