



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, July 06, 2023
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

TOWN COUNCIL 2023 ORGANIZATIONAL MATTERS:

PUBLIC HEARINGS:

- [1.](#) Utility and Trash Rate Increase

DELEGATIONS:

- [2.](#) Nominating/Appointing the Council Liaison to the Planning Commission
- [3.](#) Vacate the position of Ex-Officio to the Planning Commission

PUBLIC COMMENTS:

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [4.](#) Public Works/Public Utilities Department Monthly Report for June 2023
- [5.](#) Police Departments Monthly Report for June 2023
- [6.](#) Town Treasurer/Finance Department Monthly Report for June 2023
- [7.](#) Town Administration (Town Manager, Town Clerk)
Monthly Report for June 2023

CONSENT AGENDA:

- [8.](#) Minutes – June 1, 2023 Town Council Worksession
- [9.](#) Minutes – June 1, 2023 Town Council Meeting
- [10.](#) Minutes – June 15, 2023 Town Council FY24 Corporate Budget Public Hearing
- [11.](#) Minutes – June 22, 2023 Town Council FY24 Adoption of the Corporate Budget
- [12.](#) Bills – June 2023

UNFINISHED BUSINESS:

- [13.](#) Emergency Sewer Repairs – Appropriate Funds

NEW BUSINESS:

- [14.](#) Approve Split Account from General Fund and Water/Sewer
- [15.](#) ADA Compliant Parking Spaces on Main Street
- [16.](#) Code Amendment – Tattoo and Body Piercing Establishment
- [17.](#) Code Amendment – Guided Tours on Pedicab or Golf Cart
- [18.](#) Audio/Video and Computer Systems

INFORMATIONAL ITEMS:

- [19.](#) National Night Out

COMMITTEE REPORTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ADJOURNMENT:

ACTION FOLLOWING CLOSED MEETING:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Water, Sewer, and Trash Rate Increase

ITEM TYPE: Public Hearing - Duly Advertised

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A public hearing has been scheduled to receive comment, Council discussion and decision on raising rates for water, sewer, and/or trash service. The proposal is 15% increase for water rates, 7.5% increase for sewer rates, and 10% increase for trash collection. The water and sewer rate increases are based on insufficient revenue in past and current fiscal years that is necessary for major infrastructure improvements and repairs. The trash collection rate increase is due to insufficient revenue in FY23.

ATTACHMENTS:

REQUESTED ACTION:

Approve/deny water, sewer, and/or trash rate increase effective July 6, 2023.

Town of Bowling Green, Virginia
Notice of Public Hearing

PROPOSED INCREASE TO WATER, SEWER, TRASH RATES COMMENCING JULY 7, 2023

A public hearing will be held by Town Council on Thursday, July 6, 2023, beginning at 6:00 PM in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, to receive comments on proposed rate increase for water, sewer, and trash service. All interested persons are encouraged to attend the meeting and provide comments. If special accommodations are needed in order to participate, please contact the Town Manager in advance of the meeting. The proposed budget includes a 15% increase to water rates, a 7.5% increase to sewer rates, and a 10% increase to trash collection rates.

Current Bi-Monthly Water & Sewer Rates								
RESIDENTIAL				COMMERCIAL			COMMERCIAL	
In-Town				In-Town			Out-of-Town	
Gallons	Water	Sewer		Gallons	Water	Sewer	Gallons	Water
0-5,000	\$46.13	\$86.53		0-5,000	\$46.13	\$93.48	0-5,000	\$92.27
5,001-10,000	\$2.34	\$4.39		5,001-10,000	\$2.58	\$5.21	5,001-10,000	\$5.15
10,001-20,000	\$2.47	\$4.62		10,001-20,000	\$2.66	\$5.40	10,001-20,000	\$5.33
20,010-30,000	\$2.58	\$4.82		20,001-30,000	\$2.76	\$5.58	20,001-30,000	\$5.50
30,001 & Up	\$2.66	\$5.00		30,001-40,000	\$2.88	\$5.83	30,001-40,000	\$5.74
Out-of-Town				40,001-50,000	\$2.96	\$6.02	40,001-50,000	\$5.97
Gallons	Water	Sewer		Gallons	Water	Sewer	Gallons	Water
0-5,000	\$92.27	\$97.80		50,001-100,000	\$3.07	\$6.24	50,001-100,000	\$6.12
5,001-10,000	\$4.69	\$4.96		100,001 & Up	\$3.16	\$6.39	100,001 & Up	\$6.31
10,001-20,000	\$4.92	\$5.22		Current FY 23 Values				
20,010-30,000	\$5.15	\$5.45						
30,001 & Up	\$5.33	\$5.65						
Proposed Bi-Monthly Water & Sewer Rates								
RESIDENTIAL				COMMERCIAL			COMMERCIAL	
In-Town				In-Town			Out-of-Town	
Gallons	Water	Sewer		Gallons	Water	Sewer	Gallons	Water
0-5,000	\$53.05	\$93.02		0-5,000	\$53.05	\$100.49	0-5,000	\$106.11
5,001-10,000	\$2.69	\$4.72		5,001-10,000	\$2.97	\$5.60	5,001-10,000	\$5.92
10,001-20,000	\$2.84	\$4.97		10,001-20,000	\$3.05	\$5.81	10,001-20,000	\$6.12
20,010-30,000	\$2.97	\$5.18		20,001-30,000	\$3.17	\$6.00	20,001-30,000	\$6.33
30,001 & Up	\$3.05	\$5.38		30,001-40,000	\$3.32	\$6.27	30,001-40,000	\$6.60
Out-of-Town				40,001-50,000	\$3.40	\$6.47	40,001-50,000	\$6.87
Gallons	Water	Sewer		Gallons	Water	Sewer	Gallons	Water
0-5,000	\$106.11	\$105.14		50,001-100,000	\$3.54	\$6.71	50,001-100,000	\$7.04
5,001-10,000	\$5.40	\$5.33		100,001 & Up	\$3.64	\$6.87	100,001 & Up	\$7.26
10,001-20,000	\$5.66	\$5.61		Proposed FY 24 Values (15% Water Increase, 7.5% Sewer Increase)				
20,010-30,000	\$5.92	\$5.86						
30,001 & Up	\$6.12	\$6.07						

Solid Waste Collection Bi-Monthly Rate Schedule (In Town Only)

Residential Rates

Current Rate = \$31.90 Proposed Rate = \$35.09

Commercial Rates (per cubic yard)

Current Rate = \$52.50 Proposed Rate = \$57.75

Current Rate = \$52.50 Proposed Rate = \$57.75



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

AGENDA ITEM: Nominating/Appointing the Council Liaison to the Planning Commission

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Vice-Mayor Valarie Coyle's term on the Planning Commission will expire in July 2023.

ATTACHMENTS:

REQUESTED ACTION:

Appoint a Town Council liaison to the Planning Commission to fill a two-year term.



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

AGENDA ITEM: Vacate the position of Ex-Officio to the Planning Commission

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The position was created to allow Council Member Jeff Voit to assist the Commission with updates to the Comprehensive Plan and other items.

ATTACHMENTS:

REQUESTED ACTION:

Remove the position of Ex-Officio to the Planning Commission.



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

AGENDA ITEM: Public Works/Public Utilities Department Monthly Report for June 2023

DATE: June 30, 2023

PREPARED BY: Shawn Fortune, Public Works Foreman & Brock Taylor, Chief Wastewater Operator

MONTHLY REPORT / PROJECT UPDATE:

Water

- Normal Operations
- Completed 3-year water sample for wells

Wastewater

- New pump remains on order for Maury Heights Lift Station
- Temporary diesel pump installed at Maury Heights Lift Station
- Bi-weekly pumping at manholes (temporary) – Broaddus Ave. & Main St.

Public Works

- Set up for meetings at Town Hall
- Normal grass cutting and watering flowers

ATTACHMENTS:

HEADS UP ITEMS:



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

AGENDA ITEM: Police Departments Monthly Report June 2023

DATE: 06/30/2023

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for June 2023

39-Total calls for service

18-Assist other agencies

33-Summons / Parking tickets

90-Park walk and talks

1-Larceny

2- Motor Vehicle Accidents

55-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:

National Night Out Aug 1st, 2023



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

AGENDA ITEM: Town Treasurer/Finance Department Monthly Report for June 2023

DATE: June 30, 2023

PREPARED BY: Trish Chenault, Interim Treasurer

MONTHLY REPORT / PROJECT UPDATE:

- Setting up new credit card system with Keystone (VPS)
- Applied Interest to past-due accounts
- Ran reports for Budget
- Researching/correcting tax bills
- Researching/correcting utility bills
- Working with Keystone to correct system errors
- Consolidating and posting all credit card payments with bank statement & Orbipay
- Created water cut-off list for Public Works
- Keystone training
- Utility Billing on Keystone
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Closed out FY22 in Bright Software System

ATTACHMENTS:

- Monthly Town Hall Rental Report – June 2023
- YTD FY23 Revenue/Expenditure Report

HEADS UP ITEMS:

TOWN HALL RENTALS

June 2023

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
4	Town Hall Activities	Class	\$ 170.00
1	Private Event	Wedding Reception	\$1175.00
1	Private Event	Family Reunion	\$ 975.00
1	Private Event	Dance	\$ 575 .00
7		Totals	\$2895.00

TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2022 - thru - 06/30/2023

Table with columns: Account Number, Account Description, Original, Revised, Actuals, Remaining, % Remaining, and TYP E. It lists various revenue and expenditure items such as Current Year Taxes, Delinquent Taxes, and Water Sales.

TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2022 - thru - 06/30/2023

Table with columns: Account Number, Account Description, Original, Revised, Actuals, Remaining, % Remaining, and TYP E. It lists various financial entries such as TRANSFERS IN, USE OF FUND BALANCE, SEWER SALES, and SALARIES.

TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2022 - thru - 06/30/2023

Table with columns: Account Number, Account Description, Original, Revised, Actuals, Remaining, % Remaining, T, Y, P, E. Lists various expenses like OFFICE EQUIPMENT, COMPUTER LICENSES, LATE FEES, etc.

TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2022 - thru - 06/30/2023

Table with columns: Account Number, Account Description, Original, Revised, Actuals, Remaining, % Remaining, T, Y, P, E. Lists various town expenses like telecommunications, insurance, education, and salaries.

TOWN OF BOWLING GREEN
 Revenue & Expenditure Detail Report
 Report dates 07/01/2022 - thru - 06/30/2023

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
500-500100-6006-0000-000	HAND TOOLS	2,000.00	2,000.00	702.09	1,297.91	64.90	X
500-500100-6007-0000-000	REPAIR / MAINTENANCE	125,000.00	125,000.00	158,081.92	-33,081.92	-26.47	X
500-500100-6008-0000-000	VEHICLE FUEL/OIL	2,333.00	2,333.00	3,082.49	-749.49	-32.13	X
500-500100-6009-0000-000	EQUIPMENT/SUPPLIES	3,500.00	3,500.00	438.17	3,061.83	87.48	X
500-500100-6011-0000-000	UNIFORMS/SAFETY EQUIP	3,333.00	3,333.00	1,908.17	1,424.83	42.75	X
500-500100-6021-0000-000	TESTING SUPPLIES/CHEMICALS	3,000.00	3,000.00	4,420.33	-1,420.33	-47.34	X
500-500100-6022-0000-000	WATER TESTING	15,000.00	15,000.00	3,609.83	11,390.17	75.93	X
500-500100-6050-0000-000	METER/FIRE HYDRANTS	5,000.00	5,000.00	0.00	5,000.00	100.00	X
500-500100-6060-0000-000	WELL HEAD PROTECTION GRANT	10,000.00	10,000.00	0.00	10,000.00	100.00	X
500-500100-8500-0000-000	2018 Loan Interest Expense	53,986.00	53,986.00	18,429.75	35,556.25	65.86	X
500-500100-9100-0000-000	REPAYMENT OF GF TRANSFER	253,986.00	253,986.00	0.00	253,986.00	100.00	X
500-500500-3500-0000-000	USDA System Upgrade	0.00	0.00	221,055.04	-221,055.04	0.00	X
500-500500-8220-0000-000	ENGINEERING - WATER LINES	0.00	0.00	234,137.64	-234,137.64	0.00	X
520-500100-1101-0000-000	SALARIES	158,469.00	158,469.00	209,784.32	-51,315.32	-32.38	X
520-500100-1201-0000-000	OVERTIME	3,423.00	3,423.00	0.00	3,423.00	100.00	X
520-500100-2100-0000-000	FICA	12,123.00	12,123.00	0.00	12,123.00	100.00	X
520-500100-2210-0000-000	VRS	21,788.00	21,788.00	0.00	21,788.00	100.00	X
520-500100-2300-0000-000	HEALTH INSURANCE	25,588.00	25,588.00	0.00	25,588.00	100.00	X
520-500100-2400-0000-000	GROUP LIFE	2,016.00	2,016.00	0.00	2,016.00	100.00	X
520-500100-2500-0000-000	HYBRID DISABILITY	532.00	532.00	186.69	345.31	64.91	X
520-500100-3160-0000-000	TESTING	20,000.00	20,000.00	21,516.00	-1,516.00	-7.58	X
520-500100-3180-0000-000	SLUDGE REMOVAL	15,000.00	15,000.00	13,781.62	1,218.38	8.12	X
520-500100-3311-0000-000	VEHICLE MAINT	2,000.00	2,000.00	878.76	1,121.24	56.06	X
520-500100-3320-0000-000	PROFESSIONAL SERVICES	4,000.00	4,000.00	8,276.93	-4,276.93	-106.92	X
520-500100-5110-0000-000	ELECTRICITY	30,000.00	30,000.00	21,357.36	8,642.64	28.81	X
520-500100-5120-0000-000	PROPANE	2,000.00	2,000.00	2,521.73	-521.73	-26.09	X
520-500100-5210-0000-000	MAILING COSTS	1,000.00	1,000.00	622.76	377.24	37.72	X
520-500100-5230-0000-000	TELECOMMUNICATIONS	3,103.00	3,103.00	983.68	2,119.32	68.30	X
520-500100-5300-0000-000	INSURANCE	4,200.00	4,200.00	3,472.80	727.20	17.31	X
520-500100-5540-0000-000	Education/Training/License	4,000.00	4,000.00	3,091.86	908.14	22.70	X
520-500100-5613-0000-000	VPDES FEES/DEQ	3,768.00	3,768.00	3,848.96	-80.96	-2.15	X
520-500100-5840-0000-000	SEWER OPS MISCELLANEOUS	500.00	500.00	195.26	304.74	60.95	X
520-500100-5899-0000-000	MISS UTILITY COST	300.00	300.00	495.60	-195.60	-65.20	X
520-500100-6001-0000-000	OFFICE SUPPLIES	0.00	0.00	410.27	-410.27	0.00	X
520-500100-6004-0000-000	LAB SUPPLIES/CHEMICALS	12,000.00	12,000.00	4,792.58	7,207.42	60.06	X
520-500100-6005-0000-000	Janitorial Supplies	1,000.00	1,000.00	913.93	86.07	8.61	X
520-500100-6006-0000-000	SMALL TOOLS	2,000.00	2,000.00	404.10	1,595.90	79.80	X
520-500100-6007-0000-000	REPAIR / MAINTENANCE	69,000.00	69,000.00	146,782.97	-77,782.97	-112.73	X
520-500100-6008-0000-000	VEHICLE FUEL/OIL	2,334.00	2,334.00	2,978.95	-644.95	-27.63	X
520-500100-6009-0000-000	VEHICLE EQUIPMENT/ SUPPLIES	0.00	0.00	309.65	-309.65	0.00	X
520-500100-6011-0000-000	UNIFORMS/SAFETY EQUIPMENT	2,834.00	2,834.00	2,106.15	727.85	25.68	X
520-500100-6030-0000-000	PLANT & LAB SUPPLIES/CHEMICALS	0.00	0.00	1,657.63	-1,657.63	0.00	X

TOWN OF BOWLING GREEN
 Revenue & Expenditure Detail Report
 Report dates 07/01/2022 - thru - 06/30/2023

Account Number	Account Description	Original	Revised	Actuals	Remaining	% Remaining	T Y P E
520-500100-8101-0000-000	OFFICE EQUIPMENT/SUPPLIES	900.00	900.00	359.00	541.00	60.11	X
520-500100-8300-0000-000	INFRASTRUCTURE/AVAILABILITY FEES	0.00	0.00	40,686.58	-40,686.58	0.00	X
520-500100-8500-0000-000	Loan Interest Expense	161,270.00	161,270.00	55,064.25	106,205.75	65.86	X
520-500100-9100-0000-000	REPAYMENT OF GF TRANSFER	161,270.00	161,270.00	0.00	161,270.00	100.00	X



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

AGENDA ITEM: Town Administration (Town Manager, Town Clerk)
Monthly Report for June 2023

DATE: June 30, 2023

PREPARED BY: Allyson Finchum, Town Manager

MONTHLY REPORT / PROJECT UPDATE:

- Planning and Zoning Inquiries
- Review of Zoning Permits
- Recovery Act Funds Project
Keystone Software
- Preparation and Staff for the July 6, 2023 Town Council Meeting
- Preparation and Staff for the July 6, 2023 Town Council Worksession
- Staff Training
- Development of Future Water Project with consultant Stantec
- Updates to Town Website/Social Media
- Preparation for 2023 Music on the Green
- Preparation for 2023 Harvest Festival
- Promotion of Town Events and Businesses
- Posting of all Payments (Utilities, Real Estate, Personal Property, etc.)
- Creating Business Licenses
- Keystone Training on various topics
- Entering Work Orders for Public Works Department
- Creating and printing of all Planning Commission & Town Council Agendas/Packets
- Minutes for Planning Commission Meetings, Town Council Worksessions & Meetings

Meetings/Training:

- June 1, 2023 Town Council Worksession
- June 1, 2023 Town Council Meeting
- June 15, 2023 Town Council Special Meeting
- June 22, 2023 Town Council Special Meeting
- May 29, 2023 Planning Commission Meeting
- Meetings on various topics
- Developers/Citizens, State Governmental Agencies, Planning Commissioners, Town Council Members

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



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Minutes – June 1, 2023 Town Council Worksession

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the June 1, 2023 Town Council Worksession

ATTACHMENTS:

Minutes from June 1, 2023 Town Council Worksession

REQUESTED ACTION:

Approve Minutes.



TOWN OF BOWLING GREEN TOWN COUNCIL MONTHLY WORKSESSION MINUTES

A G E N D A

Thursday, June 1, 2023
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

Vice-Mayor Coyle called the meeting to order and noted a quorum was present.

Council Member David Storke was out-of-town on Business in Virginia, and attended the Town Council Worksession by Zoom.

COUNCIL PRESENT:

Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke – By Zoom
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

COUNCIL NOT PRESENT:

Mayor Mark Gaines

BUSINESS:

Town Council discussed the following matters:

- FY24 Budget – Council went over the FY24 budget line items for each department. Increases to the water, sewer and trash rates were made.
- Other matters – The Town Manager advised Council that Langford Excavating & Utilities LLC tried to repair the section of sewer line at the intersection of Main Street and Broaddus Avenue, but were only able to plug the line. Langford Excavating has also withdrawn their proposal bid for the replacement of the main sewer lines.

The Town Manager asked Council if they would like to move forward using ARPA money or pursue a grant/loan with USDA.

VDOT has advised they will need to re-pave the road on a daily basis unless the road is closed the entire time the work is being done. The Town Manager will find out more details from VDOT and bring back to Council at the next Worksession.

The Town Manager presented to Council the resignation from Mr. Irby, Public Works Director which is effective Friday, June 30, 2023.

INFORMATIONAL ITEMS:

None

ADJOURNMENT

The Town Council closed the Worksession.



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

AGENDA ITEM: Minutes – June 1, 2023 Town Council Meeting

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes transcribed from the June 1, 2023 Town Council Meeting

ATTACHMENTS:
Minutes from June 1, 2023 Town Council Meeting

REQUESTED ACTION:
Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
DRAFT MINUTES**

June 1, 2023
7:00 p.m.
Town Hall

ROLL CALL AND QUORUM ESTABLISHED:

Vice-Mayor Coyle called the meeting to order and noted a quorum was present. The Pledge of Allegiance was recited.

Council Member Storke was out-of-town on business in Virginia, and attended the Town Council meeting by Zoom.

Council Member Wholey requested Council to remove item numbers 10 & 11 from the agenda.

On the motion of Council Member Hageman, seconded by Council Member Webb, which carried a vote of 5-1, the Town Council motioned to keep item numbers 10 & 11 on the agenda.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Recused
Jean Davis = Aye
Randy Hageman = Aye
David Storke = Aye
Jeff Voit = Aye
Dan Webb = Aye
Arthur Wholey = Nay

MEMBERS PRESENT:

Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke – By Zoom
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

MEMBERS ABSENT:

Mayor Mark Gaines

PUBLIC HEARINGS:

None

DELEGATIONS:

None

PUBLIC COMMENTS:

Mr. Galyer, resident in Maury Heights subdivision, spoke about building his new home in Maury Heights and not knowing that there would be a problem with getting water. He spoke to Council hoping they will pass the new amendment to the Resolution 2023-02 to sell water to their 1 lot in Maury Heights so they would not have to dig a well.

Mr. Wright, resident in Maury Heights, also spoke about his concern with a resident in Maury Heights not being able to get water and having to pay the added expense of digging a well.

Ms. Cannon, Town resident, spoke about her concerns with the FY24 budget. Ms. Cannon brought up her concerns with the Town signing a MOU with Caroline County and with staff losing jobs.

MEMBER COMMENTS:

Council Member Wholey addressed Ms. Cannon's concerns about the budget. He advised that there will be a Public Hearing for the FY24 budget, and that the MOU is to start conversations with Caroline County to provide certain services to the Town.

Council Member Storke stated VDOT had a contractor look at the sidewalks in Town, and that the contractor has fixed the unlevel joints. Council Member Storke also thanked Council Member Voit and the Town Manager for allowing him to participate in the meeting by Zoom. The Town Attorney then asked where he was participating from, and Council Member Storke stated he is out of town on business in Virginia.

Council Member Voit also stated that VDOT did a good job on the sidewalks, and that there were 552 spots that needed fixing.

Council Member Davis let Council know that the Memorial Day celebration at Town hall was very nice.

STAFF REPORTS & PRESENTATIONS:

The following staff reports were presented to Council:

Public Works/Utilities Monthly Report for May 2023

- No questions/comments

Police Department Monthly Report for May 2023

- Council Member Hageman told Chief Cecil how he appreciated Officer Daymude quickly assisting with an animal in the road

Town Clerk/Treasurer Council Monthly Report for May 2023

- No questions/comments

Town Administration Monthly Report for May 2023

- No questions/comments

CONSENT AGENDA:**Minutes – May 4, 2023 Town Council Worksession & Meeting, May 11, 2023 & May 17, 2023 Town Council Worksessions.****Bills – April 2023**

On the motion of Council Member Voit, seconded by Council Member Webb, which carried a vote of 6-0, the Town Council motioned to approve the Consent Agenda with the exception of the May 11, 2023 Work session minutes which will be presented again at the July 6, 2023 Town Council Meeting.

UNFINISHED BUSINESS:

Town Council discussed the following matters:

- 2023-02 Resolution for Water Connection for One Lot in Maury Heights – Council Member Webb recused himself from this discussion. A new Resolution was presented that would allow selling water to the one lot in Maury Heights. There was discussion about whether or not to allow water connection for the one lot in Maury Heights that is being developed. Council Member Hageman feels the lot should be allowed water since there is already a connection there. Council Member Wholey spoke to Council about a citizen who was denied a water connection within the last six months and feels it would not be fair to that citizen if the one lot in Maury Heights was allowed to connect to the Towns water.

Council Member Wholey recused himself from the vote.

On the motion of Council Member Storke, seconded by Council Member Hageman, which carried a vote of 4-0, the Town Council motioned to approve the 2023-02 Resolution for water connection for one lot in Maury Heights.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Abstained

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Recused

Arthur Wholey = Abstained

NEW BUSINESS:

Town Council discussed the following matters:

- Resolution authorizing an amendment to the Town's Tax-Exempt Multiple Advance Term Promissory Note – Mr. Webster Day with Spillman, Thomas & Battle LLC was present by phone. The Town and Lender (CoBank, ACB) desire to amend the Note in certain respects to provide for a pledge of the revenues of the Town's water system to the payment of the principal of and interest on the Note as amended by the Amendment. The beginning

amount of the Note is for \$5,693,000 which will end when the project is completed. The loan is an interest only construction loan for the water project which consists of three phases. The term of the loan ends in April 2025 at which time the loan will convert to a permanent loan with a monthly payment of around \$18,000.

On the motion of Council Member Storke, seconded by Council Member Webb, with a vote of 6-0, the Town Council voted to approve the amendment to the Resolution authorizing an amendment to the Town's Tax-Exempt Multiple Advance Term Promissory Note with CoBank, ACB.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Recused

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

Arthur Wholey = Aye

- Motion to approve Public Hearing for the FY24 Budget – The Town Council discussed dates and times for the Public Hearing and to also advertise for the FY24 Bowling Green Town Corporate and water & sewer budgets.

On the motion of Council Member Wholey, seconded by Council Member Voit, with a vote of 6-0, the Town Council voted to approve a Public Hearing at Town Hall on June 15, 2023 at 6:00 pm, and also to adopt the FY24 Budget at Town Hall on June 22, 2023 at 6:00 pm.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Recused

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

Arthur Wholey = Aye

- Motion to approve two Special Called Meetings for Public Hearing and Adoption of the FY24 Corporate and Water/Sewer Budgets and Tax Rates – The FY24 budget and tax rates must be adopted by June 30, 2023. Adoption of the budget must occur at least a week following the Public Hearing.

On the motion of Council Member Voit, seconded by Council Member Wholey, with a vote of 6-0, the Town Council voted to approve a Public Hearing for the FY24 Bowling Green Town Corporate and water & sewer budgets on June 15, 2023 at 6:00 pm and adoption of the FY24 Bowling Green Town Corporate and water & sewer budgets on June 22, 2023.

Roll Call Vote:

Vice-Mayor Valarie Coyle = Recused

Jean Davis = Aye

Randy Hageman = Aye

David Storke = Aye

Jeff Voit = Aye

Dan Webb = Aye

Arthur Wholey = Aye

- Cigarette Tax – The Town Attorney discussed cigarette tax as a possible source of revenue for the Town. The Town Attorney advised that the Town of Ashland has had the tax for a while now, and the Town Manager may want to speak with them to get more information. Caroline County is also collecting cigarette tax at this time. The Town Attorney feels it would be a profitable/beneficial move for the Town to charge a cigarette tax. Council Member Storke would like for staff to collect more information on the tax, and speak about it at the next Town Council meeting in July.

The Town Attorney brought up the topic of Stantec. She would like to know if the Council would like for her to move forward with Stantec's help with DEQ. The Town Manager replied back with the discussion of the MOU with Caroline County and how that may affect things. The Town Manager advised that Caroline County will run and maintain the system, but the Town would have to pay for any breaks in the lines. Caroline County can fix some of the breaks, but would have to out-source others. Council Member Storke stated he would like for the Town Attorney to move forward with Stantec regardless of the MOU from Caroline County.

INFORMATIONAL ITEMS:

Council Member Storke talked about the Town Manager resumes and having a personnel committee to look them over and bring back to Council the candidates they would like to bring in for an interview. Vice-Mayor Coyle stated that Council Member Wholey and herself had done this before.

On the motion of Council Member Storke, seconded by Council Member Webb, with a vote of 6-0, the Town Council voted to establish a personnel committee to look over resumes which consists of Vice-Mayor Coyle and Council Members Davis and Wholey.

COMMITTEE REPORTS:

None

CLOSED SESSION:

None

ADJOURNMENT:

On the motion of Council Member Wholey, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council voted to adjourn the June 1, 2023, meeting at 8:46 p.m.



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

AGENDA ITEM: Minutes – June 15, 2023 Town Council FY24 Corporate Budget Public Hearing

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the June 15, 2023 Town Council FY24 Corporate Budget Public Hearing

ATTACHMENTS:

Minutes from June 15, 2023 Town Council FY24 Corporate Budget Public Hearing

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL PUBLIC HEARING FOR FY24 BUDGET**

A G E N D A

**Thursday, June 15, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

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

COUNCIL PRESENT:

Mayor Mark Gaines
Vice-Mayor Valarie Coyle
Council Member Randy Hageman
Council Member David Storke
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

COUNCIL NOT PRESENT:

Council Member Jean Davis

PUBLIC HEARING:

FY24 Corporate Budget –

Ms. Bonnie Cannon, resident spoke to Council about her concerns with the FY24 Corporate Budget. Ms. Cannon stated to Council, that she feels there is a lot that could be done to the budget. No further explanation was given.

Mayor Mark Gaines then closed the Public Hearing for the FY24 Corporate Budget.

FY24 Water and Sewer Budget –

Ms. Bonnie Cannon, resident let Council know she is confused by the process for the Public Hearing for the water and sewer FY24 budget.

Council Member Voit explained the process to Ms. Cannon for the water and sewer rate increase, and the Town Manager advised that the public hearing for the rate increase will be at the next Town Council Meeting on July 6, 2023.

ADJOURNMENT

On the motion of Council Member Wholey, seconded by Council Member Hageman, which carried a vote of 6-0, the Town Council voted to adjourn the June 15, 2023 meeting at 6:25 pm.



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

AGENDA ITEM: Minutes – June 22, 2023 Town Council FY24 Adoption of the Corporate Budget

ITEM TYPE: Consent Agenda

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Trish Chenault, adminclerk@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes transcribed from the June 22, 2023 Town Council FY24 Adoption of the Corporate Budget

ATTACHMENTS:

Minutes from June 22, 2023 Town Council FY24 Adoption of the Corporate Budget

REQUESTED ACTION:

Approve Minutes.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING FY24 BUDGET ADOPTION MINUTES**

A G E N D A

**Thursday, June 22, 2023
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

Vice- Mayor Coyle called the meeting to order and noted a quorum was present.

COUNCIL PRESENT:

Vice-Mayor Valarie Coyle
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

COUNCIL MEMBERS NOT PRESENT:

Mayor Mark Gaines

UNFINISHED BUSINESS:

- Adoption of FY24 Corporate Budget

On the motion of Council Member Voit, seconded by Council Member Hageman, with a vote of 6-0, the Town Council motioned to adopt the FY24 Corporate Budget as presented.

Roll Call:

Vice-Mayor Valarie Coyle - Recused
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

- Adoption of FY24 Water and Sewer Budget

On the motion of Council Member Voit, seconded by Council Member Hageman, with a vote of 6-0, the Town Council motioned to adopt the FY24 Water and Sewer Budget as presented.

Roll Call:

Vice-Mayor Valarie Coyle - Recused
Council Member Jean Davis
Council Member Randy Hageman
Council Member David Storke
Council Member Jeff Voit
Council Member Dan Webb
Council Member Arthur Wholey

ADJOURNMENT

On the motion of Council Member Voit, and seconded by Council Member Wholey, with a vote of 6-0, the Town Council voted to adjourn the meeting at 6:05



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

AGENDA ITEM: Bills – June 2023
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, Interim Treasurer
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Items purchased and services rendered in June 2023

ATTACHMENTS:

June 2023 AP Disbursements Summary
June 2023 ACH Disbursements Summary

REQUESTED ACTION:

Approve/Deny

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:06/01/2023 TO:06/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
18	A & M HOME CENTER	C90509	6.19	0.00	6.19	153.32	AP*30546		06/08/23
		C90510	12.38	0.00	12.38				
		C91154	134.75	0.00	134.75				
		TOTAL	153.32	0.00	153.32				
284	AMERICAN WATER WORKS	7002114126	383.00	0.00	383.00	383.00	AP*30547		06/08/23
		TOTAL	383.00	0.00	383.00				
1243	ARMENTHIA MASSEY	THDR-2023-04	300.00	0.00	300.00	300.00	AP*30548		06/08/23
		TOTAL	300.00	0.00	300.00				
119	BOWLING GREEN FIRE DEPT	THDR-2023-03	300.00	0.00	300.00	300.00	AP*30549		06/08/23
		TOTAL	300.00	0.00	300.00				
318	BUD'S AUTOMOTIVE	2463	51.00	0.00	51.00	51.00	AP*30550		06/08/23
		TOTAL	51.00	0.00	51.00				
554	CAROLINE COUNTY TREASURER	2023-05-31AK	144.97	0.00	144.97	200.83	AP*30551		06/08/23
		2023-05-31ZI	55.86	0.00	55.86				
		TOTAL	200.83	0.00	200.83				
865	CASH	2023-05PETTY	79.59	0.00	79.59	79.59	AP*30552		06/08/23
		TOTAL	79.59	0.00	79.59				
1020	CONSOLIDATED PIPE & SUPPLY	6221188-000-	418.75	0.00	418.75	681.25	AP*30553		06/08/23
		6230082-000-	262.50	0.00	262.50				
		TOTAL	681.25	0.00	681.25				
1238	EUROFINS ANALYTICS, LLC	78859	115.00	0.00	115.00	510.00	AP*30554		06/08/23
		78860	145.00	0.00	145.00				
		78861	145.00	0.00	145.00				
		78862	105.00	0.00	105.00				
		TOTAL	510.00	0.00	510.00				
28	G & G MILFORD FARM SERV.	199378	64.99	0.00	64.99	923.67	AP*30555		06/08/23
		199396	682.38	0.00	682.38				
		199431	5.78	0.00	5.78				
		199433	-0.20	0.00	-0.20				
		199480	1.30	0.00	1.30				
		199528	79.99	0.00	79.99				
		199533	69.99	0.00	69.99				
		199564	18.98	0.00	18.98				
		199682	0.46	0.00	0.46				
		TOTAL	923.67	0.00	923.67				
237	GRAINGER	9719905128	154.48	0.00	154.48	463.44	AP*30556		06/08/23
		9724621090	308.96	0.00	308.96				
		TOTAL	463.44	0.00	463.44				
1115	JUSTTECH	133157	182.60	0.00	182.60	182.60	AP*30557		06/08/23
		TOTAL	182.60	0.00	182.60				
1245	LASHAY HAILSTALK	THDR-2023-05	100.00	0.00	100.00	100.00	AP*30558		06/08/23

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:06/01/2023 TO:06/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
		TOTAL	100.00	0.00	100.00				
743	LOCAL SERVICES	185411	147.07	0.00	147.07	147.07	AP*30559		06/08/23
		TOTAL	147.07	0.00	147.07				
1244	PAM BEASLEY	THDR-2023-05	300.00	0.00	300.00	300.00	AP*30560		06/08/23
		TOTAL	300.00	0.00	300.00				
653	STEMMLE PLUMBING REPAIR	213583	2,100.00	0.00	2,100.00	3,750.00	AP*30561		06/08/23
		215288	1,650.00	0.00	1,650.00				
		TOTAL	3,750.00	0.00	3,750.00				
700	TREASURER OF VIRGINIA	361228	42.00	0.00	42.00	42.00	AP*30562		06/08/23
		TOTAL	42.00	0.00	42.00				
277	VA ASSOCIATION OF CHIEFS	5757	200.00	0.00	200.00	200.00	AP*30563		06/08/23
		TOTAL	200.00	0.00	200.00				
878	WHITE OAK ELECTRIC	3250	3,187.80	0.00	3,187.80	3,187.80	AP*30564		06/08/23
		TOTAL	3,187.80	0.00	3,187.80				
546	JOHNSON'S EXTERMINATING	2023-05	625.00	0.00	625.00	625.00	AP*30565		06/09/23
		TOTAL	625.00	0.00	625.00				
18	A & M HOME CENTER	C92468	12.48	0.00	12.48	12.48	AP*30566		06/29/23
		TOTAL	12.48	0.00	12.48				
18	A & M HOME CENTER	C92812	26.44	0.00	26.44	115.35	AP*30567		06/29/23
		C92867	88.91	0.00	88.91				
		TOTAL	115.35	0.00	115.35				
897	CINTAS CORPORATION	8406293352	47.85	0.00	47.85	47.85	AP*30568		06/29/23
		TOTAL	47.85	0.00	47.85				
1020	CONSOLIDATED PIPE & SUPPLY	6230688-000-	375.40	0.00	375.40	375.40	AP*30569		06/29/23
		TOTAL	375.40	0.00	375.40				
679	DAVID L BROOKS HAULING & EX	27348	548.17	0.00	548.17	548.17	AP*30570		06/29/23
		TOTAL	548.17	0.00	548.17				
341	DOMINION CHEMICAL CO	92000198	581.30	0.00	581.30	581.30	AP*30571		06/29/23
		TOTAL	581.30	0.00	581.30				
939	DRAINFIELD SOLUTIONS, LLC	14771618	325.00	0.00	325.00	325.00	AP*30572		06/29/23
		TOTAL	325.00	0.00	325.00				
1238	EUROFINS ANALYTICS, LLC	79067	155.00	0.00	155.00	1,290.00	AP*30573		06/29/23
		79068	155.00	0.00	155.00				
		79069	115.00	0.00	115.00				
		79070	115.00	0.00	115.00				
		79071	115.00	0.00	115.00				
		79072	115.00	0.00	115.00				
		79073	115.00	0.00	115.00				

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:06/01/2023 TO:06/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
		79074	155.00	0.00	155.00				
		79075	135.00	0.00	135.00				
		79076	115.00	0.00	115.00				
		TOTAL	1,290.00	0.00	1,290.00				
1076	EXPERT AUTO	24912	713.61	0.00	713.61	1,849.57	AP*30574		06/29/23
		25937	1,135.96	0.00	1,135.96				
		TOTAL	1,849.57	0.00	1,849.57				
237	GRAINGER	9732192936	331.44	0.00	331.44	331.44	AP*30575		06/29/23
		TOTAL	331.44	0.00	331.44				
1208	JOHNS BROTHERS SECURITY, IN	1211975	39.95	0.00	39.95	79.90	AP*30576		06/29/23
		1211976	39.95	0.00	39.95				
		TOTAL	79.90	0.00	79.90				
1139	KEYSTONE INFORMATION SYSTEM	208962	1,190.00	0.00	1,190.00	1,625.64	AP*30577		06/29/23
		208966	435.64	0.00	435.64				
		TOTAL	1,625.64	0.00	1,625.64				
898	MARY JAMES	2023-06	140.00	0.00	140.00	140.00	AP*30578		06/29/23
		TOTAL	140.00	0.00	140.00				
48	MID-ATLANTIC LAB	17250	1,792.00	0.00	1,792.00	1,792.00	AP*30579		06/29/23
		TOTAL	1,792.00	0.00	1,792.00				
878	WHITE OAK ELECTRIC	3253	1,440.20	0.00	1,440.20	1,440.20	AP*30580		06/29/23
		TOTAL	1,440.20	0.00	1,440.20				

TOTALS

23,134.87

TOWN OF BOWLING GREEN
 MONTH-END DISBURSEMENTS SUMMARY
 FROM:06/01/2023 TO:06/30/2023

VENDOR#	NAME	INVOICE#	GROSS	DISC	NET	CHECK AMT	CHECK NBR	VOID	DATE
1063	ALACRITI PAYMENTS, LLC	NMXGR613941G	2.70	0.00	2.70	2.70	ACH*99390		06/08/23
		TOTAL	2.70	0.00	2.70				
1094	BMW CLEANING SERVICES	0000030	1,150.00	0.00	1,150.00	1,150.00	ACH*99391		06/08/23
		TOTAL	1,150.00	0.00	1,150.00				
514	K L LANGFORD EXCAVATING	23292	15,000.00	0.00	15,000.00	15,000.00	ACH*99392		06/08/23
		TOTAL	15,000.00	0.00	15,000.00				
918	STAPLES ADVANTAGE	7376306035-0	138.44	0.00	138.44	138.44	ACH*99393		06/09/23
		TOTAL	138.44	0.00	138.44				
44	VUPS	05230462	46.20	0.00	46.20	46.20	ACH*99394		06/09/23
		TOTAL	46.20	0.00	46.20				
1211	P-FLEET	A835021	323.15	0.00	323.15	323.15	ACH*99395		06/09/23
		TOTAL	323.15	0.00	323.15				
228	VIRGINIA DEPARTMENT OF TRAN	640-49250	110.00	0.00	110.00	770.00	ACH*99396		06/13/23
		640-49251	110.00	0.00	110.00				
		640-49263	110.00	0.00	110.00				
		640-49264	110.00	0.00	110.00				
		640-49265	110.00	0.00	110.00				
		640-49286	110.00	0.00	110.00				
		640-49287	110.00	0.00	110.00				
		TOTAL	770.00	0.00	770.00				
1211	P-FLEET	A838667	385.60	0.00	385.60	385.60	ACH*99397		06/15/23
		TOTAL	385.60	0.00	385.60				
648	ANDREA G ERARD	2023-06	3,000.00	0.00	3,000.00	3,000.00	ACH*99398		06/30/23
		TOTAL	3,000.00	0.00	3,000.00				
514	K L LANGFORD EXCAVATING	23343	3,035.00	0.00	3,035.00	3,035.00	ACH*99399		06/30/23
		TOTAL	3,035.00	0.00	3,035.00				
257	ON SITE PC	5575	425.99	0.00	425.99	425.99	ACH*99400		06/30/23
		TOTAL	425.99	0.00	425.99				
1211	P-FLEET	A844943	282.97	0.00	282.97	282.97	ACH*99401		06/30/23
		TOTAL	282.97	0.00	282.97				
919	PRO SHRED SECURITY	1184745	50.49	0.00	50.49	50.49	ACH*99402		06/30/23
		TOTAL	50.49	0.00	50.49				

TOTALS

24,610.54



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

AGENDA ITEM: Emergency Sewer Repairs – Appropriate Funds
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Allyson Finchum, Town Manager
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The emergency sewer repair near Main Street and Broaddus Avenue is scheduled to begin soon. There are currently two active bids. ARPA funds totaling \$300,000 was approved for the project. Additional funds must be approved.

ATTACHMENTS:

REQUESTED ACTION:

Discuss bids, choose contractor, approve \$600,000 for repair.



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

AGENDA ITEM: Approve Split Account from General Fund and Water/Sewer

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The General Fund and Water/Sewer Funds are presently located in one account causing difficulty in accuracy of tracking revenue and expenditures.

ATTACHMENTS:

REQUESTED ACTION:

Approve creating two separate accounts for general funds and water/sewer funds.



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

AGENDA ITEM: ADA Compliant Parking Spaces on Main Street

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A request has been submitted to the Town to locate an ADA compliant parking space on Main Street as close as possible to its intersection with Milford/Chase Streets. Presently the two ADA compliant parking spaces are located across the street from each other, one in front of the courthouse and the second near the tailoring and alteration shop.

ATTACHMENTS:

REQUESTED ACTION:

Approve/deny new ADA compliant parking space.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Code Amendment – Tattoo and Body Piercing Establishment

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Tattoo and body piercing establishments are not currently allowed by Town code. An applicant has requested the use in the B-1 zoning district on Main Street. To be allowed, a text amendment must be proposed by Town Council, Planning Commission or the applicant. If proposed by the Planning Commission or Town Council the advertising, etc. will be paid by the Town. If the applicant proposes the amendment, they must pay a \$500.00 or \$750.00 application fee depending on whether they or the Town prepares the amendment.

The process includes both a public hearing and recommendation by the Planning Commission and a public hearing and decision by the Town Council.

The Planning Commission has reviewed this issue and denied request to initiate the proposal.

ATTACHMENTS:

REQUESTED ACTION:

Motion to approve/deny request to move the item to the Planning Commission for public hearing.



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Code Amendment – Guided Tours on Pedicab or Golf Cart

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, Town Manager

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Guided tours by golf carts and pedicab are not currently allowed by Town code. An applicant has requested the use on Town public right-of-way. Upon speaking with the Town Attorney the code must be amended to include a franchise.

If proposed by the Town Council the advertising, etc. will be paid by the Town. If the applicant proposes the amendment, they must pay a \$500.00 or \$750.00 application fee depending on whether they or the Town prepares the amendment.

The process includes a public hearing and decision by Town Council.

ATTACHMENTS:

REQUESTED ACTION:

Approve/deny setting up a public hearing with Town Council for a text amendment on decision whether to establish the use.



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

AGENDA ITEM: Audio/Video and Computer Systems

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - Introduction

PRESENTER: Jeff Voit, Council Member

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

To ask Council direction towards equipment modification, additions, and future planning

ATTACHMENTS:

REQUESTED ACTION:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: National Night Out
ITEM TYPE: Presentation
PURPOSE OF ITEM: Discussion Only
PRESENTER: Allyson Finchum, Town Manager
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

National Night Out is scheduled for August 1, 2023 at the playground/Town Police Department. The county provides \$500.00 for the event.

ATTACHMENTS:

REQUESTED ACTION:

Information only. Action not requested.