

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

12-02-2010

MEMBERS PRESENT: Mayor David W. Storke, Vice Mayor Glenn McDearmon, Jean Davis, Mary Frances Coleman, Otis Wright, Jason Satterwhite, Daniel Webb and Glen Lanford.

MEMBERS ABSENT:

OTHERS PRESENT: Town Manager Stephen Manster, Town Treasurer Kathy McVay, Town Clerk Virginia Brooks, Public Works Director William Stanley, Police Chief Steve Hoskins, and Town Attorney Andrea Erard.

The Mayor called the meeting to order at 7:30 P.M. and led the group in the Pledge of Allegiance to the Flag of the United States of America. Council Member Wright followed with the invocation.

DELEGATIONS/PUBLIC COMMENTS:

Kathy Beard – Harvest Festival Report – Ms. Beard informed Council that the Harvest Festival was successful on several levels this year. She noted that the weather had cooperated, new offerings were successful, some venues were re-arranged, new entertainers performed, and marketing tactics were adjusted. Ms. Beard stated that for the first time, sponsors for specific venues were solicited. She expressed appreciation to EVB Bank for their monetary contribution to the Entertainment Stage. Unfortunately, Ms. Beard reported that they got close but did not make Budget. She said that typically it costs \$20,000.00 to put on the Harvest Festival and they spent \$173.00 more than that this year. Ms. Beard said that to date they had only received \$17,423.00 in revenue. She suggested that next year they may need to re-evaluate vendor fees, look for ways to increase the vendor and car show participation and establish more sponsorship opportunities. Ms. Beard offered special recognition to the 2010 Harvest Festival Venue Captains which are as follows:

- Billy CecilTractor Show
- Kathy McVayMuseum Cultural Center--Susan Sili,
Sharon Benser, Cleo Coleman

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Terri Harrison Car Show
 Mark Mallin Farmer’s Market
 Susan Sili & Sharon BenserChildren’s Activities
 Wick ColemanEntertainment

Others she offered thanks to were Town Staff consisting of Chief Hoskins, Public Works Director William Stanley and his Department, Virginia Brooks, Kathy McVay and Stephen Manster. The Mayor expressed appreciation to Ms. Beard for putting on such a nice event which gives such a good perception of the Town. He said some of the comments he heard from visitors was that they would like t-shirts for the car show, more porta potties behind the old jail because they filled up too quickly and one vendor in front of the Mayor’s business suggested they had too many food vendors, especially for cotton candy. In answer to a question from Mr. Lanford, Ms. Beard stated that the deleting of the parking at the south end of Town did not seem to have been a problem for the Harvest Festival attendees. She said they estimated that over eleven to twelve thousand people attended the Festival. Ms. Beard said they did have a problem with cars from the car show leaving before 3:00 PM. In answer to a question from Ms. Davis, Ms. Beard stated the Children’s Activities were over budget because last year at the Festival, materials were stolen and had to be replaced this year. Council expressed appreciation to Ms. Beard for her work on the Festival this year.

CONSENT AGENDA: On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to approve the following Consent Agenda, as presented.

- A. Minutes - Regular Meeting – 11-04-10**
- B. Minutes – Special Meeting - 11-16-10**
- C. Bills – November, 2010**

A & M Home Center	620.38	BAI Municipal Software	3,185.00
Bennett Deborah T	390.00	BMS Direct	454.22
Bourne & Sons Janitorial	199.60	Bowling Green Auto Parts	275.64
C W Warthen Company	365.46	Chamber of Commerce	150.00
Caroline Sheriff’s Office	576.00	Certified Laboratories	87.37
CINTAS of Richmond	302.48	Coleman, Mary Frances	600.00
ComputerPlus	181.50	Costco Membership	50.00
Davis, Jean	650.00	DeJarnette & Beale Inc	1,013.10
Dominion Chemical Co.	241.00	Doug’s Septic Service	200.00
Erard, Andrea	1,250.00	Flores, Armando	100.00
G & G Milford Farm Ser.	1,375.74	Grainger	2,207.89

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Hauser Martin	125.00	HD Supply Waterworks	1,171.52
Johnson’s Pest Control	190.00	Lakeway Pub. of VA	3,781.58
Lanford, Joseph Glen	600.00	M & W Printers	369.40
McDearmon, Glenn	600.00	Miller Foley Group	1,400.00
Oakley Farm Carriage Ser	850.00	REC	353.34
Raresky Studios	288.00	Richmond Machinery	2,277.98
Rowe, Matthew	50.00	Satterwhite, Jason	600.00
Self, Gene	50.00	Storke, David	900.00
Streamline Fence Co.	1,500.00	Superior Lamp Inc.	410.84
The Supply Room Co.	263.62	Travelhost of Central VA	200.00
Treasurer of VA	812.01	USA Blue Book	166.59
Verizon	264.23	Verizon Wireless	177.10
VA Institute of Gov.	33.34	VA Utility Protection Ser.	18.90
VISA	2,975.09	Wardico	777.25
Waste Management	8,105.03	Webb Chad	100.00
Webb, Daniel	600.00	White Oak Equipment Inc	3,100.10
Williams Danny	485.00	Wright, Otis	600.00
*Stephen Manster	535.60	*Shell Fleet Plus	1,268.31

***Bills previously or separately authorized by Council.**

Voting Aye: McDearmon, Lanford, Wright, Satterwhite, Coleman, Webb and Davis.

INFORMATIONAL ITEMS: The following informational items were noted.

- A. Town Hall Rentals – November, 2010
- B. Police Department Report – November, 2010
- C. Public Works Director’s Report – November, 2010

NEW BUSINESS:

- A. Town Manager’s Report

Washington/Rochambeau Park – The Town Manager (TM) announced that the Washington/Rochambeau Victory Park Project will come before the Caroline Board of Supervisor’s at their meeting on Tuesday, December 7, 2010. Based on some discussion with Town Council Members, the TM said he had placed in their packet a draft resolution for their consideration. He said the resolution calls for the Town Council to request that

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the Board of Supervisors continue with the Victory Park through its construction and conclusion of the project. The Mayor said he, the Town Manager, Caroline County Administrator and Chairman of the Board of Supervisors met at the County's request to get the Council's thoughts on the project. He said if the Town Council thought this was an important project to continue and help finance, the County would go forward with it. The Mayor said this is a grant that the County won and it represents improvements and enhancement to the Town and he happens to think it would be important to the Town, if done correctly. Mr. McDearmon said he thinks there are some opportunities for the Town and a benefit to the citizens to continue this project. The Mayor said the last draft that Council saw was the plan they were going with. He said the Town has budgeted \$5,000.00 toward matching funds for the project. Mr. McDearmon suggested that if the Town proceeds with this project, the merchants should step up and help improve the parking lot next to the project. Mr. Wright stated that he thought it was a good idea to take advantage of this opportunity. In answer to a question from Mr. Webb, the TM stated that the County has contributed approximately \$30,000.00; however as of right now they have received approval for the use of \$15,000.00 for the match. He said there was the potential for another \$15,000.00 but that was more of an in kind service that they still have to document to VDOT and that is not a certainty. The TM said what is a certainty is that they have spent \$15,000.00 on consulting fees and that has already been approved as part of the match for the grant. Mr. Webb suggested it would make sense to move forward with the project. The Mayor said that, unfortunately, this project has gotten lumped into the perception that the County is spending money everywhere. He said there is a grant for this project and the County has already put up most of the money for the match. The Mayor said where else could they get \$200,000.00 with as little an investment as they are talking about. The TM said with the sketch that the Council has seen the estimated cost of the project is \$231, 600.00. He said the Supervisors at a previous meeting, has stated that it wanted to see a ten percent contingency added to that giving them a total project costs of \$254, 760.00. He said the match for that would be about \$51,000.00 and if they remove the \$15,000.00 that has already been approved by VDOT, and they include the \$5,000.00 from the Town, they have roughly another \$30,000.00 for the matching funds. The TM said the County has in its Budget from the Bond issue \$75,000.00, and those funds cannot be used for other projects. The Mayor said language in the Resolution would provide interpretative signage concerning the activities of General Washington and Le Compte de Rochambeau in and around Bowling Green and would set the Town apart from just about any locality in the whole Rhode Island to Yorktown route. He said without the signage, this would be no more than a beautification project. In answer to a question from the TM, Caroline County Tourism Director Kathy Beard was confident that Caroline County would join in some marketing of this site for tourism purposes. In answer to a question from Mr. Webb, the TM said he

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has not asked VDOT if the project area could be expanded. The Mayor said the Council has approached the County about this project several times in the past few years. In answer to a question from Ms. Davis, the Mayor said the County will always be involved in the project because they are the ones who applied for the grant. He said the County has agreed to continue with the project if that is what the Town wants. **On motion by Mr. Lanford, seconded by Ms. Davis, Council voted to pass the Resolution, as drafted, expressing the desire of the Town Council to proceed with the Project known as the Washington-Rochambeau Victory Park and forward that Resolution to Caroline County with the Mayor's signature. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Fredericksburg Regional Transit System – Potential Cessation of Service to and within Caroline County – The TM stated that based on the County's budget shortfall, in the current fiscal year they only allocated approximately 50% of the funds requested by the Fredericksburg Regional Transit System to operate the two routes that it currently operates in the County. He said because of that, the service will expire very shortly if the County does not allocate additional funds. He said there is a real possibility that the Fred Bus Service will be terminated in Caroline County if the County cannot come up with another approximately \$50,000.00. The TM said the Director of the Fred System has notified the County that if that does happen, it would be extremely difficult if not impossible to reinstitute service in a relatively short period of time. He said ridership on the Fred buses is down in most areas but down by a greater percentage in Caroline. He said he felt it was important for Council to be aware of this situation. He noted that to reduce or eliminate service, there would have to be additional public hearings.

Bond Issue for Route 301 Project – The TM said the bonds for the VML/VACO Finance Group Bond Pool were sold on November 22, 2010 and the Closing will occur on December 7th. He said the Town's interest rate for their bond issue is 5.41% and the average annual debt service payment will be \$252,500.00. The TM said the Trustee for the bonds will be Wells Fargo Bank and they will be the ones the Town will be dealing with concerning payment to the Town's contractor. He said the Town has an option of paying the contractor and receiving reimbursement from the Trustee or the Town can send invoices directly to the Trustee and that would be his preferred way of handling this. The TM said the bond documents had been signed and the Town Attorney would be delivering them to Richmond the following morning.

Route 301 Project – Concerning the project itself, the TM said he and Public Works Director William Stanley had met with Infrastructure Solutions and reviewed the plans for the project. He said Mr. Stanley accompanied the contractor on an inspection of

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the project area where they finalized fire hydrant locations along with other elements of the project. The TM stated the final plans are being prepared and the Town will be submitting plans and applications for permits.

Material Prepared by Town Attorney – The TM stated that based on discussion and determinations by Town Council at previous meetings, he has asked the Town Attorney to prepare documents to address those concerns and directives of Town Council.

The TM said Town Attorney Andrea Erard has prepared a draft license agreement that would permit the Caroline County School Board to install on the Town's water tower an antenna and equipment that Council permitted at a recent meeting. He said the agreement has been presented to the School Board for review and response.

The TM said another item that was included in Council's package is a draft ordinance that would permit golf carts and similar vehicles to operate on certain streets in Town under specified conditions. He said if Council wishes, that draft ordinance can be referred to the Town Council's Ordinance Committee for discussion, review and modification. After the Committee has completed its work, it will return the draft to the Town Council with a recommendation. Council discussed some of the problems that may occur with allowing golf carts in Town, such as safety issues with traffic/truck traffic on Main Street, speeding, underage riders, or too many people on a vehicle. **On motion by Mr. Webb, seconded by Mr. Wright, Council voted to send the draft ordinance to allow the operation of golf cart vehicles in Town to the Ordinance Committee for their review and recommendation. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Fort A. P. Hill Pre-scoping Meeting – AWG Firing Range - The TM said A. P. Hill had held a Pre-scoping meeting at the Town Hall on November 30, 2010 concerning the new range that will be developed for the Asymmetric Warfare Group (AWG). He said this is an existing range that will be modified to accommodate the AWG. He presented Council with a packet of information that was passed out at the Pre-scoping meeting. The TM said there was a map attached to that packet that shows the location in relation to the Town of Bowling Green and a contour map that shows the proposed site. He said there is a thirty day comment period and in the past, Bowling Green has provided some comment for A. P. Hill. He said there would also be other chances to comment because this is the pre-scoping session dealing with the beginning stages of the preparation of an Environmental Assessment. The TM asked Council if they have any comments or questions they would like to submit to the people preparing the Study and to the Department of Defense. Mr. McDearmon asked if there was any consideration of

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moving the range further north toward Rt. 301. The TM said that question was asked by other people and he thinks this is one of the purposes of the environmental study to look alternatives. Mr. Webb asked what would be the frequency or the increase in the amount of firing. Mr. McDearmon suggested the frequency would probably be a lot more. The Mayor said there would be twenty five to forty soldiers in a two week class so that may put it in perspective about the frequency of firing. The TM said if Council would like him to put these concerns in writing, he could prepare a letter for the Mayor's signature and assure that those concerns are part of the study. Mr. Webb said he would like to know how many days they actually fire their rounds. The Mayor said he would also like to know if the firings are going to be louder, the same or less. Mr. McDearmon said he would like to know the size of the mortars. Mr. Lanford asked if the Army would consider no activity on Sunday. **On motion by Mr. Wright, seconded by Mr. Lanford, Council voted to instruct the Town Manager to send a letter of Council's concerns to the Army and EEE Consultants, regarding the new firing range proposed for a section of A. P. Hill. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Art Show and Parade – 12-11-10 – The TM informed Council of the Art Show scheduled at Town Hall on December 11th from 11:00 A.M. to 5:00 P.M., with twenty eight artists displaying and selling their works. He said local school art students would be displaying their works in the Town Hall Lobby. The TM stated that from 1:30 to 3:30 P.M. they would be enjoying the music of a harpist. He said there would also be two book signings by two local authors. The TM said the Museum Board is working on some wonderful events with some crafters and vendors to be located in the new museum. He noted that the Town Christmas parade would begin at 5:00 P.M. and feature the U.S. Army Old Guard Fife and Drum Corps along with sixty or more entries.

Budget – The TM said he would be working with the Budget Committee on some ground rules for their budget process. He said Staff will be developing some suggestions and he will be working with the Committee to develop a proposal to bring back to Council.

Parade Lights – Mr. Wright asked if the Public Works Department had gotten the lights they needed for the parade. Mr. Stanley said they were getting two lights from A. P. Hill and two more from other sources. Mr. Webb said they wanted to have one at the judge's stand, one at Bowling Green Baptist Church, one at the field where they line up and another at the Town's well site on Broaddus Avenue. In response to a comment from Mr. McDearmon, Mr. Satterwhite said he could not commit lights from the fire department in case they were needed for an emergency.

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REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Economic Development/Activities and Tourism – Mr. Lanford said the Committee had met earlier that morning with the assistance of Kathy Beard to receive some information packets. He said they were trying to solicit some businesses on the 301 Corridor as well as the downtown area. Mr. Lanford shared a brochure with Council that they would like to have in hand to attract business to the area. He said they are also working with the businesses in Town to promote their business, as well. Mr. Lanford said there would be something in the packet to direct people to the Town’s web site for more information.

B. Budget - Ms. Davis stated that the Committee had held one meeting and they have all their figures to start work on the Budget.

C. Streets and Sidewalks – There was no report from the Streets and Sidewalks Committee.

D. Ordinances, Licenses, Permits – There was no report from the Ordinances, Licenses and Permits Committee.

E. Water, Sewer and Trash – There was no report from the Water, Sewer and Trash Committee.

F. Building and Grounds – Mr. Wright asked about the ground breaking ceremony for the 301 Corridor. The TM said they had talked with the contractor about that and the feeling is they should wait until the plans are submitted and they receive some status report on their permits.

G. Public Health and Safety/Personnel – There was no report from the Public Health and Safety/Personnel Committee.

TOWN WEB SITE: Mr. Webb asked how the Town was maintaining their Web Site. He said in their Committee meeting earlier in the morning they had talked about wanting to have an economic development component and keep that updated. He asked how they could go about accomplishing that. The TM said that, although Mr. Hinson was no longer on Council, he had agreed to continue helping with the web site and working with Web Developer Krista Landon who adjusts the site. He said items that have been reviewed by the Town are sent to Mr. Hinson to post on the site. The TM said Ms.

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Landon can adjust the site as necessary and add an economic development page. He said she is more than fair in the billing for services and they have some funds budgeted for updates. The Mayor said he thought it was very nice of Mr. Hinson to continue the work on the web site but he didn't think it was feasible or fair to expect Mr. Hinson, who works on a full time job out of town to continue with the current updates plus the additional work that may be needed. The Mayor suggested they look for additional qualified volunteers to help with the site so that in case Mr. Hinson cannot help out anymore, there would be someone familiar with the site.

THANK YOU TO COUNCIL: The Mayor expressed appreciation to the Council for the work they do all year and the things they do that nobody is aware of.

AMERICAN FLAG, TOWN SEAL, STATE FLAG, VETERANS OF ARMED SERVICES: In answer to a question from Mr. McDearmon, the TM said they are getting estimates on a 30" diameter Town Seal for the wall and a new American Flag has been ordered by the Veterans of Foreign Wars and they will bring it in when it arrives. He said they have a new State Flag and they will put them all up together. Mr. McDearmon said the Veterans are very important to us and to the community and he would also like to see them move ahead with plans for recognizing them. The TM said he had approached the Quartermaster of the Veteran's of Foreign Wars Post and they will be getting together with him this summer to begin planning for an event to be held at Town Hall on Veteran's Day or during that time.

ADJOURNMENT: **On motion by Mr. McDearmon, seconded by Mr. Satterwhite, Council voted to adjourn the meeting at 8:55 PM. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Ms. Coleman.**

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