



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING**

**A G E N D A**

**Thursday, September 06, 2018  
4:31 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**PUBLIC HEARINGS:**

- [1.](#) ZP 2018-010 for 221 N. Main Street

**DELEGATIONS:**

- [2.](#) Presentation of Resolution to Martin Hauser
- [3.](#) Introduction of SERCAP Virginia State Manager
- [4.](#) FY 2016-2017 Audit Presentation

**PUBLIC COMMENTS:**

**STAFF REPORTS & PRESENTATIONS:**

- [5.](#) Public Works and Utilities Dept Council Monthly Report for August 2018
- [6.](#) Police Department Monthly Report August, 2018
- [7.](#) Events Coordinator Council Monthly Report for August 2018
- [8.](#) Town Clerk/Treasurer Council Monthly Report for August 2018
- [9.](#) Town Manger Council Monthly Report for August 2018

**CONSENT AGENDA:**

- [10.](#) Bills – August 2018
- [11.](#) August 2, 2018 Town Council Meeting Minutes
- [12.](#) R-2018-009 Smart Scale Application Authorization
- [13.](#) Police Chief Job Description

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**INFORMATIONAL ITEMS:**

- [14.](#) Downtown Business Owners Update

**CLOSED SESSION:**

- [15.](#) In accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of a personnel matter involving the appointment of an individual to the Town Council.

**RECONVENE IN OPEN SESSION**

- [16.](#) Reconvene Open Meeting

**ADJOURNMENT**



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

**AGENDA ITEM:** ZP 2018-010 for 221 N. Main Street  
**ITEM TYPE:** Public Hearing - Duly Advertised  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** A. Reese Peck, Town Manager  
**PHONE:** 804-633-6212  
**EMAIL:** TownManager@townofbowlinggreen.com

**BACKGROUND / SUMMARY:**

ZP-2018-10 – Bowling Green Properties, LLC, applied for a Special Use Permit to allow business and residential mixed- use at 221 N. Main Street wherein the dwelling unit is secondary to the buildings primary business use. The property is located in the B-1, Business District.

The Bowling Green Planning Commission conducted a public hearing on Monday, August 20, 2018, at 6:30 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing was for the Planning Commission to receive public comment on and make a recommendation on the application. Having received no negative comments the Planning Commission on a 4-0 vote recommended approval of the application.

**ATTACHMENTS:**

Special Use Application  
Adjacent Landowner Notice  
Public Notice

**REQUESTED ACTION:**

Approve special use.

**ZP** - 2018 - 010

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

PREVIOUS EDITIONS OF THE  
FORM ARE OBSOLETE

FORM REVISED:  
28 April 2008



## Town of Bowling Green Zoning Permit Application

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

Owner

Bowling Green Properties LLC

540-847-3453

Name C/O BERN MAHON

Daytime Telephone Number

116 VANCE DR, FREDERICKSBURG VA

22408

Mailing Address

Applicant/Builder

Name

Daytime Telephone Number

Same as owner

Mailing Address

Property Information

43A2102

Commercial / B1

Tax Map/Parcel Number

Existing Use/Zoning

221 N. MAIN ST

Address/Location (use street names)

Two story building with basement and detached

Existing Structures (number and type)

garage.



**Type of Permit**

Please check appropriate box(s)

Residential  Commercial

- Single Family  Alteration
- Multi-Family No. of units \_\_\_\_\_  Reroof
- Addition Specify \_\_\_\_\_  Remodeling
- Accessory Building Less Than 100 Feet Specify \_\_\_\_\_  Accessory Building More Than 100 Feet Specify \_\_\_\_\_
- Commercial/Industrial Structure  Verification of Non-Conforming Use
- Sign Permit 30 FT or Less Specify \_\_\_\_\_  Sign Permit More Than 30 FT Specify \_\_\_\_\_
- Zoning Certification Letter  Modification/Variance Specify \_\_\_\_\_
- Special Use Permit (Property Owner Notification Required) Specify Residential mixed use  Administrative Appeal Specify \_\_\_\_\_
- Other Specify \_\_\_\_\_

**Water and Sewer**

What is your water supply source?

What is your sewage disposal source?

- Municipal  Private Well  Municipal  Septic Tank

**Certification by Owner/Applicant**

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

8/2/2018 \_\_\_\_\_  
Date Owner/Applicant Signature

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

**Refer to Planning Commission**

Yes

No

Recommend Approval

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

**Refer to Town Council**

Yes

No

Approved

Disapproved

Date \_\_\_\_\_

**Refer to Director of Public Works**

Yes

No

Recommend Approval

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

**Zoning Administrator**

Approved

Disapproved

Approved with Conditions (See Attached)

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

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

\_\_\_\_\_  
Date

**CERTIFICATE OF ZONING COMPLIANCE**

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

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

\_\_\_\_\_  
Date

**REMINDER!!**

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

**ADJACENT PROPERTY OWNERS**

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

NAME	STREET ADDRESS
1) <u>Union Bank &amp; Trust</u> Mailing Address: _____	<u>211 N. Main Street</u> <u>Bowling Green, Va 22427</u>
2) <u>Carter, Julian R &amp; Joyce</u> Mailing Address: _____	<u>218 N. Main Street</u> <u>Bowling Green, Va 22427</u>
3) <u>BISE, Gary Michael &amp; Reba Gay</u> Mailing Address: _____	<u>220 N. Main Street</u> <u>Bowling Green, Va 22427</u>
4) <u>Mid-Atlantic Laboratories Inc</u> Mailing Address: _____	<u>224 N. Main Street</u> <u>Bowling Green, Va 22427</u>
5) <u>Fields Stanley A. Jr &amp; Cynthia C.</u> Mailing Address: _____	<u>224 N. Main Street</u> <u>Bowling Green, Va 22427</u>
6) <u>Tres Of Bowling Green Baptist Church</u> Mailing Address: _____	<u>225 N. Main Street</u> <u>Bowling Green, Va 22427</u>
7) _____ Mailing Address: _____	_____
8) _____ Mailing Address: _____	_____
9) _____ Mailing Address: _____	_____
10) _____ Mailing Address: _____	_____
11) _____ Mailing Address: _____	_____
12) _____ Mailing Address: _____	_____
13) _____ Mailing Address: _____	_____
14) _____ Mailing Address: _____	_____
15) _____ Mailing Address: _____	_____



The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

**PUBLIC NOTICE**

August 4, 2018

This correspondence will notify you as an adjacent land owner that the following application has been submitted – **Bowling Green Properties, LLC – Special Use Permit to allow business and residential mixed use at 221 N. Main Street wherein the dwelling unit is secondary to the buildings primary business use. The property is located in the B-1, Business District.**

This Special Use Permit must be issued before such a use can be started at the noted address. **The Town Planning Commission will hold a public hearing on August 20, 2018 at 6:30 PM and the Town Council will hold its public hearing on Thursday September 6, 2018 at 7:00 PM both hearing to be held at Town Hall, 117 Butler Street in Bowling Green, Virginia. Interested parties may attend the hearing and provide the Council with comments. The attached notices of such hearings will appear in the Fredericksburg Free-Lance Star. If you have any questions, please do not hesitate to contact me.**

A. Reese Peck

Town Manager/Zoning Administrator

Please review all advertising package information below.  
 Changes and edits must be made no later than 3 p.m. for next day's publication.

**Special Note:**

**Order Confirmation for Ad #0000803894-01**

<b>Client</b>	TOWN OF BOWLING GREEN	<b>Payor Customer</b>	TOWN OF BOWLING GREEN	<b>Acct. Exec</b>	ameadows
<b>Client Phone</b>	804-633-6212	<b>Payor Phone</b>	804-633-6212		
<b>Account#</b>	6090898	<b>Payor Account</b>	6090898		
<b>Address</b>	117 BUTLER STREET, P.O. BOX 461 BOWLING GREEN VA 22427 USA	<b>Payor Address</b>	117 BUTLER STREET, P.O. BOX 461 BOWLING GREEN VA 22427	<b>Ordered By</b>	Melissa Lewis
<b>Fax</b>					
<b>E Mail</b>	Towntreasurer@townofbowlinggreen				

<b>Total Amount</b>	<b>\$346.60</b>	<b>Status</b>	<b>Materials</b>		
<b>Payment Amt</b>	<b>\$0.00</b>	<b>Tear Sheets</b>	<b>Proofs</b>	<b>Affidavits</b>	<b>PO Number</b>
<b>Amount Due</b>	<b>\$346.60</b>	0	0	1	<b>Blind Box</b>
<b>Tax Amount</b>	\$0.00				
<b>Payment Method</b>					
<b>Text:</b>	Public Hearing Sept. 6				
<b>Ad Number</b>	<b>Ad Type</b>	<b>Color</b>	<b>Production Color</b>		
0000803894-01	CLS Legal Liner	<NONE>			
<b>Pick Up Number</b>	<b>Ad Size</b>	<b>Production Method</b>	<b>Production Notes</b>		
	1.0 X 34 Li	AdBooker (liner)			

**INSERTION SCHEDULE**

Run Schedule for Selected Ad					
Product	Placement/Class	Position	Start	End	Inserts
FLS Free Lance Star	C-Legal Ads-Classified	Meetings and Events-Legal-Class	8/21/2018	8/28/2018	2
FLS Fredericksburg.com	C-Legal Ads-Classified	Meetings and Events-Legal-Class	8/21/2018	8/28/2018	2

Expand your audience reach to an additional 90,000 homes in the Fredericksburg/King George, Spotsylvania and Stafford Star Weeklies.

Our Culpeper Star Exponent audience expands your regional reach to an additional 20,000 homes. Ask me how!!!

Thank you for your advertising business. Contact me at 540-374-5451.  
 Amy Meadows

**Ad Content Proof Actual Size**

**PUBLIC HEARING**

Bowling Green Town Council

The Bowling Green Town Council will conduct a public hearing on Thursday, September 6, 2018, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing will be for the Town Council to receive public comment on and consider the following matter.

ZP-2018-010 - Bowling Green Properties, LLC - Special Use Permit to allow business and residential mixed-use at 221 N. Main Street wherein the dwelling unit is secondary to the buildings primary business use. The property is located in the B-1, Business District.

The Town Council will take appropriate action after the hearing. The complete application is available for review at Town Hall, 117 Butler Street during normal business hours. 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 in advance so appropriate arrangements can be made.

A. Reese Peck

Town Manger/Zoning Administrator



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

**AGENDA ITEM:** Presentation of Resolution to Martin Hauser

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Jason Satterwhite, Mayor

**PHONE:** 804-633-6212

**EMAIL:** [jaonsatterwhite@townofbowlinggreen.com](mailto:jaonsatterwhite@townofbowlinggreen.com)

**BACKGROUND / SUMMARY:**

Presentation of Resolution R-2018-008 in appreciation of Martin Hauser adopted by Council at its August 2, 2018 meeting.

**ATTACHMENTS:**

Resolution.

**REQUESTED ACTION:**

None.



## **A Resolution of the Bowling Green Town Council Commending Martin Hauser for His Service and Dedication to the Town of Bowling Green and its Governing Body**

*WHEREAS*, Martin Hauser has served on the Town Council of the Town of Bowling Green from January 1, 2017, until July 31, 2018; and

*WHEREAS*, Martin Hauser was elected to serve by the citizens of the Town of Bowling Green from a group of excellent and highly qualified civic-minded residents of the Town of Bowling Green; and

*WHEREAS*, Martin Hauser, as is the case with all Town Council members, has given many hours of his time in service to the Town as a member of the Town Council; and

*WHEREAS*, Martin Hauser has been instrumental in addressing many issues affecting the Town as a member of Town Council's Ordinances and Policies committee and served as Chairman of Town Council's Budget and Personnel committee; and

*WHEREAS*, Martin Hauser, considering the future for Bowling Green and understanding that decisions made today should support the natural growth of tomorrow, served as a member of the Planning Commission from July 2004 until December 2016; and

*WHEREAS*, Martin Hauser, while serving as Chairman of the Planning Commission, did consistently consider the rights of the individual, as well as the rights of the general citizenry of the Town of Bowling Green; and

*WHEREAS*, Martin Hauser, as a member of Town Council, has been involved in actions that have provided for the improvement of the Town, and actions that have benefitted the overall governance of the Town of Bowling Green, actions and activities that have made Bowling Green a better place in which to live and work;

Now Therefore, be it Resolved by the Town Council of the Town of Bowling Green,

*THAT* Martin Hauser be commended for his service and dedication to the Town of Bowling Green and its Town Council; and

*THAT* the Town Council expresses its gratitude to Martin Hauser for all his efforts and support, and wishes him well in all future endeavors.

Adopted this 2nd day of August, 2018  
by the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite





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

**AGENDA ITEM:** Introduction of SERCAP Virginia State Manager

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Andy Crocker, SERCAP Virginia State Manager

**PHONE:** 866-928-3731

**EMAIL:** [acrocker@sercap.org](mailto:acrocker@sercap.org)

### **BACKGROUND / SUMMARY:**

For nearly five decades, Southeast Rural Community Assistance Project, Inc. (SERCAP) has earned a reputation at the state, regional, national, and international levels for providing expert service in the fields of water and wastewater infrastructure, housing, and community development.

Andy will be assisting the Town with our Water Rate Study.

### **ATTACHMENTS:**

None

### **REQUESTED ACTION:**

None



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

**AGENDA ITEM:** FY 2016-2017 Audit Presentation

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Audrey Davis, CPA

**PHONE:** 410.740.8773

**EMAIL:** [adavis@davisassociates-cpa.com](mailto:adavis@davisassociates-cpa.com)

**BACKGROUND / SUMMARY:**

Each year the Town undergoes an audit of its financial statements. The financial statements were prepared by Minor and Associates and independently audited by Davis and Associates Certified Public Accountants, PLLC.

**ATTACHMENTS:**

Financial Statement and Independent Auditor's Report for July 1, 2016 – June 30, 2017

**REQUESTED ACTION:**

None

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# Town of Bowling Green, Virginia

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## Financial Statements and Independent Auditor's Report

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June 30, 2017

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Davis and Associates Certified Public Accountants, PLLC  
10400 Little Patuxent Parkway  
Suite 900  
Columbia, Maryland 21044  
410.740.8773

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## INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE GOVERNING BODY  
TOWN OF BOWLING GREEN, VIRGINIA

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and business-type activities of the Town of Bowling Green ("The Town"), as of and for the year ended June 30, 2017, which collectively comprise The Town's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Town of Bowling Green as of June 30, 2017, and the respective changes in financial position and cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

The Town of Bowling Green, Virginia has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements.

***Davis & Associates, PLLC***

Alexandria, Virginia

June 1, 2018

**PRINCIPAL FINANCIAL STATEMENTS**

Town of Bowling Green, Virginia  
STATEMENT OF NET POSITION  
As of June 30, 2017

Exhibit I

Assets	Primary Government			Component Unit- Economic Development Authority
	Governmental Activities	Business- Type Activities	Total	
<b>Current Assets</b>				
Pooled cash and investments	\$ 923,340	\$ 225,185	\$ 1,148,525	\$ 52,871
Accounts receivable, net	290,776	102,265	403,042	-
Total Current Assets	1,214,116	327,450	1,551,567	52,871
<b>Capital Assets, net</b>				
Land	39,197	76,530	115,727	-
Non-depreciable assets	-	88,959	88,959	-
Depreciable assets	297,752	6,255,283	6,553,035	-
Total Capital Assets	336,949	6,420,772	6,757,721	-
<b>Total Assets</b>	1,551,065	6,748,222	8,309,288	52,871
<b>Deferred Outflow of Resources</b>				
Deferred outflow of resources - pension plan	11,460	8,745	20,205	-
<b>Total Assets and Deferred Outflow of Resources</b>	\$ 1,562,525	\$ 6,756,967	\$ 8,329,493	\$ 52,871
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable and accrued expenditures	\$ 61,340	\$ 295,738	\$ 357,078	\$ -
Current portion of long-term liabilities	7,402	828	8,230	-
Total Current Liabilities	68,742	296,566	365,308	-
<b>Long-Term Liabilities</b>				
Bond anticipation notes payable, net	-	3,616,515	3,616,515	-
Compensated absences	452	1,848	2,300	-
Net pension liability	219,295	185,362	404,657	-
Total Long-Term Liabilities	219,747	3,803,725	4,023,472	-
<b>Total Liabilities</b>	288,489	4,100,291	4,388,780	-
<b>Deferred Inflow of Resources</b>				
Deferred inflow of resources - pension plan	28,269	26,441	54,710	-
<b>Net Position</b>				
Net investment in capital assets	446,617	2,804,257	3,250,874	-
Restricted or committed for:				
Capital projects	120,687	-	120,687	-
Other projects	10,940	-	10,940	-
Unrestricted	667,523	(174,022)	493,501	52,871
Total Net Position	1,245,767	2,630,235	3,876,002	52,871
<b>Total Liabilities, Deferred Outflow of Resources &amp; Net Position</b>	\$ 1,562,525	\$ 6,756,967	\$ 8,319,492	\$ 52,871

*The accompanying notes are an integral part of these financial statements.*



Town of Bowling Green, Virginia  
STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2017

Exhibit II

		Net (Expense) Revenue & Changes in Net Position							
Functions/ Programs	Expenses	Program Revenues			Primary Government			Component Unit	
		Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	Governmental Activities	Business-Type Activities	Total		
Governmental activities:									
General gov't administration	\$ 350,538	\$ -	\$ -	\$ -	\$ (350,538)	\$ -	\$ (350,538)	\$ -	
Public safety	87,014	1,094	33,659	-	(52,261)	-	(52,261)	-	
Public works	81,691	-	-	-	(81,691)	-	(81,691)	-	
Health, welfare & sanitation	100,652	83,532	-	-	(17,120)	-	(17,120)	-	
Culture and recreation	28,217	25,033	14,114	-	10,930	-	10,930	-	
Community development	42,963	-	2,350	-	(40,623)	-	(40,623)	-	
Interest on long-term debt	107,457	-	-	-	(107,457)	-	(107,457)	-	
Total governmental activities	798,532	109,659	50,123	-	(638,750)	-	(638,750)	-	
Business-type activities:									
Water and Sewer Funds	828,945	679,968	17,600	-	-	(148,977)	(148,977)	-	
Total business-type activities	828,945	679,968	17,600	-	-	(148,977)	(148,977)	-	
Total Primary Government	\$ 1,627,477	\$ 789,627	\$ 50,123	\$ -	(638,750)	(148,977)	(787,727)	\$ -	
Component unit:									
Economic Development Authority									
	\$ -	\$ -	\$ -	\$ -				\$ -	
Total Component Unit	\$ -	\$ -	\$ -	\$ -				\$ -	
General revenues:									
Taxes:									
Property taxes					214,072	-	214,072	-	
Other					466,147	-	466,147	-	
Grants and contributions not restricted to a specific program					60,399	-	60,399	-	
Use of money and property					31,736	594	32,330	-	
Miscellaneous					22,602	50	22,652	-	
Transfers					(804,602)	804,602	-	-	
Total general revenues					(9,646)	805,246	795,600	-	
Change in net position					(648,396)	656,269	7,873	-	
Net position - beginning, as restated					1,894,163	1,973,966	3,868,129	52,871	
Net position - ending					\$ 1,245,767	\$ 2,630,235	\$ 3,876,002	\$ 52,871	

*The accompanying notes are an integral part of these financial statements.*

Town of Bowling Green, Virginia  
BALANCE SHEET - GOVERNMENTAL FUNDS  
As of June 30, 2017

Exhibit III

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<b>Assets</b>		
Pooled cash and investments	\$	923,340
Receivables, net		<u>290,776</u>
<b>Total Assets</b>	<b>\$</b>	<b><u>1,214,116</u></b>
<b>Total Liabilities and Fund Balance</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$	61,340
Deferred revenue		<u>231,386</u>
<b>Total Liabilities</b>		<u>292,726</u>
<b>Fund Balance</b>		
Restricted		131,627
Unassigned		<u>789,763</u>
<b>Total Fund Balance</b>		<u>921,390</u>
<b>Total Liabilities and fund balance</b>	<b>\$</b>	<b><u>1,214,116</u></b>
 <b>Adjustments for Statement of Net Position:</b>		
Total fund balance above	\$	921,390
Capital Assets used in governmental activities are not financial resources, and, therefore, are not reported in the funds.		336,949
Long-term liabilities, including leases payable, are not due and payable in the current period and, therefore, are not reported in the funds.		(227,149)
Deferred Inflows and Outflows of Resources related to the pension plan are not reported in the governmental funds		(16,809)
Deferred revenue in governmental funds is susceptible to full accrual on the entity-wide statements.		<u>231,386</u>
Net position of governmental activities	<b>\$</b>	<b><u>1,245,767</u></b>

*The accompanying notes are an integral part of these financial statements.*

Town of Bowling Green, Virginia  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET VS. ACTUAL - GENERAL FUND  
For the Year Ended June 30, 2017

Exhibit IV

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:				
General property taxes	\$ 246,200	\$ 246,200	\$ 254,998	\$ 8,798
Other local taxes	412,000	412,000	465,347	53,347
Permits, privilege fees, and regulatory licenses	4,300	4,300	2,350	(1,950)
Revenues from use of money and property	32,850	32,850	31,736	(1,114)
Charges for services	113,500	113,500	108,564	(4,936)
Fines and forfeitures	8,000	8,000	1,094	(6,906)
Miscellaneous	31,200	410,917	42,516	(368,401)
Intergovernmental	87,908	87,908	84,059	(3,849)
<b>Total revenues</b>	<u>935,958</u>	<u>1,315,675</u>	<u>990,664</u>	<u>(325,011)</u>
Expenditures:				
Administration	201,128	201,128	252,314	51,186
Treasury and finance	168,880	168,880	126,668	(39,213)
Fire prevention and protection	10,000	10,000	11,000	1,000
Crime prevention and detection	98,600	98,600	75,849	(22,751)
Streets and sidewalks	31,000	31,300	28,387	(2,613)
Waste management and recycling	90,400	90,400	87,269	(3,131)
Facilities	28,000	28,000	53,304	25,304
Recreation and cultural	47,290	47,290	42,963	(4,327)
Community development	25,000	25,000	28,217	3,217
Capital outlay	11,000	11,000	46,137	35,137
Debt Service	280,000	280,000	251,828	(28,172)
<b>Total expenditures</b>	<u>991,298</u>	<u>991,598</u>	<u>1,003,936</u>	<u>15,637</u>
<b>Excess of revenues over expenditures before other uses</b>	(55,340)	324,077	(13,272)	(340,648)
Other financing sources (uses):				
Insurance Recoveries	-	-	4,200	4,200
Operating transfers in (out)	-	-	(527,178)	(527,178)
<b>Excess of revenues &amp; other financing uses over expenditures</b>	<u>\$ (55,340)</u>	<u>\$ 324,077</u>	<u>(536,250)</u>	<u>\$ (863,626)</u>
Fund balance, beginning of year			<u>1,457,641</u>	
Fund balance, end of year			<u>\$ 921,391</u>	
<b>Adjustments for Statement of Activities:</b>				
Net Change in fund balance				\$ (536,250)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives.				46,137
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.				(118,156)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the fund statements.				<u>(40,126)</u>
Change in net position of governmental activities				<u>\$ (648,395)</u>

*The accompanying notes are an integral part of these financial statements.*

Town of Bowling Green, Virginia  
STATEMENT OF NET POSITION - PROPRIETARY FUNDS - ENTERPRISE FUNDS  
As of June 30, 2017

Exhibit V

	Water Fund	Sewer Fund	Total
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ 15,271	\$ 209,914	\$ 225,185
Accounts receivable	59,730	42,535	102,265
Total Current Assets	<u>75,001</u>	<u>252,449</u>	<u>327,450</u>
<b>Capital Assets, net</b>			
Land	18,000	58,530	76,530
Construction in progress	-	88,959	88,959
Depreciable assets (net of accumulated depreciation)	2,322,811	3,932,472	6,255,283
Total Capital Assets, net	<u>2,340,811</u>	<u>4,079,961</u>	<u>6,420,772</u>
<b>Total Assets</b>	2,415,812	4,332,410	6,748,222
<b>Deferred Outflow of Resources</b>			
Deferred outflow of resources - pension plan	6,842	1,903	8,745
<b>Total Assets &amp; Deferred Outflow of Resources</b>	<u>\$ 2,422,654</u>	<u>\$ 4,334,313</u>	<u>\$ 6,756,967</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts payable and accrued expenses	\$ 60,206	235,532	\$ 295,738
Compensated absences - current portion	828	-	828
Total Current Liabilities	<u>61,034</u>	<u>235,532</u>	<u>296,566</u>
<b>Long-Term liabilities</b>			
Bonds, notes and loans payable	1,400,392	2,216,123	3,616,515
Compensated absences - net of current portion	681	1,167	1,848
Net pension liability	145,027	40,335	185,362
Total Long-Term Liabilities	<u>1,546,100</u>	<u>2,257,625</u>	<u>3,803,725</u>
<b>Total Liabilities</b>	1,607,134	2,493,157	4,100,291
<b>Deferred Inflow of Resources</b>			
Deferred inflow of resources - pension plan	20,687	5,754	26,441
<b>Total Liabilities &amp; Deferred Inflow of Resources</b>	<u>1,627,821</u>	<u>2,498,911</u>	<u>4,126,732</u>
<b>Net Position</b>			
Invested in capital assets, net of related debt	947,560	1,856,697	2,804,257
Unrestricted	(152,727)	(21,295)	(174,022)
Total Net Position	<u>794,833</u>	<u>1,835,402</u>	<u>2,630,235</u>
<b>Total Liabilities, Deferred Inflow of Resources &amp; Net Position</b>	<u>\$ 2,422,654</u>	<u>\$ 4,334,313</u>	<u>\$ 6,756,967</u>

The accompanying notes are an integral part of these financial statements.

Town of Bowling Green, Virginia  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
PROPRIETARY FUNDS - ENTERPRISE FUNDS  
For the Year Ended June 30, 2017

Exhibit VI

	Water Fund	Sewer Fund	Total
Operating revenues:			
Charges for water and sewer services	\$ 327,829	\$ 352,139	\$ 679,968
Miscellaneous operating revenues	50	-	-
Operating expenses:			
Water services	248,498	-	248,498
Sewer services	-	103,041	103,041
Water system	97,295	-	97,295
Sewer system	-	110,053	110,053
Depreciation	51,775	91,155	142,930
Total operating expenses	397,568	304,249	701,817
<b>Operating income (loss) before non-operating revenues (expenses) and transfers</b>	<b>(69,689)</b>	<b>47,890</b>	<b>(21,799)</b>
Non-operating revenues (expenses):			
Interest income	594	-	594
Interest expense	(44,231)	(64,541)	(108,772)
Miscellaneous expenses	(7,141)	(11,215)	(18,356)
Total non-operating expenses, net	(50,778)	(75,756)	(126,534)
<b>Loss before transfers</b>	<b>(120,467)</b>	<b>(27,866)</b>	<b>(148,333)</b>
Transfers in from General Fund	516,751	287,851	804,602
<b>Change in net position</b>	<b>396,284</b>	<b>259,985</b>	<b>656,269</b>
Total net position, beginning of year (as restated)	398,549	1,575,417	1,973,966
Total net position, end of year	\$ 794,833	\$ 1,835,402	\$ 2,630,235

The accompanying notes are an integral part of these financial statements.

Town of Bowling Green, Virginia  
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS - WATER FUND AND SEWER FUND  
For the Year Ended June 30, 2017

Exhibit VII

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
Cash flows from operating activities:			
Cash received from customers for water and sewer services	\$ 358,971	\$ 309,604	\$ 668,575
Cash payments to vendors for goods and services	(164,553)	(18,657)	(191,351)
Cash payments to employees for salaries, benefits and other costs	(296,405)	(14,172)	(302,436)
<b>Net cash provided (used) by operating activities</b>	<u>(101,987)</u>	<u>276,775</u>	<u>174,788</u>
Cash flows from capital and related financing activities:			
Cash outlays paid to acquire and construct capital assets	(32,983)	(382,808)	(415,791)
Cash proceeds received from issuance of BAN's	-	200,000	200,000
Cash transfers received from other funds for capital	413,091	115,947	529,038
<b>Net cash provided (used) by capital/related financing activities</b>	<u>380,108</u>	<u>(66,861)</u>	<u>313,247</u>
Cash flows from investing activities:			
Cash received from interest income	594	-	594
<b>Net cash provided by investing activities</b>	<u>594</u>	<u>-</u>	<u>594</u>
<b>Net increase in cash</b>	278,715	209,914	488,629
Cash and cash equivalents and short-term investments:			
Beginning of year	(263,444)	-	(263,444)
End of year	\$ <u>15,271</u>	\$ <u>209,914</u>	\$ <u>225,185</u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>			
Operating income (loss)	\$ (69,689)	\$ 47,890	\$ (21,799)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:			
Depreciation	51,775	91,155	142,930
Changes in assets and liabilities:			
Decrease (Increase) in assets:			
Accounts receivable, net	33,950	(42,535)	(8,585)
Increase (Decrease) in liabilities:			
Accounts payable and accrued expenses	(40,075)	136,079	109,439
Net pension liability	(99,242)	40,335	(58,907)
Customer meter deposits	(2,858)	-	(2,858)
Changes in deferred inflows/outflows - pension plan, net	24,152	3,851	28,003
<b>Net cash provided (used) by operating activities</b>	<u>\$ (101,987)</u>	<u>\$ 276,775</u>	<u>\$ 174,788</u>

*The accompanying notes are an integral part of these financial statements.*

## NOTES TO THE PRINCIPAL FINANCIAL STATEMENTS

### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **A. Reporting Entity**

The Town of Bowling Green, Virginia (the Town) was established in 1837 by an act of the Virginia General Assembly, and is the county seat of government for Caroline County, Virginia. The Town operates under the Town Council - Mayor form of government, as elected by the residents of the Town of Bowling Green. The Town owns and operates its own water and sewer systems as well as provides trash and refuse pickup, police protection and other services for its residents.

The Financial Statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard - setting body for establishing governmental accounting and financial reporting principles. As required by accounting principles generally accepted in the United States of America, these financial statements present the Town and any potential component units (entities for which the Town is considered to be financially accountable). Financial accountability is defined as appointment of a voting majority of the component unit's board and either (a) the ability to impose its will on the component unit, or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Based upon the above, the Town reports the Economic Development Authority as a discretely presented Component Unit.

#### **B. Government-Wide and Fund Financial Statements**

##### Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information on all of the non-fiduciary activities of the Town. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included in program revenues are reported as general revenues.

##### Fund Financial Statements

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Town reports the following major governmental fund:

The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

*The Town reports the following major proprietary fund:*

The water and sewer fund accounts for the activities of the water source, water and sewage treatment plants, sewage pumping stations and collection systems, and the water distribution system.

### **C. Basis of Accounting Presentation – Fund Accounting**

The accounts of the Town are organized on the basis of funds, which are considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance/net position, revenues and expenditures or expenses, as appropriate. The various funds of the Town are included in the financial statements as follows:

1. Governmental Funds are those funds through which most governmental functions are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used while current liabilities are assigned to the fund from which they are paid; the difference between governmental fund assets and liabilities, the fund equity, is referred to as “fund balance.” The measurement focus is upon determination of changes of financial position, rather than upon net income determination. The following comprise the Town’s major governmental fund:

General Fund – The General Fund is the general operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

2. Proprietary Fund Types are used to account for activities which are similar to those found in the private sector. All assets, liabilities, equities, revenues, expenses and transfers related to the Town’s business activities are accounted for through proprietary funds. The measurement focus is upon income determination, financial position, and cash flows. In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting*, the Town has elected to apply all applicable Financial Accounting Standards Board pronouncements.

The following comprise the Town’s major proprietary fund:

Water and Sewer Fund – The Water and Sewer Fund is used to finance and account for the acquisition, operation and maintenance of the Town’s facilities and services which are supported primarily by user charges.

### **D. Management Focus and Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are measurable and available. Real and personal property taxes are recorded as deferred revenues and taxes receivable when billed. Real and personal property taxes recorded at June 30, and received within the first 45 days after year-end are included in tax revenues, with the related amount reduced from deferred revenues. Sales and utility taxes, which are collected by the State or utility companies and subsequently remitted to the Town, are recognized as revenues and amounts receivable when the underlying exchange transaction occurs, which is generally two months preceding receipt by the Town. Licenses, permits, fines and rents are recorded as



revenues when received. Intergovernmental revenues, consisting primarily of Federal, State and other grants for the purpose of specific funding are recognized when earned or at the time of the specific reimbursable expenditure. Revenues from general purpose grants are recognized during the period to which the grants apply.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this rule include: 1) accumulated unpaid vacation leave, sick leave, and other employee amounts, which are recorded as compensated absences and are recognized when paid, and 2) principal and interest payments on general long-term debt, both of which are recognized when paid.

#### **E. Budgetary Data**

Budgets are adopted and maintained on the modified accrual basis. Annual appropriated budgets are adopted for the General Fund and the Water and Sewer fund. All annual appropriations lapse at fiscal year-end to the extent they have not been expended – unless appropriately designated by Council.

#### **F. Equity in Pooled Cash and Investments**

Cash and resources of the individual funds in the General Fund and Proprietary Fund are combined to form a pool of cash and investments to maximize interest earnings. Income from pooled investments is allocated only when contractually or legally required.

All investment earnings not legally or contractually required to be credited to individual accounts or funds are credited to the General Fund.

For purposes of the statement of cash flows, the Proprietary Fund considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

#### **G. Receivables**

All trade and property tax receivables are shown net of allowance for uncollectible accounts. Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources. Property taxes are levied as of January 1 on property values assessed as of the same date. The tax levy is due December 5 and reflects adjustments to the current year's actual levy. When the billings are past due, the applicable property is subject to lien, and penalties and interest are assessed.

#### **H. Capital Assets**

Capital Assets include property, plant and equipment and are recorded in the government-wide financial statements. Capital assets are capitalized at historical acquisition costs and include assets with an initial, individual cost of more than \$5,000 and two years useful life. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings	50 years
Renovations and repairs	20 years
Vehicles	5-20 years
Street Improvements	20 years

## **I. Accrued Compensated Absences**

Town employees are granted a specified number of days of leave with pay each year. The amount reflects, as of June 30, 2017, all unused vacation. The cost of the accumulated leave is accounted for as a liability in the government-wide financial statements. The liability for these amounts is reported in the governmental funds only when the amounts have become due and payable.

## **J. Long-Term Obligations**

Long-term debt and other long-term obligations are reported as liabilities in the government-wide statement of net position. Bond premiums and discounts, as well as bond issuance costs, are deferred and amortized over the life of the bonds using the effective interest method or bonds outstanding method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period, but no long-term liabilities. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Repayments and issuance costs are reported as debt service expenditures.

## **K. Fund Balance**

Fund balance is divided into classifications based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of resources in the governmental funds:

Restricted - Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or are imposed by law through constitutional provisions or enabling legislation.

Assigned - Amounts in the assigned fund balance classification are intended to be used by the Town for specific purposes, but do not meet the criteria to be classified as restricted.

Unassigned - Amounts in the unassigned fund balance classification are not intended for a specific purpose and do not meet any of the other criteria.

## **L. Management's Use of Estimates**

The Town, in conformity with GAAP, has made certain estimates and assumptions related to the reporting of assets, liabilities, revenues, expenses and the disclosure of contingent liabilities. Actual results could differ from these estimates.

NOTE 2 CASH AND INVESTMENTS

Deposits: All cash of the Town is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposit Act, section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

The Town has not adopted an investment policy.

NOTE 3 RECEIVABLES

Receivables at June 30, 2017 for the Town’s governmental and business-type activities, including the applicable allowance for uncollectible accounts, are as follows:

	Governmental Activities	Business-Type Activities
Property taxes	\$ 247,307	\$
Charges for services (Trash)	19,800	176,640
Meals Taxes	29,605	
Transient Occupancy Taxes	1,290	
Consumer Utility Taxes	2,568	
Sales Taxes (Caroline Co.)	6,347	
Communications Taxes (Comm. of Va.)	6,328	
Gross Receivables	<u>313,245</u>	<u>176,640</u>
Less allowance for uncollectible accounts	<u>(22,469)</u>	<u>(74,375)</u>
Net receivables	<u>\$ 290,776</u>	<u>\$ 102,265</u>

The taxes receivable account represents the current and past four years of uncollected tax levies for personal property taxes and the current and past 20 years for uncollected tax levies on real property. The allowance for estimated uncollectible taxes receivable is 6.09% of the total taxes receivable at June 30, 2017 and is based on historical collection rates.

Receivables on a government-wide basis include taxes receivable of \$204,454 that are not available to pay for current period expenditures and are therefore offset by the deferred revenue for the governmental funds.

NOTE 4 PROPERTY TAXES

The Town levies real estate taxes on all real property on a calendar year basis, at a rate enacted by Town Council on the assessed value of property (except public utility property) as determined by the Commissioner of Revenue of the County of Caroline, Virginia. Public Utility property is assessed by the Commonwealth. Neither the Town nor the Commonwealth of Virginia imposes a limitation on the tax rate. All property is assessed at 100 percent of fair market value and reassessed biannually as of January 1.

Real estate taxes are billed in annual installments due December 5. The taxes receivable balance at June 30, 2017 includes amounts not yet received from the January 1, 2017 levy (due December 5, 2017), less an allowance for uncollectibles. The installment due on December 5, 2017 is included as deferred revenue since these taxes are restricted for use until fiscal year 2016. Liens are placed on the property on the date real estate taxes are delinquent and must be satisfied prior to the sale or transfer of the property.

In addition, any uncollected amounts from previous years’ levies are incorporated in the taxes receivable balance. The tax rate was \$.12 per \$100 of assessed value during 2017.

Personal property tax assessments on tangible business property and all motor vehicles are based on 100 percent of fair market value of the property as of January 1 of each year. Personal property taxes for the calendar year are due in annual installments on December 5. Personal property taxes do not create a lien on property; however, Town vehicle decals, which are required by law for all vehicles garaged in the Town, may not be issued to any individual having outstanding personal property taxes. The tax rates during 2017 were \$.68 per \$100 of assessed value.

The taxes receivable balance at June 30, 2017 includes amounts not yet billed or received from the January 1, 2017 levy (due December 5, 2017). The installment due on December 5, 2017 is included as deferred revenue since these taxes are restricted for use until fiscal year 2017. In addition, any uncollected amounts from prior year levies are incorporated in the taxes receivable balance. Under the provisions of the Personal Property Tax Relief Act of 1998 (PPTRA), the Town received approximately \$21,908 in fiscal year 2017 for the State's share of the local personal property tax payment with the remaining collected by the Town.

#### NOTE 5 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2017 is as follows:

	Beginning Balance	Increases	(Deletions)/ Reclassifications	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 39,197	\$ -	\$ -	\$ 39,197
Construction in progress	3,581,247	-	(3,581,247)	-
<b>Total capital assets, not being depreciated</b>	<b>\$ 3,620,444</b>	<b>\$ -</b>	<b>\$ (3,581,247)</b>	<b>\$ 39,197</b>
Capital assets, being depreciated:				
Buildings	\$ 299,868	\$ 10,187	\$ -	\$ 310,055
Equipment	113,251	35,950	-	149,201
Street improvements	180,620	-	-	180,620
Vehicles	108,634	-	-	108,634
<b>Total capital assets, being depreciated</b>	<b>\$ 702,373</b>	<b>\$ 46,137</b>	<b>\$ -</b>	<b>\$ 748,610</b>
Less accumulated depreciation for:				
Renovations and repairs	\$ (139,605)	\$ (7,484)	\$ -	\$ (147,089)
Equipment	(62,791)	(7,814)	-	(70,605)
Street improvements	(115,115)	(9,315)	-	(124,430)
Vehicles	(108,634)	0	-	(108,634)
<b>Total accumulated depreciation</b>	<b>\$ (426,145)</b>	<b>\$ (24,613)</b>	<b>\$ -</b>	<b>\$ (450,758)</b>
<b>Total capital assets being depreciated, net</b>	<b>\$ 276,229</b>	<b>\$ (24,613)</b>	<b>\$ -</b>	<b>\$ 297,852</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 3,896,672</b>	<b>\$ 21,524</b>	<b>\$ (3,581,247)</b>	<b>\$ 337,049</b>

Capital assets totaling \$3,581,247 were transferred to the proprietary funds effective as of July 1, 2016.

NOTE 5 CAPITAL ASSETS (Continued)

Depreciation expense was charged to the following primary government - governmental activities functions:

General government	\$	12,340
Public works		<u>12,273</u>
	\$	<u>24,613</u>

	<u>Beginning Balance</u>	<u>Increases</u>	<u>(Deletions)/ Reclassifications</u>	<u>Ending Balance</u>
Business-type activities:				
Capital assets, not being depreciated:				
Land	\$ 76,530	\$ -	\$ -	\$ 76,530
Construction in Progress	<u>294,215</u>	<u>58,960</u>		<u>309,215</u>
<b>Total capital assets, not being depreciated</b>	<u>\$ 370,745</u>	<u>\$ 58,960</u>	<u>\$ -</u>	<u>\$ 385,745</u>
Capital assets, being depreciated:				
Building	98,610	-	-	98,610
Equipment	138,357	-	-	138,357
Utility Plant in Service	3,988,676	4,020,453	-	3,988,676
Vehicles	<u>172,301</u>	<u>-</u>	<u>-</u>	<u>172,301</u>
<b>Total capital assets, being depreciated</b>	<u>\$ 4,397,946</u>	<u>\$ 4,020,453</u>	<u>\$ -</u>	<u>\$ 4,397,944</u>
Less accumulated depreciation for:				
Building	(44,185)	(2,189)	-	(46,374)
Equipment	(99,519)	(5,585)	-	(105,104)
Utility Plant in Service	(1,983,386)	(135,156)	-	(2,118,552)
Vehicles	<u>(172,301)</u>	<u>-</u>	<u>-</u>	<u>(172,301)</u>
<b>Total accumulated depreciation</b>	<u>\$ (2,199,401)</u>	<u>\$ (142,930)</u>	<u>\$ -</u>	<u>\$ 2,098,544</u>
<b>Total capital assets being depreciated, net</b>	<u>\$ 2,198,545</u>	<u>\$ 3,877,523</u>	<u>\$ -</u>	<u>\$ 1,955,613</u>
<b>Business-type activities capital assets, net</b>	<u>\$ 2,569,290</u>	<u>\$ 3,936,483</u>	<u>\$ -</u>	<u>\$ 2,341,358</u>

NOTE 6 LONG-TERM DEBT

	Balance July 1, 2016	Additions	Reductions	Balance June 30, 2017	Due Within One Year
<b>PRIMARY GOVERNMENT:</b>					
Governmental Activities:					
General Obligation Bonds Payable	\$ 3,405,000	\$ -	\$ 3,405,000	\$ -	\$ -
Compensated Absences	12,708	16,055	20,909	7,854	7,402
Total governmental activities	\$ 3,417,708	\$ 16,055	\$ 3,425,909	\$ 7,854	\$ 7,402
<b>PROPRIETARY FUND</b>					
Bond Anticipation Note Payable	\$ -	\$ 3,987,360	\$ -	\$ 3,987,360	\$ -
Compensated Absences	6,322	6,141	9,787	2,676	1,848
Total proprietary activities	\$ 6,322	\$ 3,993,501	\$ 9,787	\$ 3,990,036	\$ 1,848
Total primary government	\$ 3,424,030	\$ 4,009,556	\$ 3,435,696	\$ 3,997,890	\$ 9,250

The total annual debt service requirements of the primary government as of June 30, 2017 are as follows:

		Primary Government – Proprietary Activities	
		Principal	Interest
9/1/2018	\$	3,987,360	\$ 81,564
Totals	\$	3,987,360	\$ 81,564

The total long-term debt outstanding is comprised of a Bond Anticipation Note (BAN) payable at June 30, 2017 backed by the full faith and credit of the Town, as follows:

Series	Interest Rate	Issue Date	Final Maturity Date	Annual Principal Payments	Original Issue	Principal Outstanding
<i>Proprietary Fund</i>						
2017 BAN Payable	5.42%	3/15/2017	9/1/2018	\$ 249,514	\$ 3,987,360	\$ 3,987,360

The 2017 Bond Anticipation Note payable totaling \$3,987,360 was issued on March 15, 2017 to provide proceeds for the following: \$3,769,019 to refund the outstanding 2010A General Obligation Bonds payable at March 15, 2017, \$200,000 to finance existing capital projects, and \$18,341 to cover bond issuance costs incurred for the issuance, of which 17,417 was allocated to proceeds used to refund the General Obligation Bonds payable (“old debt”) and \$924 was allocated to proceeds received from the BAN payable issued on March 15, 2017 (“new debt”), resulting in a net reacquisition price of \$3,769,019 for the old debt. The balance of General Obligation Bonds payable at March 15, 2017 was \$3,330,000 and the unamortized bond discount written off was \$29,317, resulting in a net carrying value of \$3,305,683 for the old debt. As a result, a \$463,336 deferred loss on refunding was recognized to be amortized over the life of the new debt, which resulted in \$92,491 of amortization being recognized for the fiscal year ended June 30, 2017.

NOTE 7 DEFINED BENEFIT PENSION PLAN

*Plan Description*

All full-time, salaried permanent employees of the Town are automatically covered by VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees – Plan 1, Plan 2, and, Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>About Plan 1</b> Plan 1 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p>	<p><b>About Plan 2</b> Plan 2 is a defined benefit plan. The retirement benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p>	<p><b>About the Hybrid Retirement Plan</b> The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window. (see “Eligible Members”)</p> <ul style="list-style-type: none"> <li>• The defined benefit is based on a member’s age, creditable service and average final compensation at retirement using a formula.</li> <li>• The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.</li> </ul>

NOTE 7 - DEFINED BENEFIT PENSION PLAN (continued)

Plan Description (continued)

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
About Plan 1 (Cont.)	About Plan 2 (Cont.)	About the Hybrid Retirement Plan (Cont.) <ul style="list-style-type: none"> <li>In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.</li> </ul>
<p><b>Eligible Members</b> Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b> VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014. If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b> Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b> Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014. The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014. If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b> Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> <li>Political subdivision employees*</li> <li>School division employees</li> <li>Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014.</li> </ul> <p><b>*Non-Eligible Members</b> Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> <li>Political subdivision employees who are covered by enhanced benefits for hazardous duty employees.</li> </ul>



NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Hybrid Opt-In Election (Cont.)</b> Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p><b>Hybrid Opt-In Election (Cont.)</b> Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p><b>*Non-Eligible Members (Cont.)</b> Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions and school divisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions and school divisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016.</p>	<p><b>Retirement Contributions</b> A member’s retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee’s creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>

NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Creditable Service</b>                      Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member’s total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p><b>Creditable Service</b>                      Same as Plan 1.</p>	<p><b>Creditable Service</b>  <u><b>Defined Benefit Component:</b></u> Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member’s total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><u><b>Defined Contributions Component:</b></u>                      Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>

NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Vesting</b>  Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan.  Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.  Members are always 100% vested in the contributions that they make.</p>	<p><b>Vesting</b>  Same as Plan 1.</p>	<p><b>Vesting</b>  <u><b>Defined Benefit Component:</b></u> Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit.  Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.  <u><b>Defined Contributions Component:</b></u>  Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.  Members are always 100% vested in the contributions that they make.</p>

NOTE 7 - DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Vesting (Cont.)	Vesting (Cont.)	<p><b>Vesting (Cont.) <u>Defined Contributions Component:</u> (Cont.)</b>                      Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> <li>• After two years, a member is 50% vested and may withdraw 50% of employer contributions.</li> <li>• After three years, a member is 75% vested and may withdraw 75% of employer contributions.</li> <li>• After four or more years, a member is 100% vested and may withdraw 100% of employer contributions.</li> </ul> <p>Distribution is not required by law until age 70½.</p>
<p><b>Calculating the Benefit</b>                      The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p>	<p><b>Calculating the Benefit</b>                      See definition under Plan 1.</p>	<p><b>Calculating the Benefit <u>Defined Benefit Component:</u></b> See definition under Plan 1</p>

NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Calculating the Benefit (Cont.)</b> An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p><b>Calculating the Benefit (Cont.)</b></p>	<p><b>Calculating the Benefit (Cont.)</b> <u><b>Defined Contribution Component:</b></u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p><b>Average Final Compensation A</b> member’s average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation A</b> member’s average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p><b>Service Retirement Multiplier VRS:</b> The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%. <b>Sheriffs and regional jail superintendents:</b> The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. <b>Political subdivision hazardous duty employees:</b> The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p><b>Service Retirement Multiplier VRS:</b> Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013. <b>Sheriffs and regional jail superintendents:</b> Same as Plan 1. <b>Political subdivision hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Service Retirement Multiplier</b> <u><b>Defined Benefit Component:</b></u> <b>VRS:</b> The retirement multiplier for the defined benefit component is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans. <b>Sheriffs and regional jail superintendents:</b> Not applicable. <b>Political subdivision hazardous duty employees:</b> Not applicable. <b>Defined Contribution Component:</b> Not applicable.</p>

NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Normal Retirement Age VRS: Age 65. Political subdivisions hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age VRS: Normal Social Security retirement age. Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age <u>Defined Benefit Component</u>: VRS: Same as Plan 2. Political subdivisions hazardous duty employees: Not applicable. <u>Defined Contribution Component</u>: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Earliest Unreduced Retirement Eligibility</b> VRS: Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service. Political subdivisions hazardous duty employees: Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p><b>Earliest Unreduced Retirement Eligibility</b> VRS: Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90. Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p><b>Earliest Unreduced Retirement Eligibility</b> <u>Defined Benefit Component</u>: VRS: Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90. Political subdivisions hazardous duty employees: Not applicable. <u>Defined Contribution Component</u>: Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Earliest Reduced Retirement Eligibility</b> VRS: Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility</b> VRS: Age 60 with at least five years (60 months) of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility</b> <u>Defined Benefit Component</u>: VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p>

NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b>                      Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b>                      Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b>                      Political subdivisions hazardous duty employees: Not applicable.  <u><b>Defined Contribution Component:</b></u>                      Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b>                      The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.  <u><b>Eligibility:</b></u>                      For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.                      For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b>                      The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.  <u><b>Eligibility:</b></u>                      Same as Plan 1</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b>  <u><b>Defined Benefit Component:</b></u>                      Same as Plan 2.  <u><b>Defined Contribution Component:</b></u>                      Not applicable.  <u><b>Eligibility:</b></u>                      Same as Plan 1 and Plan 2.</p>

NOTE 7 - DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</b>  <b>Exceptions to COLA Effective Dates:</b>                      The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.</li> <li>• The member retires on disability.</li> <li>• The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).</li> <li>• The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.</li> <li>• The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.</li> </ul>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</b>  <b>Exceptions to COLA Effective Dates:</b>                      Same as Plan 1</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</b>  <b>Exceptions to COLA Effective Dates:</b>                      Same as Plan 1 and Plan 2.</p>



NOTE 7 – DEFINED BENEFIT PENSION PLAN (continued)

*Plan Description (Continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Disability Coverage</b> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p>	<p><b>Disability Coverage</b> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p>	<p><b>Disability Coverage</b> Employees of political subdivisions and School divisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members. Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>
<p><b>Purchase of Prior Service</b> Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.</p>	<p><b>Purchase of Prior Service</b> Same as Plan 1.</p>	<p><b>Purchase of Prior Service <u>Defined Benefit Component:</u></b> Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Hybrid Retirement Plan members are ineligible for ported service.</li> <li>• The cost for purchasing refunded service is the higher of 4% of creditable compensation or average final compensation.</li> <li>• Plan members have one year from their date of hire or return from leave to purchase all but refunded prior service at approximate normal cost. After that one-year period, the rate for most categories of service will change to actuarial cost.</li> </ul> <p><b><u>Defined Contribution Component:</u></b> Not applicable.</p>

The System issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2016-annual-report.pdf> or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

NOTE 7 RETIREMENT PLANS (Continued)

*Employees Covered by Benefit Terms*

As of the June 30, 2015 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	Number
Inactive members or their beneficiaries currently receiving benefits	12
Inactive members:	
Vested inactive members	1
Non-vested Inactive members	3
Inactive members active elsewhere in VRS	12
Total inactive members	16
Active members	7
Total covered employees	35

*Contributions*

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5.00% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The Town's contractually required contribution rate for the year ended June 30, 2016 was 21.7% of covered employee compensation, not including the employee contribution. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2015. This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employee during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town were \$51,320 and \$52,671 for the years ended June 30, 2017 and June 30, 2016, respectively.

*Net Pension Liability*

The Town's net pension liability was measured as of June 30, 2016. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of June 30, 2015, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

NOTE 7 RETIREMENT PLANS (Continued)

*Actuarial Assumptions – General Employees*

The total pension liability for General Employees in the Town’s Retirement Plan was based on an actuarial valuation as of June 30, 2015, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2016.

Inflation	2.5%
Salary increases, including Inflation	3.5% – 5.35%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates: 14 % of deaths are assumed to be service related.

Pre-Retirement: RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females were set back 2 years.

Post-Retirement: RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year.

Post-Disablement: RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The calculations are based on the current provisions of the VRS and on actuarial assumptions that are, individually and in the aggregate, internally consistent and reasonably based on the actual experience of the VRS. Future actuarial results may differ significantly from current plan results due to such factors as:

- Actual plan experience versus anticipated economic or demographic assumptions
- Changes in economic and demographic assumptions used in calculations
- Increases or Decreases resulting from methodologies used for measurements
- Changes in plan provisions or applicable state law(s)
- Membership changes

NOTE 7 RETIREMENT PLANS (Continued)

*Long-Term Expected Rate of Return*

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-Term Expected Rate of Return</u>	<u>Weighted Average Long-Term Expected Rate of Return</u>
U.S. Equity	19.50%	6.46%	1.26%
Developed Non U.S Equity	16.50%	6.28%	1.04%
Emerging Market Equity	6.00%	10.00%	0.60%
Fixed Income	15.00%	0.09%	0.01%
Emerging Debt	3.00%	3.51%	0.11%
Rate Sensitive Credit	4.50%	3.51%	0.16%
Non Rate Sensitive Credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public Real Estate	2.25%	6.12%	0.14%
Private Real Estate	12.75%	7.10%	0.91%
Private Equity	12.00%	10.41%	1.25%
Cash	<u>1.00%</u>	-1.50%	<u>-0.02%</u>
Total	100.00%		<u>5.83%</u>
	Inflation		2.50%
*Expected arithmetic nominal return			<u>8.33%</u>

\* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, including expected inflation of 2.50%.

NOTE 7 RETIREMENT PLANS (Continued)

*Discount Rate*

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by the employer for the Political Subdivision Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2018 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the Long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in Net Pension Liability*

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at June 30, 2015	\$1,303,406	\$777,328	\$556,078
Changes for the year:			
Service cost	24,955		25,955
Interest	88,453		88,453
Differences between expected and actual experience	(161,984)		(161,984)
Contributions - employer		49,795	(49,795)
Contributions - employee		10,837	(10,837)
Net investment income		12,705	(12,705)
Benefit payments, including refunds of employee contributions	(79,590)	(79,590)	0
Administrative expenses		(486)	486
Other changes	0	(6)	6
Net changes	(128,166)	(6,745)	(121,421)
Balances at June 30, 2016	\$1,175,240	\$770,583	\$404,657

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension liability of the Library using the discount rate of 7.00%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net Pension Liability	\$547,496	\$404,657	\$287,256

NOTE 7 RETIREMENT PLANS (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

For the year ended June 30, 2017, the Town recognized pension expense of \$(65,223). At June 30, 2017, the political subdivision reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$0	\$54,710
Net difference between projected and actual earnings on pension plan investments	0	0
Employer contributions subsequent to the measurement date	20,204	0
Total	\$20,204	\$54,710

\$20,204 reported as deferred outflows of resources related to pensions resulting from the Town's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2018	(54,781)
2019	(69)
2020	12,137
2021	8,207
Thereafter	0

NOTE 8 LAND USE TAXATION

The Town has adopted land use taxation of real estate whereby the land owners are assessed valuations based on "use" of property instead of actual "fair market value" of the property. Such reduced valuations are primarily for farm and timber property and tax reductions (deferrals) are subject to payment only if the qualifying use of the property is changed within a five-year period from the year of assessment. The amounts of such deferred taxes on the records of the Town as of June 30, 2017 are as follows:

Year	Deferred Taxes
2010	\$ 646
2011	643
2012	701
2013	701
2014	701
2015	403
2016	566
2017	704
	\$ <u>5,065</u>

## NOTE 9 RISK MANAGEMENT

The Town is insured for Worker's Compensation, General Liability, Health and other risks. There have been no significant reductions in insurance coverage from the prior year and no settlements that exceeded the amount of insurance coverage during the last three fiscal years.

## NOTE 10 PRIOR PERIOD ADJUSTMENT FOR UNAMORTIZED BOND DISCOUNT

Net position as of July 1, 2016, has been restated as follows for the implementation of GASB Statement No. 68, as amended by GASB Statement No. 71.

## NOTE 11 COMMITMENTS AND CONTINGENCIES

The Town entered into a 3-year operating lease for the rental of office equipment effective November 1, 2016. The rental expense under this operating lease for the fiscal year ended June 30, 2017 was \$4,022. The commitment for future lease payments under this operating lease is \$6,033 for both the fiscal years ending June 30, 2018 and June 30, 2019 and is \$2,011 (4 months) for the fiscal year ending June 30, 2020.

As of June 30, 2017, except for the operating lease, management is not of any other significant contractual arrangements or legal matters that would have a material effect upon the Town's net position.

## NOTE 12 NEW ACCOUNTING STANDARDS

In addition, the Governmental Standards Board (GASB) has issued the following Statements, which are not yet effective. Management has not evaluated the effects, if any, of adopting these Statements' standards.

- GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. This statement is effective for the fiscal year ending June 30, 2018.
- GASB Statement No. 81, Irrevocable Split-Interest Agreements. This statement is effective for the fiscal year ending June 30, 2018.
- GASB Statement No. 82, Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73. This statement was effective for the fiscal year ended June 30, 2017, except for certain provisions regarding assumptions for plans with a measurement date that differs from the employer's reporting date, which provisions are effective for the fiscal year ending June 30, 2018.
- GASB Statement No. 83, Certain Asset Retirement Obligations. This statement is effective for the fiscal year ending June 30, 2019.
- GASB Statement No. 84, Fiduciary Activities. This statement is effective for the fiscal year ending June 30, 2020.
- GASB Statement No. 85, Omnibus 2017. This statement is effective for the fiscal year ending June 30, 2018.
- GASB Statement No. 86, Certain Debt Extinguishment Issues. This statement is effective for the fiscal year ending June 30, 2018.
- GASB Statement No. 87, Leases. This statement is effective for the fiscal year ending June 30, 2021.

## NOTE 13 SUBSEQUENT EVENTS

Subsequent events were evaluated through June 1, 2018, the date the financial statements were available to be issued.

**Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

To the Honorable Governing Body  
Town of Bowling Green, Virginia

We have audited the accompanying financial statements of the Town of Bowling Green, Virginia, as of and for the year ended June 30, 2017, and have issued our report thereon dated June 1, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*; and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered the Town of Bowling Green, Virginia's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a reportable condition in which the design of or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Bowling Green, Virginia's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no material instances of noncompliance that are required to be reported here under U.S. *Government Auditing Standards*.

This report is intended solely for the information and use of the Governing Body, management, and others within the entity and is not intended to be and should not be used by anyone other than these specified parties.

***Davis & Associates, PLLC***

Columbia, Maryland  
June 1, 2018





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

**AGENDA ITEM:** Public Works and Utilities Dept Council Monthly Report for August 2018

**DATE:** August 29, 2018

**PREPARED BY:** Billy Deavers

**MONTHLY REPORT / PROJECT UPDATE:**

**Wastewater**

- : Sewer blockage on Courthouse Ln, August 1<sup>st</sup>, line was jetted
- : White Oak Electric has fixed several issues at the Plant including installing exit lights and smoke detectors. Also repaired the louvers on the Generator room and installed a new exhaust fan in bathroom
- : Painted two of the existing buildings exteriors
- : New gutters were installed on the Drying Bed enclosure
- : The Plant is running well, with no exceptions to report

**Water**

- : Water leak at Caroline Square was repaired on August 27<sup>th</sup>
- : Hydrant maintenance, greasing/flushing is still underway
- : Well #4 had electrical issues with the operational timer, is being worked on by White Oak Electric
- : Meters being read the week of August 27<sup>th</sup>

**Public Works**

- : Clearing, cutting, and painting curbs on Main Street
- : Set up and take down of Music on the Green five times
- : Painted Town Treasurer's Office
- : Cleaned/Cleared trash/debris from 121 Trewalla Lane

**ATTACHMENTS:**

311.com workorder report

**HEADS UP ITEMS:**

- : Sydnor Hydro is still working on replacing fire hydrants in town

Status		Street Name	Work Type	Description
New Request	117	Martin St	Service Connect	Please turn water on Preffered Real Estate Partners is taking over
Complete	117	Butler St	Water Sampling	Collect BAC T Samples
Complete	205	Roper Dr	Mowing	Bowling Green Meadows liftstation
Complete	172	Meadow Ln	Mowing	Bowling Green Meadows Park really tall grass
Complete	128	Milford St	Service Disconnect	Please turn water off check bounced
Complete	117	Butler St	Mowing	Mowing playground, Police Department, Well 1
Complete	15471	Caroline Manor Cir 2G	Service Disconnect	Please turn water off for non-pay
Complete	15471	Caroline Manor Cir 1G	Service Disconnect	Please turn water off for non-pay
Complete	212	Maury Ave	Service Connect	please connect water asap due to plumber doing work on property today.
Complete	100	N Main St	Landscaping	watering planters
New Request	118	Anderson Ave	Meter Read	Please read meter. Ryan Sayers moved in 08/07/2018 Jeff Kerrigan moved out
Complete	117	Martin St	Service Disconnect	Please turn water off Property has gone to foreclosure
Complete	107	S Main St	Garbage	Please pick up the broken trash can and leave her a new one
Complete	110	Lafayette Ave	Service Connect	Please turn water on. Has paid bill
Complete	117	Butler St	Mowing	Mowing Town Hall
Complete	113	N Main St	Special Events Set-up	Set up Music On The Green
Complete	133	Maury Ave	Garbage	please take a new trashcan
Complete	106	Sunset Dr	Garbage	
Complete	124	Milford St	Service Connect	Please turn water on Calvary Baptist Church 08/22/18
Complete	165	US-301-BR	Hydrant Maintenance	Replacing hydrant
Complete	131	Gill St	Hydrant Maintenance	Replacing hydrant
Void	219	Anderson Ave	Daily Worsheets	
Complete	132	US-301-BR	Customer Complaint	Flushing hydrants on South Main
Complete	117	Martin St	Service Disconnect	disconnect water after 12:00 on 8/21/18
Complete	109	Main St.	Special Events Breakdown	Tear down Music on the Green
Complete	16417	Tinder Dr	Service Disconnect	Disconnect water 8/16/18 Billy reconnected 8/16/18
Complete	435	Roper Dr	Service Disconnect	Disconnect water 8/16/18
Complete	104	Milford St	Service Disconnect	Disconnect water 8/16/18

Complete	231	Milford St	Service Disconnect	Disconnect water 8/16/18
Complete	207	Milford St	Service Disconnect	Disconnect water 8/16/18
Complete	117	Martin St	Service Disconnect	
Complete	114	Maury Ave	Service Disconnect	Disconnect water 8/16/16
Complete	132	S Main St	Service Disconnect	
Complete	147	Lee St	Service Disconnect	Disconnect water 8/16/18
Complete	139	Lee St	Service Disconnect	Disconnect water 8/16/18
Complete	110	Lafayette Ave	Service Disconnect	Disconnect water 8/16/18
Complete				Disconnect water 8/16/18
	15367	Hilldale Ave	Service Disconnect	Service reconnected 8/16/18
Complete	16368	Heritage Pines Cir	Service Disconnect	Disconnect water 8/16/18
Complete	17490	Harding Dr	Service Disconnect	Disconnect water 8/16/18
Complete	14408	Fredericksburg Tpke	Service Disconnect	Disconnect water 8/16/18
Complete				Disconnect water 8/16/18
	15435	Caroline Manor Cir Apt	Service Disconnect	Service reconnected 8/16/18
Complete	15421	Caroline Manor Cir apt	Service Disconnect	Disconnect water 8/16/18
Complete		Caroline Manor Cir Apt	Service Disconnect	Disconnect water 8/16/18
Complete				Disconnect water 8/16/18
	15421	Caroline Manor Cir Apt	Service Disconnect	Service reconnected 8/16/16
Complete	214	W Broaddus Ave	Service Disconnect	Disconnect water 8/16/18
Complete	162	E Broaddus Ave	Service Disconnect	Disconnect water 08/16/18
Complete	255	Roper Dr	Mowing	Bowling Green Meadows liftstation
Complete	102	Chase St	Mowing	Mow Park and Ride
Complete	213	VA-207-BR	Mowing	Mow well 5
Complete	0	VDOT Water tower	Mowing	Mow grass at water tower
Complete	318	N Main St	Mowing	Mow grass at traffic light
Complete	16450	Tinder Dr	Mowing	Mow town sign
Complete	211	US-301-BR N	Mowing	South Main sign and median
Complete	109	Cedar Ln	Mowing	Mow well 4
Complete	104	Lacy Ln	Mowing	Mow Lacy lane liftstation
Complete	17569	A P Hill Blvd	Mowing	Mow 301 Billboard
Complete	17573	A P Hill Blvd	Mowing	Mow 301 liftstation
Complete	206	N Main St	Landscaping	Water Planters
Complete	117	Butler St	Mowing	Cut grass at Town Hall

Complete	117	Butler St	Other	Please repair towel holder in the ladies restroom. Needs to be put back on wall. Thank you
Complete	117	Butler St.	Building Maintenance	Painting Melissa's office
Complete	117	Butler St	Mowing	Mow playground, well 1,Police Department
Complete	180	Dickinson Dr	Mowing	Mow Bowling Green Meadows Park
Complete	125	Lee St	Meter Read	Please read meter Jamekqua Chapman moved out Franklin Harris Moved in 08/16/18
Complete	0	Milford St., Martin St.	Other - PW	Cable wires are hanging very low Metrocast was notified
Complete	109	Cedar lane	Other - Water	Well 4 is being checked for electrical problems well is out of service until parts come in
Complete	117	Maury Ave	Hydrant Maintenance	Replacing hydrant
Complete	0	Well 5	Other - Water Utility	Replaced chlorine line couplings in Well 5
Complete	17147	Elm St	Meter Read	Please read meter. Ladysmith Realty moved out 08/12/18 Thomas DiStasio "Bill" moved in 08/13/18
New Request	117	Butler St	Building Maintenance	Please check smoke detectors in the Town Hall, Thank You
Complete	117	Butler St	Building Maintenance	Please change filters in the Town Hall Thanks
Complete	117	Butler St.	Other - PW	Take down National Night Out banners
Complete	117	Butler St.	Special Events Breakdown	Tear down for National Night Out
Complete	219	Anderson Ave	Mowing	Mowing wastewater plant
Complete	115	N Main St	Service Connect	please connect water service 08/07/18 thank you
Complete	104	Milford St.	Mowing	Edging sidewalks,cut grass,bagged all clippings at businesses
Complete	0	South Main Median	Mowing	Mow South Main Median and town sign
Complete	0	Bowling Green Meado	Mowing	Mow Bowling Green Meadows liftstation
Complete	0	Bowling Green Meado	Mowing	Mow Park
Complete	18112	Coolidge Ln	Mowing	Mowing Maury liftstation
Complete	117	Butler St.	Special Events Breakdown	Take down Music on the green
Complete	117	Butler St.	Mowing	Mow grass at Town Hall, Playground,Well 1,Police Department on 8/7/18
Complete	18131	A.P Hill	Mowing	Mowing town sign
Complete	0	North Main light	Mowing	Mowing north main at traffic light
Complete	109	Cedar lane	Mowing	Mowing well 4
Complete	301	Billboard	Mowing	Mowing Billboard
Complete	301	liftstation	Mowing	Mowing liftstation
Complete	209	Maury Ave	Mowing	Mowing old Maury well
Complete	104	Lacy Lane	Mowing	Mowing liftstation

Complete	207	Billboard	Mowing	Mowing Billboard sign
Complete	0	VDOT water tower	Mowing	Mowing at water tower extra tall
Complete	16234	Milford St	Mowing	Mowing Town Sign extra tall had to cut it twice
Complete	17191	White Meadows Dr	Hydrant Flushing	
Complete	14372	Crystal Ct	Hydrant Flushing	Flushing blowoff
Complete	120	Milford	Garbage	Replace trash can
Complete	117	Butler St	Other - PW	Cancel access to Cedar Lane on 8/06/18 Port Royal will not need to get in the building. Thank you
Complete	121	Trewalla Ln	Garbage	Cleaning bags of insulation and boards up all the bags are busted
Complete	117	Butler St	Special Events Set-up	Music on the Green for Aug 3rd has been moved to the Town Hall due to weather. please set up in TH six tables, three on each side of hall with 6 chairs and twenty-five chairs in center of ballroom. any questions ask Tracy
Complete	219	Anderson Ave	Other - PW	Moved map chest out of chemical room into breakroom
Complete	117	Butler St.	Special Events Breakdown	Take down Council meeting on 8/3
Complete	117	Butler St	Special Events Set-up	Set up for Town Council meeting
Complete	13363	Fredericksburg Tpke	Meter Read	Please read meter. Karen Welch moved out 07/31 Heather Phillips will be moving in 08/01
Complete	117	Butler St	Special Events Breakdown	Music on the Green - Take Down Take down stage and (1)tent, gather (1)rack of folding chairs and store at Cedar Lane warehouse. Collect and dispose of trash. Thank you Take-down dates 08/04/18 08/11/18 08/18/18 08/25/18 09/01/18 Thank you

Complete	117	Butler St	Special Events Set-up	<p>Music on the Green - Set-Up  set-up stage with (1)10'x20' Tent make sure it is securely staked in ground. (1) rack of folding chairs to be located next to old jail and (2) trash cans with liners.  Set-up Dates  08/03/18  08/10/18  08/17/18  08/24/18  08/31/18  Thank you</p>
Complete	206	N Main St	Landscaping	Water Planters
Complete	117	Butler St	Special Events Set-up	<p>set-up for National Night Out Please drop off at playground the following Tuesday afternoon 08/07/18  (10)tables &amp; (30)chairs</p>
Void	117	Butler St	Other - PW	Port Royal will need access to the Cedar Lane Warehouse on Monday Aug 06,20
Complete	114	N Main St	Sewer Blockage - Main	Courthouse Lane sewer line blockage
Complete	219	Anderson Ave	Mowing	Mowing wastewater plant
Complete	0	Bowling Green Family	Special Events Breakdown	Pick up tables,chairs,tents,coolers and trash cans and collect all trash
Complete	0	Bowling Green Family	Special Events Set-up	Deliver tables,chairs,tents,coolers and trash cans
Complete	13363	Fredericksburg Tpke	Other - Water Utility	Please turn the water off at the main. There is a leak under the house.
Complete	244	N Main St	Meter Read	<p>Please read meter.  Martin Hauser moved out and Craig Guy moved in</p>



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

**AGENDA ITEM:** Police Department Monthly Report August, 2018

**DATE:** 8/29/18

**PREPARED BY:** Chief David Lipscomb

**MONTHLY REPORT / PROJECT UPDATE:**

Police Activity for August 2018

28 Total calls for service

1 Missing juvenile (Located and returned to parents)

1 Vandalism (Courthouse Lane)

1 Larceny (Firearm, Lee St.)

11 Summonses issued

3 Parking tickets issued

57 Park walk and talks

4 Court appearances

12 Assist other agencies

17 Property checks

Town police units assigned to provide security for two events at Town Hall.

Procured and installed new desk top computer to be utilized by police staff for reporting purposes

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**

The Police Department standard operating procedures manual was given to the policy subcommittee in January 2018. I need to know when it would be their pleasure to meet on this topic.



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

**AGENDA ITEM:** Events Coordinator Council Monthly Report for August 2018

**DATE:** August 27, 2018

**PREPARED BY:** Jo-Elsa Jordan

**MONTHLY REPORT / PROJECT UPDATE:**

- **Music on the Green: (5) Event days – 8/3, 8/10, 8/17, 8/24, 8/31**
  - Coordinate with Town Clerk for entertainers' payment
  - Coordinate with Public Works for stage/tent set up on Courthouse Lawn
  - Update Facebook event each week
  - Event promotion via Facebook posts
  - Coordinate with the Arts Center for access to bathrooms
  - Send letter to Union Bank & Trust requesting sponsorship (See attached.)
- **Harvest Festival (10/20/18)**
  - Vendor Recruitment
  - Review/Approve vendor applications
  - Update Vendor Spreadsheet
  - Coordinate with Town Clerk to process vendor payment
  - Finalize event marketing graphic (See attached.)
  - Sponsorship request to Dominion Energy
  - Sponsorship request to Waste Management
  - Secured sponsorship from Dominion, Waste Management, Atlantic Broadband and REC
  - Send Community Outreach Proposal to McKesson RE: Sponsorship/Pumpkin Decorating
  - Coordinate with Harvest Festival Bike Show Coordinator to create/distribute fliers.
  - Meeting with BGPD to determine operation plan for safety and to plan for a comprehensive meeting with Fire/Rescue and outsourced law enforcement.
  - Recruit entertainment
  - Coordinate with Caroline High School Band and JROTC Color Guard to play the National Anthem and present colors.
  - Create/mail letter to Bowling Green merchants on Milford and Main Street for complimentary space. (See attached.)
  - Secure VDOT Land Use Permit for road closures. (See attached.)
  - Secure ABC license (See attached.)
  - Get quote for new Harvest Festival banner
  - Obtain quote from B101.5 for media buy
  - Direct mail of Car Show registration form to former participants (See attached.)



- **USO Big Band Concert & Dance (9/22/18)**
  - Meet with Caroline Historic Society for event coordination.
  - Finalize and distribute marketing graphic (See attached.)
  - Coordinate with A.P. Hill for American flag backdrop for the stage.
  - Coordinate with Memorable Moments for linen table clothes
  - Create budget
  - Track ticket/table sales
  - Create event floor plan
  - Promote event via Facebook
  - Send tickets and fliers to Dance FXBG
- **Fall Clean Sweep (9/29/18)**
  - Finalize/distribute marketing graphic (See attached.)
  - Coordinate with Rappahannock Goodwill for pick up/loading
  - Create Facebook event
  - Volunteer recruitment
- **National Night Out (8/7/18)**
  - Assist BCPD with preparation for the event.
  - Meeting with BCPD and property management company for Courthouse Apartments and Caroline Manner to coordinate food, bounce house, activities, volunteers, etc.
  - Create Facebook event
  - Coordinate with Arts Center to borrow popcorn machine
  - Coordinate with Public Works to install banners
  - Enter work order in 3-1-1 to request drop off of tables, chairs and trash cans.
  - Event day set up
- **Economic Development Authority**
  - Create minutes from July 12 and July 24 meetings and distribute to Board members
  - Create EDA meeting agenda for August 21 meeting and distribute to Board members
  - Attend August 21 meeting
  - Create minutes from August 21 meeting and distribute to members
- **Community Relations**
  - Facebook posts
  - Create and distribute press release announcing awarded grants for Public Works & Utilities (See attached.)
  - Attend Caroline Ruritan Fish Fry
- **Misc.**
  - Weekly staff meetings
  - Update Town website
  - Municode training
  - Staff report
  - Facebook posts for Town of Bowling Green page
  - Present at Town Council meeting on 8/2/18

**ATTACHMENTS:**

*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.*

- Music on the Green – Letter to UB&T
- Harvest Festival – Marketing Graphic
- Harvest Festival – Letter to Bowling Green merchants
- Harvest Festival – VDOT Land Use Permit
- Harvest Festival – ABC License
- Harvest Festival – Classic Car & Truck Show mailer
- USO Big Band Concert & Dance – Marketing Graphic
- Fall Clean Sweep – Marketing Graphic
- Community Relations – Press Release

**HEADS UP ITEMS:**

Please continue to support Town events and preserve relationships with your constituents and the Town's people by showing up! Thank you!



The Historic Town of  
**BOWLING GREEN**  
V I R G I N I A

August 1, 2018

Dear Mrs. Gravatt,

On behalf of the Bowling Green Town Council, I would like to offer our most sincere appreciation for the support of Union Bank & Trust as a loyal sponsor for the annual summer concert series, Music on the Green. The Bowling Green Town Council graciously requests the support of Union Bank & Trust again in 2018, to be named as a title sponsor for the amount of \$500.00.

In addition to Union Bank & Trust receiving stage mentions each Friday in August and a presence on the Town of Bowling Green Facebook page, this sponsorship will also serve as a means of preserving a longstanding relationship between the bank and the local community. Thank you for your consideration of this request.

Sincerely,

Jo-Elsa Jordan  
Events Coordinator, Town of Bowling Green  
bgtownevents@gmail.com  
(804) 516-5045

ENCLOSURE

**TOWN OF BOWLING GREEN**

29TH ANNUAL

# HARVEST FESTIVAL

**OCTOBER**

**20**

**2018**

**9AM-4PM**

**ON MAIN ST.**

**LIVE ENTERTAINMENT ALL DAY | FOOD VENDORS**

**CLASSIC CAR & TRUCK SHOW  
ANTIQUÉ TRACTOR SHOW  
MOTORCYCLE SHOW  
ARTISAN CRAFTS  
FARMERS MARKET  
CHILDREN'S ACTIVITIES  
PETTING ZOO**

**BEER GARDEN  
2:00PM - 5:30PM**

**FREE  
ADMISSION**

**NO DOGS  
PLEASE**

**WWW.TOWNOFBOWLINGGREEN.COM**



*Greetings from the Town of Bowling Green!*

*The annual Harvest Festival is scheduled for Saturday, October 20<sup>th</sup> and it's just around the corner! As a valued merchant on Main Street, the Bowling Green Town Council would like to offer you a complimentary 10' x 10' vendor space (valued at \$80) in front of your business. This opportunity allows for you to open the doors to your business and **also** have a 10' x 10' booth space **on Main Street**, capturing the attention of thousands of festival goers and gaining exposure for your business.*

*We understand that staffing both your store and a space on Main Street may not be feasible. To help us plan for vendor space assignments and avoid any gaps in our vendor layout at the festival, please take the time to fill out the form below, along with the enclosed vendor application, and return to the Bowling Green Town Hall Business Offices or by mail to:*

Town of Bowling Green  
 P.O. Box 468  
 Bowling Green, VA 22427

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- YES**, I have filled out the vendor application and would like a complimentary 10' x 10' booth space reserved for my business at Harvest Festival.
- NO**, my business will be open, but I will NOT need a 10' x 10' booth space for my business.

*\* Complimentary booth spaces are reserved for **merchants only** and must promote the associated business. Spaces may not be sold or given to outside businesses, organizations or nonprofits.*

**Commonwealth Of Virginia**  
**Department Of Transportation**  
**Land Use Permit**



Permit No **640-45329**  
 Status **APPROVED**

This permit only grants permission to use whatever rights the Commonwealth Transportation Board and the Department of Transportation have in the right of way and no more, and it is the obligation of the permittee to secure any other releases or permission that may be needed in order to perform the work.

**Effective Date** Aug 14, 2018      **Expiration Date** Oct 20, 2018      **Reinstatement Date**

<b>Permittee Information</b>		<b>Your Job#</b> Harvest Festival Event (2018)	<b>Surety &amp; Account Receivable Information</b>	
<b>Owner &amp; Address</b>	Town of Bowling Green P.O. Box 468 117 Butler Street Bowling Green VA 22427	<b>Agent</b>	<b>Name</b>	
<b>Contact</b>	A. Reese Peck	<b>Contact</b>	<b>Surety Account</b>	
<b>Phone#</b>	804-633-6212	<b>Phone#</b>	<b>Surety Type</b>	
<b>Fax#</b>	804-633-5523	<b>Fax#</b>	<b>Amount</b>	
<b>24 Hr#</b>	804-994-4130	<b>24 Hr#</b>	<b>Obligation Amount</b>	0.00
			<b>Surety Holder</b>	CUSTOMER

**AUTHORIZATION:** In compliance with your application, permission is hereby given insofar as the Commonwealth Transportation Board has the right, power, and authority under sections 33.2 - 210;33.2 - 240;33.2 - 241 of the Code of Virginia as amended, to grant by Special Agreement and/or by Land Use Permit for you to perform the work and or activity(s) described below:

**Location**

<b>County/City/Town</b>	Town of Bowling Green	<b>Highway Route(s)</b>	301/2 - North & South Main Street
<b>From Route Number</b>	2	<b>From Route Name</b>	Fredericksburg Turnpike
<b>To Route Number</b>	301	<b>To Route Name</b>	Richmond Turnpike

**Work Description**

To host the Town of Bowling Green's Annual Harvest Festival Event-Oct. 20, 2018 from 5:30AM until 7:00PM. North & South Main Street will be closed to all traffic. North Main St. will be closed on the south side of its intersection with Broadus Ave. South Main St. will be closed on the north side of the entrance to the BG By-pass (301/207). "Road Closed" signs will be present at these locations, and BG Town Police &/or Caroline County Sheriff's Deputies will be stationed throughout the event. Approximately 100 +/- vendors. \*\*Any detours must be manned for the duration & have the appropriate signs;\*\*Traffic/spectator control is to be assisted or supervised by the Sheriff's Office, Town of BG Police or State Police. \*\*Any comments by the Co. Administrator, Sheriff, State Police &/or VDOT must be adhered to.

Fee Description	Fee
Special Use Event Permit Fee	\$100.00

Applicant has compiled with VA Code Section 56-265.15 Affidavit is attached.

**TERMS:**Applicable as stated in the VDOT Land Use Permit Regulations (current edition) and/or as per approved plans, and/or regulatory instructions, including but not limited to the LUP-SPG and/or agreement(s) attached hereto.

**COMMONWEALTH TRANSPORTATION BOARD**

By:  Aug 16, 2018  
 Area Land Use Engineer

- C** Call before you dig
- A** Allow the required time for marking
- R** Respect and protect the marks/flags
- E** Excavate carefully



Call Miss Utility  
811

**FINAL INSPECTION & SURETY REQUIREMENTS:** Upon completion of the work or activity(s) authorized under this Land Use Permit, the permittee shall contact the following office in writing or by electronic communication to request final inspection and release of the surety obligation for this permit.

Fredericksburg Residency  
 86 Deacon Road  
 Fredericksburg, VA VA 22405



**VIRGINIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

2901 Hermitage Road · P O Box 27491 · Richmond VA 23261-7491

License Number:  
**526259**

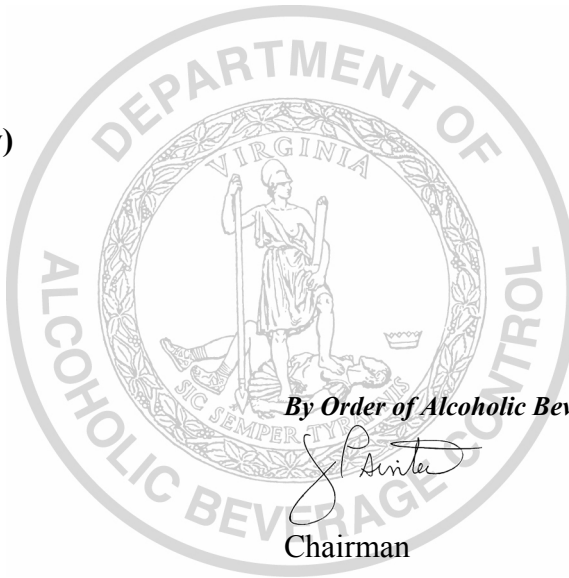
# ABC BANQUET LICENSE

State License Fee Paid: \$40.00

License Type:  
**Banquet Special Event (Per Day)**

Banquet Event Dates:  
**10/20/2018**

Banquet Name & Event Address  
**Melissa Lewis  
Town of Bowling Green  
Bowling Green Suites  
124 N. Main Street  
Bowling Green, VA 22427  
Caroline County - Territory # 101  
Fredericksburg - Region 5  
(540) 322-5440**



*By Order of Alcoholic Beverage Control Board*

*Melissa Lewis*  
Chairman

### Instructions for Operating under a Banquet License

The privileges of this license are hereby granted by the Virginia Alcoholic Beverage Control Board to the Licensee named above to operate in accordance with the terms of the license herein designated and the applicable statutes of the Commonwealth of Virginia and regulations of the Board.

1. Do not sell or give away any alcoholic beverage to any person who you know or have reason to believe is intoxicated and do not allow any alcoholic beverage to be consumed by such a person in attendance at your banquet. Do not allow any person who you know or have reason to believe is intoxicated to loiter upon your licensed area. Any person who has drunk enough alcoholic beverages to affect his manner, disposition, speech, muscular movements, general appearance or behavior, as to be apparent to observation shall be deemed to be intoxicated.
2. Do not sell or give away any alcoholic beverage to any person who you know or have reason to believe is less than 21 years of age and do not allow any alcoholic beverage to be consumed by such a person in attendance at your banquet.
3. Do not allow any form of illegal gambling to take place during your banquet.
4. Do not possess any illegal gambling apparatus, machine or device upon your licensed premises.
5. Do not be intoxicated or under the influence of a self-administered drug during your banquet.
6. Do not sell or give away any alcoholic beverages on your licensed area during restricted hours.
7. Mixed Beverages under a Mixed Beverage Special Event License must be purchased from a state ABC Store.
8. Do not purchase alcoholic beverages from licensed wholesalers except on the day of the banquet. For those functions held on Saturday or Sunday, purchase may be made on Friday. Payment must be made in cash or a valid check drawn upon a bank account in the name of the licensee or in the name of the group sponsoring the banquet. Each invoice must be signed by the purchasing licensee or his duly authorized agent.
9. Licensed wholesalers may supply, at a reasonable wholesale price, paper or plastic cups upon which advertising matter regarding beer or wine may appear.
10. Alcoholic beverages to be given away may be purchased from retail establishments.
11. Do not sell, give away or allow the consumption of alcoholic beverage in any portion or your licensed area that has not been approved by the Board.  
(NOTE: Violation of this instruction could result in arrest for Drinking in Public.) Alcoholic beverages must be confined to the building, room or general area for which the license is issued.
12. Do not allow any person who is less than 18 years of age to sell, serve or dispense beer.

**MELISSA LEWIS  
TOWN OF BOWLING GREEN  
P.O. BOX 468  
117 BUTLER STREET  
BOWLING GREEN VA 22427**

The license privilege is strictly for on premises sale and/or consumption of alcoholic beverages at the address of event.





# COMMONWEALTH of VIRGINIA

## *Department of Alcoholic Beverage Control*

2901 HERMITAGE ROAD  
P O BOX 27491  
RICHMOND, VIRGINIA 23261

PHONE (804) 213-4400  
FAX (804) 213-4411  
WWW.ABC.VIRGINIA.GOV

### **New Banquet Licensee:**

Your help is requested!

The Virginia Department of Alcoholic Beverage Control (ABC) is continually looking for ways to improve various programs, processes and services. We understand that the best way to achieve this is by asking our most recent Banquet License customers about their experiences regarding the application process (application, interactions with staff and turnaround times).

This is an opportunity to let us know where we are succeeding and areas where we may need improvement. Please help us by taking a brief online survey that should take approximately five minutes to complete.

### **Instructions:**

Please type <http://www.abc.virginia.gov/survey/banquet.html> into the Web browser and follow the prompts. In the event you do not have access to a computer, most public libraries are equipped with computers for public use.

Your participation in this survey is greatly appreciated! We look forward to receiving your responses regarding ABC services.

If you have questions about this survey, please do not hesitate to contact Russell Cross at (804) 213-4696 or via e-mail at [russell.cross@abc.virginia.gov](mailto:russell.cross@abc.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Russell Cross', with a horizontal line extending to the right.

Russell Cross  
Senior Research Analyst  
Virginia Department of Alcoholic Beverage Control



THE TOWN OF BOWLING GREEN  
PRESENTS THE  
29<sup>TH</sup> Annual Bowling Green Harvest Festival  
**2018 Classic Car & Truck Show**



Saturday, October 20, 2018  
8:00 am – 3:00 pm  
(Rain or Shine)

August 24, 2018

Greetings from the Town of Bowling Green!

As a former participant in the annual Harvest Festival Classic Car & Truck Show, we would like to invite you to show off your wheels again this year! With crowds in the thousands, the Harvest Festival is Caroline County's largest annual event. Folks come from all around to enjoy food trucks, craft vendors, a farmers' market, live entertainment all day, children's activities, a beer garden and more! But even with all that fun, nothing is more popular with festival goers than the Classic Car & Truck Show!

Please fill out the enclosed registration form and send it back to us with payment to secure your spot at the Harvest Festival Classic Car & Truck Show. We can't wait to see you and your prized possession in Bowling Green!

Many thanks,

Jo-Elsa Jordan  
Events Coordinator

**\*WE LOVE THEM TOO, BUT NO DOGS ARE PERMITTED AT  
THE HARVEST FESTIVAL.**

CELEBRATE CAROLINE HISTORICAL SOCIETY'S  
**50<sup>TH</sup> ANNIVERSARY**



*Big Band  
Concert & Dance!*

*Featuring:*

THE FREDERICKSBURG BIG BAND

**SATURDAY**

SEPTEMBER 22, 2018

8:00 PM TO 11:00 PM

**BYOB**

**TICKETS**

\$15 IN ADVANCE

\$20 AT THE DOOR

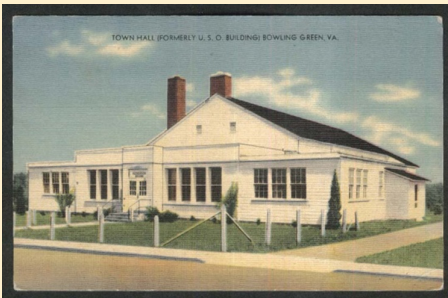
*Location:*

BOWLING GREEN TOWN HALL

(FORMER USO BLDG)

117 BUTLER STREET

BOWLING GREEN, VA 22427



*SWING DANCE AND JITTERBUG  
WITH BIG BAND MUSIC IN AN  
ORIGINAL USO BUILDING.*

*Package Deal!*

CONTACT (804) 633-6212 TO RESERVE A  
TABLE FOR EIGHT (8) FOR AN

*Additional \$25*

*LIMITED AVAILABILITY!*

TICKETS MAY BE PURCHASED ONLINE AT  
[USOCONCERTFREDERICKSBURG  
BIGBAND.EVENTBRITE.COM](http://USOCONCERTFREDERICKSBURG<br/>BIGBAND.EVENTBRITE.COM)

*1940's Period  
Dress Costume Contest*



TOWN OF BOWLING GREEN PRESENTS

# FALL

— *Clean Sweep* —

**ALL AROUND TOWN!**

SATURDAY, SEPT 29TH


**8 AM-1PM** RAIN OR SHINE

FARMER'S MARKET • MERCHANT SPECIALS

**30+ YARD SALES**

Yard sale spaces available in the Town Hall parking lot for all Caroline County residents.

Call 804-633-6212 by Wednesday, September 26 to register your sale. Goodwill takes what you don't sell. (No TV's, mattresses or box springs.)





FOR IMMEDIATE RELEASE

## **Town of Bowling Green Partners With USDA To Improve Public Works and Utilities**

Town of Bowling Green  
P.O. Box 468  
Bowling Green, VA 22427  
(804) 633-6212

Contact: Jo-Elsa Jordan, Town of Bowling Green; Events Coordinator  
bgtownevents@gmail.com  
(804) 516-5045 (Office/Cell)

**Bowling Green, VA.** – August 14, 2018; The Town of Bowling Green is partnering with the United States Department of Agriculture (USDA) to obtain several grants that will improve the town’s public works, utilities and general operations. With depreciating utility vehicles operating far beyond their useful life, the town was recently awarded \$25,000 to be appropriated for the purchase of two (2) 2018 Ford 250 long-bed pickup trucks totaling \$57,000.

Most impressively, USDA recently approved a grant in the amount of approximately 1.5 million for replacement of the town’s deteriorating sewer lines. The project, totaling roughly 4 million, is being funded through the grant along with a low interest loan in the amount of 2.5 million. Because USDA requires communities to spend a percentage of its income to qualify for such grants, the town has been implementing sewer rate increases over the course of three years. It was the latest 10% increase that allowed for the Town of Bowling Green to meet USDA requirements and be approved for the grant.

USDA targets small, rural towns with limited resources and populations like Bowling Green. “We are very pleased with our partnership with USDA. Getting our public utilities up to speed is a tall order and we simply couldn’t have done it without help from USDA. We’re very grateful.” said Jason Satterwhite, Mayor for the Town of Bowling Green.

The sewer project will begin this fall and be completed by the spring of 2019. VDOT is then scheduled to resurface and repave the areas where the work has occurred in the summer of 2019. “We are actively working at state, federal and local levels to ensure that the work is sequenced for efficiency and makes sense,” added Satterwhite.

###



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

**AGENDA ITEM:** Town Clerk/Treasurer Council Monthly Report for August 2018

**DATE:** August 30, 2018

**PREPARED BY:** Melissa Lewis

### MONTHLY REPORT / PROJECT UPDATE:

#### Utility Billing:

- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Prepared handheld for meter reading
- Worked with BAI and Municode to create files and map information for new utility bills.

#### Payroll/Human Resources:

- Received and reviewed employee's time cards for accuracy.
- Prepared 3 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Enrolled two new employees into VRS, ICMA-RC, Nationwide, and VACORP benefits.

#### Treasurer/Financial:

- Prepared and coordinated receipt of items to complete closing of USDA loan for the finance of S. Main Sewer Project and refinance of sewer debt.
- Entered numerous Adjusting Entries as identified by former CPA, John Montoro, in his preparation of FY18 financial report.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.

#### Town Clerk:

- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes and Packets for monthly Town Council.
- Updated the Town's website with current news items, meeting agendas and items, Minutes.

### ATTACHMENTS:

- Town Hall Rental Report August 2018
- Delinquent Tax reports
- Commercial shed water meter analysis of financial impact

### HEADS UP ITEMS:

Utility bills will be mailed the week of September 10<sup>th</sup>. This will be the first bill that reflects the new utility rate.

TOWN HALL RENTALS

August 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
23	Activities Program	Yoga/Pitaiyo	480.00
1	CHS Reunion	Reunion	575.00
1	BG HS Reunion	Reunion	575.00
1	Music on the Green	Reception	N/C
1	Facilities	Meeting	N/C
1	Ordinances & Policies	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Closing of USA Loan	Meeting	N/C
1	EDA	Meeting	N/C
1	EDA	Special Meeting	N/C
1	Town Council Meeting	Meeting	N/C

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33

Total

\$1630.00





DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2000	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2001	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2002	1	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2003	1	HALF TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
		DEPT# TOTALS =	.00	59.08	.00	.00	.00	.00	59.08	1
RE2004	1	HALF TOTALS =	.00	42.00	.00	.00	.00	.00	42.00	1
		DEPT# TOTALS =	.00	42.00	.00	.00	.00	.00	42.00	1
RE2005	1	HALF TOTALS =	.00	105.98	.00	.00	.00	.00	105.98	1
		DEPT# TOTALS =	.00	105.98	.00	.00	.00	.00	105.98	1
RE2006	1	HALF TOTALS =	.00	271.80	2.42	13.33	24.25-	.00	247.55	2
		DEPT# TOTALS =	.00	271.80	2.42	13.33	24.25-	.00	247.55	2
RE2007	1	HALF TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
		DEPT# TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
RE2008	1	HALF TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
		DEPT# TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
RE2009	1	HALF TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
		DEPT# TOTALS =	.00	271.80	.00	.00	.00	.00	271.80	2
RE2010	1	HALF TOTALS =	.00	424.80	.00	.00	.00	.00	424.80	3
		DEPT# TOTALS =	.00	424.80	.00	.00	.00	.00	424.80	3



DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
RE2011	1	HALF TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
		DEPT# TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
RE2012	1	HALF TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
		DEPT# TOTALS =	.00	454.56	.00	.00	.00	.00	454.56	3
RE2013	1	HALF TOTALS =	.00	564.24	.00	.00	.00	.00	564.24	5
		DEPT# TOTALS =	.00	564.24	.00	.00	.00	.00	564.24	5
RE2014	1	HALF TOTALS =	.00	1,042.32	12.97	29.50	72.52-	.00	969.80	10
		DEPT# TOTALS =	.00	1,042.32	12.97	29.50	72.52-	.00	969.80	10
RE2015	1	HALF TOTALS =	.00	1,341.00	13.36	5.00	80.44-	.00	1,260.56	14
		DEPT# TOTALS =	.00	1,341.00	13.36	5.00	80.44-	.00	1,260.56	14
	2	HALF TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
		DEPT# TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
RE2016	1	HALF TOTALS =	.00	2,487.94	.00	.00	.00	.00	2,487.94	22
		DEPT# TOTALS =	.00	2,487.94	.00	.00	.00	.00	2,487.94	22
RE2017	1	HALF TOTALS =	.00	6,109.89	54.87	15.40	2,573.66-	.00	3,536.23	44
		DEPT# TOTALS =	.00	6,109.89	54.87	15.40	2,573.66-	.00	3,536.23	44
RE		TOTALS =	.00	14,173.57	83.62	63.23	2,750.87-	.00	11,422.70	115
COMPANY TOTALS =			.00	14,173.57	83.62	63.23	2,750.87-	.00	11,422.70	115
		DEPT. TOTALS			DEPT. TOTALS	ADJUSTMENTS	PPTRA CREDIT	ADJUSTED TOTAL		

DEPT	HALF	CLASS	OTHER CHARGES	TAXES	PENALTY PAID	INT. PAID	PAYMENTS	ADJUSTMENTS	BALANCE DUE	COUNT
TD2011	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2012	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2013	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2014	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2015	1	01	.00	.00	.00	.00	.00	.00	.00	0
	HALF	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
	DEPT#	TOTALS =	.00	.00	.00	.00	.00	.00	.00	0
TD2016	1	01	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
	HALF	TOTALS =	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
	DEPT#	TOTALS =	.00	4,662.24	.00	.00	.00	.00	4,662.24	3
TD2017	1	01	.00	3,365.96	.00	.00	1,296.88-	.00	2,069.08	7
	HALF	TOTALS =	.00	3,365.96	.00	.00	1,296.88-	.00	2,069.08	7
	DEPT#	TOTALS =	.00	3,365.96	.00	.00	1,296.88-	.00	2,069.08	7
TD		TOTALS =	.00	8,028.20	.00	.00	1,296.88-	.00	6,731.32	10
COMPANY		TOTALS =	.00	8,028.20	.00	.00	1,296.88-	.00	6,731.32	10
		DEPT			ADJUSTMENTS	PPTRA CREDIT	ADJUSTED TOTAL			
		DEPT. TOTALS			.00	.00	.00			





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

**AGENDA ITEM:** Town Manger Council Monthly Report for August 2018

**DATE:** August 31,2018

**PREPARED BY:** A. Reese Peck Town Manger

**MONTHLY REPORT / PROJECT UPDATE:**

Meeting Attended:

Town Council: July 5<sup>th</sup> regular meeting

Town Council Committees: Ordinance, Facilities and Personnel & Budget.

Commission and Authority Meetings: Planning Commission and EDA (2).

Other Meetings: Administrators Meeting, Caroline County Administrator (health insurance), Dominion Power (outages), MuniCode (2, training), USDA Loan Closing

**ATTACHMENTS:**

None

**HEADS UP ITEMS:**

The Ordinance Committee recommended two ordnance changes – one requiring a public hearing whenever a minor events special permit is being reviewed, and charging a fee of \$350 to recover the cost of notice publication, and one dealing with the definition of a commercial unit within a common building that would allow those businesses sharing one common bath facility to be billed as a single user. We will be bringing these issues forward when the recodified code is proposed.



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

**AGENDA ITEM:** Bills – August 2018

**ITEM TYPE:** Consent Agenda

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

**PRESENTER:** Melissa Lewis, Clerk/Treasurer

**PHONE:** 804-633-6212

**EMAIL:** [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

### **BACKGROUND / SUMMARY:**

Invoices for work done/items purchased in August 2018. Requesting approval of invoices so check may be disbursed.

### **ATTACHMENTS:**

Check Reports:

- 8/09/18
- 8/10/18
- 8/17/18
- 8/24/18
- 9/07/18 (will be ready day of meeting)

### **REQUESTED ACTION:**

Approve the Invoices

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23672	9999999	BASS DOUGLAS	000	8/09/2018	57.08	.00
23673	9999999	COLEMAN THOMAS	000	8/09/2018	23.10	.00
23674	9999999	CRABTREE TRACY	000	8/09/2018	6.46	.00
23675	9999999	GRAY T CHARLES EARL	000	8/09/2018	21.45	.00
23676	9999999	HARDHOWER ROBERT	000	8/09/2018	115.27	.00
23677	9999999	HATCHER FRANCES	000	8/09/2018	8.89	.00
23678	9999999	MARQUEZ LUISA A	000	8/09/2018	150.00	.00
23679	9999999	ODUM THOMAS	000	8/09/2018	110.77	.00
23680	9999999	WELCH KAREN	000	8/09/2018	86.01	.00
23681	9999999	WILSON MICHAEL	000	8/09/2018	579.82	.00

CLASS TOTAL 579.82  
 ACH TOTAL .00  
 CHECK TOTAL 579.82  
 FINAL TOTAL 579.82

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 579.82- 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 AMT	ACH PAYM	REFUNDS PAYABLE	BATCH INV. DESCRIPTION
00000	9999999	BASS DOUGLAS	UT0020027070001	8/09/2018	N	100-000200-3500-	57.08	23672	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				57.08	
00000	9999999	COLEMAN THOMAS	UT0020029210001	8/09/2018	N	100-000200-3500-	23.10	23673	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				23.10	
00000	9999999	CREATREER TRACY	UT0020025220001	8/09/2018	N	100-000200-3500-	.46	23674	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				.46	
00000	9999999	GRAY II CHARLES EARL	UT0020028410001	8/09/2018	N	100-000200-3500-	6.79	23675	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				6.79	
00000	9999999	HARDBOWER ROBERT	UT0020028550001	8/09/2018	N	100-000200-3500-	21.45	23676	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				21.45	
00000	9999999	HATCHER FRANCIS	UT0020021100001	8/09/2018	N	100-000200-3500-	115.27	23677	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				115.27	
00000	9999999	MARQUEZ LUISA A	UT0020028400001	8/09/2018	N	100-000200-3500-	8.89	23678	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				8.89	
00000	9999999	ODUM THOMAS	UT0020012480001	8/09/2018	N	100-000200-3500-	150.00	23679	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				150.00	
00000	9999999	WELCH KAREN	UT0020028910001	8/09/2018	N	100-000200-3500-	110.77	23680	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				110.77	
00000	9999999	WILSON MICHAEL	UT0020027960001	8/09/2018	N	100-000200-3500-	86.01	23681	TOTAL		REFUNDS PAYABLE	00010 UTILITY REFUND
		DISC. TOTAL					.00				86.01	
		CHECK TOTAL					579.82				579.82	
		CHECK TOTAL					.00				.00	

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 THE TOTAL 579.82 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23682	944	ATLANTIC BROADBAND /	000	8/10/2018	182.90	.00
23683	536	CAS SEVERN	000	8/10/2018	105.00	.00
23684	679	DAVID L BROOKS HAULING &	000	8/10/2018	1,524.00	.00
23685	10	DOMINION VIRGINIA POWER	000	8/10/2018	1,808.05	.00
23686	35	GALL'S LLC	000	8/10/2018	103.98	.00
23687	237	GRAINGER	000	8/10/2018	2,958.70	.00
23688	932	IBM CORPORATION	000	8/10/2018	854.59	.00
23689	999999	JORDAN JUSTIN	000	8/10/2018	40.33	.00
23690	1027	MICHAEL MCCANN	000	8/10/2018	995.00	.00
23691	1026	MIKE LUCCI BAND	000	8/10/2018	400.00	.00
23692	991	RGS&S COMMERCIAL CLEANING	000	8/10/2018	289.00	.00
23693	228	VTGRGINIA DEPARTMENT OF	000	8/10/2018	100.00	.00
23694	12	WASTE MANAGEMENT	000	8/10/2018	1,237.54	.00
		CLASS TOTAL			10,599.09	.00
		ACH TOTAL			.00	
		CHECK TOTAL			10,599.09	
		FINAL TOTAL			10,599.09	.00

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



P.O. VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH	ACH	BATCH INV. DESCRIPTION
00000 000944	ATLANTIC BROADBAND /	2018-08	8/10/2018		4100-012410-5230-	114.95	23682			TELECOMMUNICATIONS
00000 000944		2018-08	8/10/2018		4500-500100-5230-	67.95	23682			TELECOMMUNICATIONS
	DISC. TOTAL					.00				
						182.90				
00000 000536	CAS SEVERN	432468	8/10/2018		4100-012410-3320-	105.00	23683			COMPUTER LICENSES/SUPPORT
	DISC. TOTAL					.00				
						105.00				
00000 000679	DAVID L BROOKS HAULING &	21412	8/10/2018		4500-500100-6007-	528.00	23684			REPAIR/MAINTENANCE
00000 000679		21413	8/10/2018		4500-500100-6007-	996.00	23684			REPAIR/MAINTENANCE
	DISC. TOTAL					.00				
						1,524.00				
00000 000010	DOMINION VIRGINIA POWER	2018-07 2	8/10/2018		4100-043100-5110-	1,666.10	23685			ELECTRICITY-STREETLIGHTS
00000 000010		2018-07 2	8/10/2018		4100-043100-5110-	41.73	23685			ELECTRICITY-STREETLIGHTS
00000 000010		2018-07 2	8/10/2018		4100-031100-5110-	77.33	23685			ELECTRICITY
00000 000010		2018-07 2	8/10/2018		4520-500100-5110-	22.89	23685			ELECTRICITY
	DISC. TOTAL					.00				
						1,808.05				
00000 000055	GALLI'S LLC	10365340	8/10/2018		4100-031100-6011-	103.98	23686			UNIFORMS
	DISC. TOTAL					.00				
						103.98				
00000 000237	GRAINGER	9863486255	8/10/2018		4520-500100-6007-	433.96	23687			REPAIR/ MAINTENANCE
00000 000237		9866186803	8/10/2018		4520-500100-6007-	2,194.70	23687			REPAIR/ MAINTENANCE
00000 000237		9870163087	8/10/2018		4520-500100-6007-	330.04	23687			REPAIR/ MAINTENANCE
	DISC. TOTAL					.00				
						2,958.70				
00000 000932	IMM CORPORATION	09102JP	8/10/2018		4100-012410-3320-	351.83	23688			COMPUTER LICENSES/SUPPORT
00000 000932		09103JP	8/10/2018		4100-012410-3310-	502.76	23688			OFFICE EQUIPMENT
	DISC. TOTAL					.00				
						854.59				
00000 999999	JORDAN JUSTIN	20180810	8/10/2018		4100-043100-5540-	40.33	23689			EDUCATION/ TRAINING
	DISC. TOTAL					.00				
						40.33				
00000 001027	MICHAEL MCCANN	0007	8/10/2018		4520-500100-6007-	995.00	23690			REPAIR/ MAINTENANCE
	DISC. TOTAL					.00				
						995.00				
00000 001026	MIKE LUCCI BAND	20180810	8/10/2018		4400-071200-1230-	400.00	23691			MUSIC ON THE GREEN
	DISC. TOTAL					.00				
						400.00				
00000 000991	RGS&S COMMERCIAL CLEANING	1209	8/10/2018		4100-043100-7200-	289.00	23692			TOWN HALL EXPENSES
	DISC. TOTAL					.00				
						289.00				
00000 000228	VIRGINIA DEPARTMENT OF	2018-HF	8/10/2018		4400-071200-1210-	100.00	23693			HARVEST FESTIVAL
	DISC. TOTAL					.00				
						100.00				
00000 000012	WASTE MANAGEMENT	267145702812	8/10/2018		4520-500100-3320-	1,237.54	23694			PROFESSIONAL SERVICES
	DISC. TOTAL					.00				
						1,237.54				
						.00				
						10,599.09				
						.00				
						10,599.09				
						.00				
						10,599.09				

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CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23695	228	VIRGINIA DEPARTMENT OF	000	8/10/2018	100.00	.00
		CLASS TOTAL			100.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			100.00	
		FINAL TOTAL			100.00	.00

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

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR.	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000228	VIRGINIA DEPARTMENT OF	2018	8/10/2018		4500-500100-6007-	50.00	23695			REPAIR/MAINTENANCE	00679
00000	000228		2018	8/10/2018		4520-500100-6007-	50.00	23695			REPAIR/ MAINTENANCE	00679
	DISC. TOTAL			100.00	ACH PMT TOTAL		.00				100.00	
				100.00	ACH PMT TOTAL		.00				100.00	
				100.00	ACH PMT TOTAL		.00				100.00	

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DATE

TOWN MANAGER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23698	999999	BANKS MALIKE	000	8/17/2018	26.88	.00
23699	963	BILLINGSLEY PRINTING	000	8/17/2018	151.87	.00
23700	865	CASH	000	8/17/2018	130.28	.00
23701	956	DAVIS BRADLEY	000	8/17/2018	800.00	.00
23702	28	G & G MILFORD FARM SERV.	000	8/17/2018	101.29	.00
23703	546	JOHNSON'S EXTERMINATING	000	8/17/2018	275.00	.00
23704	1028	MICHELLE CARR MARKETING	000	8/17/2018	500.00	.00
23705	1024	NORTHERN SAFETY CO., INC	000	8/17/2018	24.87	.00
23706	13	SHELL FLEET PLUS	000	8/17/2018	1,088.03	.00
23707	659	SOSMETAL PRODUCTS INC	000	8/17/2018	777.58	.00
23708	878	WHITE OAK ELECTRIC	000	8/17/2018	11,184.80	.00
23709	451	XEROX CORPORATION	000	8/17/2018	292.71	.00
		CLASS TOTAL			15,353.31	.00
		ACH TOTAL			.00	
		CHECK TOTAL			15,353.31	
		FINAL TOTAL			15,353.31	.00

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P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCHL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	BATCH INV. DESCRIPTION
00000	9999999	BANKS MALLIKE	20180817	8/17/2018		4100-043100-5540-	8.96	23698		EDUCATION/ TRAINING
00000	9999999		20180817	8/17/2018		4500-500100-5540-	8.96	23698		EDUCATION/TRAINING/LICENSES
00000	9999999			8/17/2018		4520-500100-5540-	8.96	23698		EDUCATION/TRAINING/LICENSE/PH00680 MILEAGE TO CLASS
DISC. TOTAL							26.88			26.88
DISC. TOTAL							.00			
DISC. TOTAL							151.87	23699		USO DANCE
DISC. TOTAL							.00			151.87
DISC. TOTAL							151.87			
DISC. TOTAL							6.70	23700		POSTAGE
DISC. TOTAL							2.05	23700		POSTAGE
DISC. TOTAL							3.95	23700		POSTAGE
DISC. TOTAL							2.25	23700		POSTAGE
DISC. TOTAL							28.87	23700		MISCELLANEOUS
DISC. TOTAL							40.91	23700		COMPENSATION - COUNCIL/COMMISS0680 DRINKS FOR GUYS
DISC. TOTAL							11.33	23700		REPAIR/ MAINT TOWN BUILDINGS LUNCH W/ JASON
DISC. TOTAL							11.33	23700		REPAIR/ MAINT TOWN BUILDINGS
DISC. TOTAL							11.34	23700		REPAIR/ MAINTENANCE
DISC. TOTAL							2.85	23700		VEHICLE MAINTENANCE
DISC. TOTAL							8.70	23700		TOWN HALL EXPENSES
DISC. TOTAL							.00			130.28
DISC. TOTAL							800.00	23701		MUSIC ON THE GREEN
DISC. TOTAL							.00			800.00
DISC. TOTAL							14.99	23702		REPAIR/ MAINT TOWN BUILDINGS PATCH ASPHALT
DISC. TOTAL							20.11	23702		REPAIR/ MAINT TOWN BUILDINGS 00680 BATTERY, NOZZLE OIL
DISC. TOTAL							20.11	23702		REPAIR/ MAINTENANCE 00680 BATTERY, NOZZLE OIL
DISC. TOTAL							20.10	23702		REPAIR/ MAINTENANCE 00680 BATTERY, NOZZLE OIL
DISC. TOTAL							25.98	23702		PLANT & LAB SUPPLIES/CHEMICAL00680 HYDRATED LIME
DISC. TOTAL							.00			101.29
DISC. TOTAL							275.00	23703		TOWN HALL EXPENSES
DISC. TOTAL							.00			275.00
DISC. TOTAL							500.00	23704		HARVEST FESTIVAL
DISC. TOTAL							.00			500.00
DISC. TOTAL							6.99	23705		UNIFORMS/ SAFETY EQUIP
DISC. TOTAL							17.88	23705		JANITORIAL SUPPLIES
DISC. TOTAL							.00			24.87
DISC. TOTAL							524.24	23706		VEHICLE FUEL/OIL
DISC. TOTAL							187.93	23706		VEHICLE FUEL/ OIL
DISC. TOTAL							187.93	23706		VEHICLE FUEL/OIL
DISC. TOTAL							187.93	23706		VEHICLE FUEL & OIL
DISC. TOTAL							.00			1,088.03
DISC. TOTAL							777.58	23707		PLANT & LAB SUPPLIES/CHEMICAL00680 HYZMES, HD OIL
DISC. TOTAL							.00			777.58
DISC. TOTAL							1,212.60	23708		PARKING LOT/STREET/SIDWALK 00680 LIGHT POLE MAIN ST



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCEL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PWT	ACH G/L	ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000878		2980	8/17/2018		4100-043100-7200-	962.60	23708			TOWN HALL EXPENSES	00680 TH AC UNIT REESE
00000	000878		2980	8/17/2018		4520-500100-6007-	3,862.60	23708			REPAIR/ MAINTENANCE	00680 WMTTP UV LIGHTS
00000	000878		2980	8/17/2018		4520-500100-6007-	1,372.60	23708			REPAIR/ MAINTENANCE	00680 MIDDOWS LIFT STAT
00000	000878		2980	8/17/2018		4520-500100-6007-	1,141.60	23708			REPAIR/ MAINTENANCE	00680 WMTTP MUFFIN MONSTER
00000	000878		2980	8/17/2018		4520-500100-6007-	1,067.60	23708			REPAIR/ MAINTENANCE	00680 WMTTP LIGHTS PUMP RM
00000	000878		2980	8/17/2018		4520-500100-6007-	987.60	23708			REPAIR/ MAINTENANCE	00680 WMTTP DRYING BEDS
00000	000878		2980	8/17/2018		4520-500100-6007-	577.60	23708			REPAIR/ MAINTENANCE	00680 WMTTP DTYONG BEDS
		DISC. TOTAL					11,184.80					
		00000 000451 XEROX CORPORATION	94065806	8/17/2018		4100-012410-3310-	292.71	23709			OFFICE EQUIPMENT	00680 2018-07
		DISC. TOTAL					292.71					
		CHECK TOTAL					15,353.31					
		CHECK TOTAL					15,353.31					
		CHECK TOTAL					15,353.31					

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DATE

TOWN MANAGER

API00B 8/24/2018 TOWN OF BOWLING GREEN  
 TIME-10:06:39

A/P CHECK REGISTER  
 Check Date - 8/24/2018

AcPd - 2018/08

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23710	958	HOCKADAY PATRICIA	000	8/24/2018	600.00	.00
23711	936	MATERN STAFFING	000	8/24/2018	909.00	.00
23712	48	MID-ATLANTIC LAB	000	8/24/2018	300.00	.00
23713	1015	RED BUD SUPPLY INC	000	8/24/2018	1,218.45	.00
23714	647	TREASURER OF VIRGINIA	000	8/24/2018	2,768.00	.00
23715	291	USA BLUE BOOK	000	8/24/2018	141.99	.00
23716	863	WILLIAMS MULLEN	000	8/24/2018	3,187.00	.00
		CLASS TOTAL			9,124.44	.00
		ACH TOTAL			.00	
		CHECK TOTAL			9,124.44	
		FINAL TOTAL			9,124.44	.00

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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
00000	000958	HOCKADAY PATRICIA	20180824	8/24/2018		4400-071200-1230-	600.00	23710	TOTAL		MUSIC ON THE GREEN	00681 MOG 08/24/2018
	DISC. TOTAL		.00				.00				600.00	
00000	000936	MATERN STAFFING	13020500003403	8/24/2018		4100-043100-1200-	909.00	23711	TOTAL		PART-TIME SEASONAL SALARIES	00681 POLLARD & QUEEN
	DISC. TOTAL		.00				.00				909.00	
00000	000048	MID-ATLANTIC LAB	14482	8/24/2018		4500-500100-6022-	300.00	23712	TOTAL		WATER TESTING	00681 24 HR WATER TESTING
	DISC. TOTAL		.00				.00				300.00	
00000	001015	RED HUD SUPPLY INC	154189	8/24/2018		4100-043100-6011-	406.15	23713	TOTAL		UNIFORMS/ SAFETY EQUIP	00681 TRAFFIC CONES
	DISC. TOTAL		.00				.00				406.15	
00000	001015	RED HUD SUPPLY INC	154189	8/24/2018		4500-500100-6011-	406.15	23713	TOTAL		UNIFORMS/ SAFETY EQUIP	00681 TRAFFIC CONES
	DISC. TOTAL		.00				.00				406.15	
00000	000647	TREASURER OF VIRGINIA	714634	8/24/2018		4520-500100-5613-	2,768.00	23714	TOTAL		VPDES FEES/DBQ	00681 FY19 VPDES FEES
	DISC. TOTAL		.00				.00				2,768.00	
00000	000291	USA BLUE BOOK	651250	8/24/2018		4520-500100-6004-	141.99	23715	TOTAL		LAB SUPPLIES/CHEMICALS	00681 XL COAT
	DISC. TOTAL		.00				.00				141.99	
00000	000683	WILLIAMS MULLIEN	1049573	8/24/2018		4320-032100-0100-	3,187.00	23716	TOTAL		EDA LOANS AND GRANTS	00681 EDA LEGAL HOTEL
	DISC. TOTAL		.00				.00				3,187.00	
	CHECK TOTAL			9,124.44	ACH PMT TOTAL		.00				9,124.44	

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





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

**AGENDA ITEM:** August 2, 2018 Town Council Meeting Minutes

**ITEM TYPE:** Consent Agenda

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

**PRESENTER:** Melissa Lewis, Town Clerk/Treasurer

**PHONE:** 804-633-6212

**EMAIL:** [towntreasurer@townofbowlinggreen.com](mailto:towntreasurer@townofbowlinggreen.com)

**BACKGROUND / SUMMARY:**

Transcribed minutes from the August 2, 2018 Town Council Minutes

**ATTACHMENTS:**

August 2, 2018 Minutes

**REQUESTED ACTION:**

Approve the minutes.

TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
MINUTES

August 2, 2018

**MEMBERS PRESENT:** Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Town Attorney Andrea Erard, Town Manager Reese Peck, Clerk/Treasurer Melissa Lewis, Deputy Clerk/Treasurer Tracy Wright, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, Superintendent of Public Works and Utilities Billy Deavers, and Events Coordinator Jo-Elsa Jordan.

**I. CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

The Mayor stated that the agenda had been amended to add the consideration of a Special Use Permit Application to New Business.

**II. PUBLIC HEARINGS:**

**A. R-2018-007 – Sale of portion of Maury Avenue well property** – At 7:03 P.M. the Mayor opened the Public Hearing for R-2018-007 – Sale of portion of Maury Avenue well property. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on July 17 and July 24, 2018. He invited the public to speak on this matter.

- 1. Mike Manns, representative for land owner of 209 Maury Ave.** – Mr. Manns offered to answer any question regarding the matter.

The Mayor called for additional comments. He called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:05 P.M.

**On Motion** by Mr. McDearmon, seconded by Mr. Gaines, Council voted to adopt R-2018-007 – Sale of portion of Maury Avenue well property.

**Voting Aye:** McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** None.

**Motion passed.**

**III. DELEGATIONS:**

There were no Delegations.

**IV. PUBLIC COMMENTS:**

- A. Jessie Rollins, 4-H Sewing Club – Ms. Rollins thanked Council for allowing her to hold sewing camp at Town Hall. She invited her students to present the projects they had completed during the week-long camp. The students presented thank you cards to the Mayor.
- B. Bonnie Cannon, 123 S. Main Street – Mrs. Cannon asked if she could remove the vehicle decal from her windshield. The Mayor stated that she could and reminded the public that at its July meeting, Council passed an ordinance ceasing the issuance and required display of the decals.
- C. Mark Bissoon, 109 Morgan Court – Mr. Bissoon asked Council to revise the requirements of separate utility billing for facilities with shared water meters.

**V. STAFF REPORTS:**

The following staff reports were noted:

- A. Public Works and Utilities Report – July 2018
- B. Police Chief’s Report – July 2018
- C. Events Coordinator’s Report – July 2018
- D. Clerk/ Treasurer’s Report – July 2018
- E. Town Manager’s Report – July 2018

Following the Town Manager’s Report, the Mayor announced that the Town had applied for, and been awarded, a grant from the United States Department of Agriculture Rural Development to cover the funding shortfall for the South Main Street sewer project. He commended staff for their efforts through out the financing and grant process.

**VI. CONSENT AGENDA:**

- A. Bills – July 2018 (attached to these minutes.)
- B. Minutes – July 5, 2018 Town Council Meeting
- C. R-2018-008– Resolution commending Martin Hauser

The Mayor stated that he had received a request from Council to pull agenda item A for further discussion.

**On Motion** by Mr. Gibson, seconded by Mr. Wright, Council voted to approve consent agenda items B and C.

**Voting Aye:** McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** None.

**Motion passed.**

**On Motion** by Mr. McDearmon, seconded by Mr. Gibson, Council voted to approve consent agenda item A.

**Voting Aye:** McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** None.

**Motion Passed.**

**VII. UNFINISHED BUSINESS:**

**A. Police Chief's Contract**

**On Motion** by Mr. Wright, seconded by Mr. Gaines, Council voted to approve and authorize the Mayor to sign the Police Chief's contract.

**Voting Aye:** McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**VIII. NEW BUSINESS:**

**A. Discussion of appointment to Council seat left vacant by Martin Hauser's resignation –**

**On Motion** by Ms. Davis, seconded by Mr. McDearmon, Council voted to accept Mr. Hauser's letter of resignation from Town Council effective July 31, 2018.

**Voting Aye:** McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

There was a consensus of Council to advertise the vacancy and solicit letters of interest via social media.

**B. ZP-2018-010 – SUP 221 N. Main Street, applicant Bern Mahon –**

**On Motion** by Mr. McDearmon, seconded by Mr. Gaines, Council voted to direct the Planning Commission to hold a public hearing on ZP-2018-010 at its August 20<sup>th</sup> meeting and set a public hearing at its September 6<sup>th</sup> meeting and authorized the Town Manager to advertise for set public hearings.

**Voting Aye:** McDearmon, Wright, Gaines, Coleman, Davis, and Gibson.

**Voting Nay:** none.

**Motion passed.**

**IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**A. Glenn McDearmon** – Mr. McDearmon stated that the Facilities Committee had met. He noted that the Economic Development Authority had discussed special events permits at its July meeting.

**B. Otis Wright** – had no comments.

**C. Mark Gaines** – had no comments.

**D. Mary Frances Coleman** – had no comments.

**E. Jean Davis** – had no comments.

F. Tyler Gibson – had no comments

G. Jason Satterwhite, Mayor – had no comments.

**X. INFORMATIONAL ITEMS:**

There were no informational items presented.

**XI. ADJOURNMENT:**

**On motion** by Mr. Gaines, seconded by Mr. Gibson, Council unanimously voted to adjourn the meeting.

DRAFT

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23585	980	DEWBERRY ENGINEERS, INC	000	7/10/2018	3,000.00	.00
23586	10	DOMINION VIRGINIA POWER	000	7/10/2018	5,603.91	.00
23587	999999	LEA DENISE	000	7/10/2018	150.00	.00
23588	918	STAPLES ADVANTAGE	000	7/10/2018	263.75	.00
23589	12	WASTE MANAGEMENT	000	7/10/2018	7,222.07	.00
		CLASS TOTAL			16,239.73	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,239.73	
		FINAL TOTAL			16,239.73	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,239.73- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23592	944	ATLANTIC BROADBAND /	000	7/20/2018	195.89	.00
23593	201	BAT TREASURERS USER GROUP	000	7/20/2018	350.00	.00
23594	1020	CONSOLIDATED PIPE & SUP	000	7/20/2018	618.20	.00
23595	1017	CORE & MAIN	000	7/20/2018	375.00	.00
23596	1018	DRIVER EDUCATION SCHOOL	000	7/20/2018	75.00	.00
23597	952	DUDE SOLUTIONS	000	7/20/2018	2,980.00	.00
23598	648	ERARD ANDREA G	000	7/20/2018	1,667.00	.00
23599	55	GALL'S LLC	000	7/20/2018	159.12	.00
23600	546	JOHNSON'S EXTERMINATING	000	7/20/2018	275.00	.00
23601	514	K L LANGFORD EXCAVATING	000	7/20/2018	2,281.00	.00
23602	994	PB ELECTRONICS INC	000	7/20/2018	235.00	.00
23603	83	RAPPAHANNOCK REGIONAL	000	7/20/2018	377.50	.00
23604	1019	RVA RADAR SHOP	000	7/20/2018	569.00	.00
23605	13	SHELL FLEET PLUS	000	7/20/2018	1,002.16	.00
23606	148	THE FREE LANCE STAR	000	7/20/2018	347.60	.00
23607	949	ULINE	000	7/20/2018	245.34	.00
23608	277	VA ASSOCIATION OF CHIEFS	000	7/20/2018	175.00	.00
23609	16	VA DEPT OF HEALTH	000	7/20/2018	2,480.95	.00
23610	313	VA ENERGY PURCHASING	000	7/20/2018	60.00	.00
23611	77	VAMWA	000	7/20/2018	750.00	.00
23612	19	VERIZON	000	7/20/2018	15.17	.00
23613	256	VERIZON WIRELESS	000	7/20/2018	40.01	.00
23614	61	VNL	000	7/20/2018	737.00	.00
23615	9999999	WARNER ALICIA	000	7/20/2018	266.89	.00
23616	12	WASTE MANAGEMENT	000	7/20/2018	83.99	.00
		CLASS TOTAL			16,361.82	.00
		ACH TOTAL			.00	
		CHECK TOTAL			16,361.82	
		FINAL TOTAL			16,361.82	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 16,361.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

AP100B 7/24/2018 TOWN OF BOWLING GREEN  
 TIME-12:08:54

A/P CHECK REGISTER  
 Check Date - 7/24/2018

ActPd - 2018/07

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23617	672	DAVIS AND ASSOCIATES	000	7/24/2018	2,041.00	.00
23618	11	RAPPAHANNOCK ELEC COOP	000	7/24/2018	563.56	.00
23619	1008	REAL TIME ACCOUNTING	000	7/24/2018	4,892.50	.00
23620	15	TREASURER OF VIRGINIA	000	7/24/2018	771.48	.00
		CLASS TOTAL			8,268.54	.00
		ACH TOTAL			.00	
		CHECK TOTAL			8,268.54	
		FINAL TOTAL			8,268.54	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 8,268.54- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23621	644	BMS DIRECT	000	7/27/2018	1,000.64	.00
23622	925	CAROLINE COUNTY PUBLIC	000	7/27/2018	1,000.00	.00
23623	536	CAS SEVERN	000	7/27/2018	52.50	.00
23624	1020	CONSOLIDATED PIPE & SUP	000	7/27/2018	1,250.00	.00
23625	341	DOMINION CHEMICAL CO	000	7/27/2018	376.50	.00
23626	850	HAUN DAMN	000	7/27/2018	55.00	.00
23627	1021	MUNICIPAL CODE CORP	000	7/27/2018	2,830.00	.00
23628	991	RGS&S COMMERCIAL CLEANING	000	7/27/2018	289.00	.00
23629	1019	RVA RADAR SHOP	000	7/27/2018	822.82	.00
23630	659	SOMETAL PRODUCTS INC	000	7/27/2018	787.26	.00
23631	999999	ST JAMES BAPTIST CHURCH	000	7/27/2018	150.00	.00
23632	19	VERIZON	000	7/27/2018	270.90	.00
23633	728	VML INSURANCE	000	7/27/2018	23,035.00	.00
23634	44	VUPS	000	7/27/2018	29.40	.00
23635	12	WASTE MANAGEMENT	000	7/27/2018	1,237.54	.00
		CLASS TOTAL			33,186.56	.00
		ACH TOTAL			.00	
		CHECK TOTAL			33,186.56	
		FINAL TOTAL			33,186.56	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 33,186.56- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23637	1023	OLD HICKORY BUILDINGS LLC	000	7/30/2018	6,670.00	.00
		CLASS TOTAL			6,670.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			6,670.00	
		FINAL TOTAL			6,670.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 6,670.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
23640	18	A & M HOME CENTER	000	8/03/2018	240.78	.00
23641	18	A & M HOME CENTER	000	8/03/2018	195.19	.00
23642	1025	ADOBE SYSTEMS INC	000	8/03/2018	899.40	.00
23643	1022	BILLER PRESS AND MFG. INC	000	8/03/2018	383.51	.00
23644	897	CINTAS CORPORATION	000	8/03/2018	15.53	.00
23645	14	CINTAS OF RICHMOND	000	8/03/2018	825.04	.00
23646	10	DOMINION VIRGINIA POWER	000	8/03/2018	3,849.04	.00
23647	999999	DOUCETTE JAIME	000	8/03/2018	150.00	.00
23648	234	ENVIROCOMPLIANCE LAB INC	000	8/03/2018	1,290.00	.00
23649	234	ENVIROCOMPLIANCE LAB INC	000	8/03/2018	1,385.00	.00
23650	648	ERARD ANDREA G	000	8/03/2018	1,667.00	.00
23651	28	G & G MILFORD FARM SERV.	000	8/03/2018	329.84	.00
23652	932	IBM CORPORATION	000	8/03/2018	854.59	.00
23653	898	JAMES MARY	000	8/03/2018	105.00	.00
23654	836	JOHN ALLISON	000	8/03/2018	210.00	.00
23655	546	JOHNSON'S EXTERMINATING	000	8/03/2018	1,520.00	.00
23656	683	LADYSMITH HEATING AND	000	8/03/2018	4,174.00	.00
23657	743	LOCAL SERVICES	000	8/03/2018	1,230.00	.00
23658	999999	MATTAPONI BAPTIST ASSOC	000	8/03/2018	150.00	.00
23659	48	MID-ATLANTIC LAB	000	8/03/2018	60.00	.00
23660	1024	NORTHERN SAFETY CO., INC	000	8/03/2018	474.80	.00
23661	257	ON SITE PC	000	8/03/2018	1,405.98	.00
23662	999999	PECK REESE	000	8/03/2018	41.73	.00
23663	919	PRO SHRED SECURITY	000	8/03/2018	45.00	.00
23664	421	SILVER WINGS BAND	000	8/03/2018	600.00	.00
23665	900	TINNEY DAVE	000	8/03/2018	500.00	.00
23666	15	TREASURER OF VIRGINIA	000	8/03/2018	771.94	.00
23667	291	USA BLUE BOOK	000	8/03/2018	728.80	.00
23668	19	VERIZON	000	8/03/2018	15.37	.00
23669	256	VERIZON WIRELESS	000	8/03/2018	1,708.65	.00
23670	12	WASTE MANAGEMENT	000	8/03/2018	7,195.68	.00
23671	930	WEBB EMILY	000	8/03/2018	280.00	.00
		CLASS TOTAL			32,301.88	.00
		ACH TOTAL			.00	
		CHECK TOTAL			32,301.88	
		FINAL TOTAL			32,301.88	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 32,301.88- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

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



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

**AGENDA ITEM:** R-2018-009 Smart Scale Application Authorization

**ITEM TYPE:** Consent Agenda

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

**EMAIL:** TownManager @townofbowlinggreen.com

### **BACKGROUND / SUMMARY:**

In a press release dated Thursday, April 19<sup>th</sup>, Governor Northam announced the Town of Bowling Green as one of 212 nominated Opportunity Zones, a revitalization tool resulting from the Federal Tax Cuts and Jobs Act of 2017. The Town of Bowling Green's Economic Development Authority collaborated with Economic Development and Tourism for Caroline County to gain qualification of the census tract along the Rt. 301 Commercial Corridor.

This designation, along with an imminent investment in the Corridor has given rise to an opportunity for the Town to receive VDOT funding, through the SMART SCALE program, to construct crossovers #15- #19 of the US 301/Route 207 Arterial Preservation Plan.

In talking with VDOT officials they informed the Town that the County would have to submit an application on behalf of the Town. There is no financial obligation to the County or the Town for the project.

This resolution authorizes the County to submit the application on our behalf.

### **ATTACHMENTS:**

Resolution 2018-009

### **REQUESTED ACTION:**

Adopt Resolution

**RESOLUTION 2018-009**

**A RESOLUTION SUPPORTING THE SMART SCALE APPLICATION IMPLEMENTATION OF SAFETY IMPROVEMENTS IN THE TOWN OF BOWLING GREEN IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE ROUTE 301/ROUTE207 ARTERIAL PRESERVATION PLAN.**

**WHEREAS**, The Virginia Department of Transportation (VDOT), in partnership with the George Washington Regional Commission and affected localities, conducted an arterial preservation plan of Route 301 in King George County and Route 301 and Route 207 in Caroline County; and

**WHEREAS**, The purpose of the Route 301/Route207 Arterial Preservation Plan is to improve safety and efficiency in this corridor, encourage economic development in the two counties, create a project list for future SMART SCALE projects, and reduce future retrofit projects; and

**WHEREAS**, In a press release dated Thursday, April 19<sup>th</sup>, Governor Northam announced the Town of Bowling Green as one of 212 nominated Opportunity Zones, a revitalization tool resulting from the Federal Tax Cuts and Jobs Act of 2017. The Town of Bowling Green’s Economic Development Authority collaborated with Economic Development and Tourism for Caroline County to gain qualification of the census tract along the Rt. 301 Commercial Corridor; and

**WHEREAS**, This designation, along with an imminent investment in the Corridor has given rise to an opportunity for the Town to receive VDOT funding, through the SMART SCALE program, to construct crossovers #15- #19 of the US 301/Route 207 Arterial Preservation Plan; and

**WHEREAS**, VDOT officials informed the Town that the County would have to submit an application on behalf of the Town; and

**WHEREAS**, In a letter dated May 16, 2018 the Town requested the County to submit a SMART SCALE application on behalf of this Council for these improvements and directed town staff to work with county staff, the Virginia Department of Transportation-Fredericksburg District staff to prepare and submit a Smart Scale application;

**NOW, THEREFORE BE IT RESOLVED THAT**, the Town Council of Bowling Green hereby supports this Smart Scale application for the identified improvements to the Route 301/Route207 as outlined in the Arterial Preservation Plan and requests favorable consideration of same by the Commonwealth Transportation Council.

Adopted this 6<sup>th</sup> day of September, 2018

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Town Clerk

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Mayor Town of Bowling Green



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

**AGENDA ITEM:** Police Chief Job Description  
**ITEM TYPE:** Consent Agenda  
**PURPOSE OF ITEM:** Decision - By Motion  
**PRESENTER:** A. Reese Peck, Town Manager  
**PHONE:** 804-633-6212  
**EMAIL:** TownManager@townofbowlinggreen.com

**BACKGROUND / SUMMARY:**

Job description updated to reflect position is becoming a full time position effective July 1, 2018. Salary range recommendation developed in consultation with Budget and Personnel Committee.

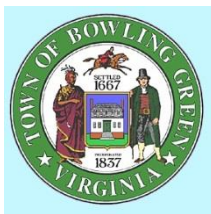
**ATTACHMENTS:**

Proposed job description.

**REQUESTED ACTION:**

Adopt proposed job description.

## Town of Bowling Green Job Description



POSITION: **Chief of Police**  
DEPARTMENT: **Police**  
PAY RANGE: **\$55,541-\$72,204-\$88,866**  
FLSA: **Exempt**

**GENERAL STATEMENT OF JOB:** The Chief of Police, under the general direction of the Town Manager, shall be the commanding officer of the police force of the Town of Bowling Green. He shall be responsible for the administration, training, discipline and morale of the members of the Town Police Force. The Chief shall be responsible for the effective deployment and employment of the force in order to preserve and maintain law and order in the Town of Bowling Green. He is responsible for enforcement of all applicable provisions of State law, the Town Charter, and the Town Code and other applicable ordinances and resolutions of the Town Council.

### **ESSENTIAL JOB FUNCTIONS:**

- Duties as directed by the Mayor and Town Council and in accordance with State and local laws
- Duties as directed by the Town Manager and in accordance with State and local laws
- Day and night patrol duty – protecting businesses and homes
- Directing traffic and enforcing traffic laws of the State and Town
- Enforce parking and other appropriate ordinance and issuing citations for violation of said laws
- Maintain a daily log and other administrative documents as required and directed.
- Prepare and submit reports and documentation to the Commonwealth of Virginia as required
- Responsible for the maintenance, operation, repair and cleaning of all police vehicles
- Responsible for appropriate functioning of all equipment used by the police force
- Supervise all personnel of the police force, paid and volunteer
- Develop and maintain close working relationship with Caroline County Sheriff and Deputies
- Assist Caroline County Sheriff's Department upon request and in emergencies
- Conduct crime prevention and police public relations activities
- Prepare and conduct training for auxiliary officers as required. This includes annual weapons qualification program and ensuring that auxiliary officers maintain an appropriate level of physical fitness
- Check Town Hall after events and secure building and parking area
- Evidence protection and record keeping 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:**

Duties are performed indoors in an office and at assigned Town location outdoors in all types of weather conditions. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

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

A working knowledge of Federal, State and local statutes and laws related to police activities. The Chief of Police shall be certified and shall qualify in appropriate areas of police activity and investigation.

## **EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED and four (4) years of experience in law enforcement, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

## **NECESSARY SPECIAL QUALIFICATIONS:**

A Virginia Law Enforcement Certificate is required. Prefer candidates who have completed nationally recognized advanced leadership training, such as the FBI National Academy or similar program. Experience with a Town or County law enforcement agency is also highly preferred, as is experience at the level of chief, assistant/deputy chief or equivalent.

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*



**PHYSICAL REQUIREMENTS:**

**C**= Continuous – over 6 hours a day      **O**= Occasional – less than 3 hours a day      **P**= Periodic – several times a year  
**F**= Frequent – between 3 and 6 hours a day      **I**= Intermittent–several times a week/month      **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>



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

**AGENDA ITEM:** Downtown Business Owners Update

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Mark Gaines, Town Council Member

**PHONE:** 804-633-6212

**EMAIL:** [markgaines@townofbowlinggreen.com](mailto:markgaines@townofbowlinggreen.com)

**BACKGROUND / SUMMARY:**

Downtown Business Owners have formed a work group to develop strategies to redevelop the downtown district of Bowling Green.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

None



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

**AGENDA ITEM:** In accordance with Section 2.2-3711 A1 of the Code of Virginia for the purpose of discussion and consideration of a personnel matter involving the appointment of an individual to the Town Council.

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Discussion Only

**PRESENTER:** Jason Satterwhite, Mayor

**PHONE:** 804-633-6212

**EMAIL:** [Jasonsatterwhite@townofbowlinggreen.com](mailto:Jasonsatterwhite@townofbowlinggreen.com)

**BACKGROUND / SUMMARY:**

Martin Hauser's July 25th resignation from the Town Council has left one vacant seat on Council. Two interested residents submitted their letters of interest and resumes for consideration.

**ATTACHMENTS:**

Letters of interest and resumes.

**REQUESTED ACTION:**

***Convene Closed Meeting***

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Town Council convenes in Closed Meeting to consider a personnel matter involving the appointment of an individual to the Town Council.



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

**AGENDA ITEM:** Reconvene Open Meeting  
**ITEM TYPE:** Action Item  
**PURPOSE OF ITEM:** Discussion Only  
**PRESENTER:** Jason Satterwhite, Mayor  
**PHONE:** 804-633-6212  
**EMAIL:** Jasonsatterwhite@townofbowlinggreen.com

**BACKGROUND / SUMMARY:**

Martin Hauser's July 25th resignation from the Town Council has left one vacant seat on Council. Two interested residents submitted their letters of interest and resumes for consideration.

**ATTACHMENTS:**

None

**REQUESTED ACTION:**

*Certify Closed Meeting*

Section 2.2-3712 D. of the Code of Virginia requires a certification by the Bowling Green Town Council members certify that the preceding closed meeting was conducted in conformity with Virginia law.

**Each member of the Bowling Green Town Council on this the 6th day of September, 2018, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Bowling Green Town Council**