

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

01-06-2011

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

MEMBERS ABSENT: Mary Frances Coleman.

OTHERS PRESENT: Town Manager Stephen Manster, 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.

PRESENTATION:

Tri-County Star Lights – The Mayor recognized the Tri-County Star Lights who participated in the Town’s Christmas Parade on December 11th and were invited to attend the Town Council meeting. The Mayor noted that this was the second year the Town had held a Christmas Parade in the evening and the participation has increased since there weren’t as many conflicts as there were with the morning parades the Town had held for many years. He said the Parade Committee met after the parade and went over the photos and video of the parade. The Mayor said the parade was a big success but the most reaction and comments from the Committee were about the Tri-County Star Lights. He noted that the Chairman of the Committee Susan Sili was ill and she had asked him to make the presentation of a trophy to all the young ladies of the Tri-County Star Lights. As he presented the “Special Participant” award to the girls, he expressed appreciation to them for helping to make the Bowling Green Christmas Parade a success.

DELEGATIONS/PUBLIC COMMENTS:

Arts Commission Representatives Hardy Dunnington and Mark Mallin – The Mayor introduced Hardy Dunnington, who as a member of the Bowling Green Arts Commission, was present to give Council an update on the activities of the Commission.

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Mr. Dunnington informed Council that the Committee had held a very successful Art Show on December 11, 2010 at Town Hall. He said they had 30 artists, as opposed to 11 the year before, with good attendance all day. Mr. Dunnington stated they were scheduling a Spring Event planning session on January 17 or 18th. He expressed appreciation to Town Public Works Director William Stanley and his crew for their help with the Art Show and also for constructing the lattice displays for the show. Mr. Dunnington also thanked Town Manager Stephen Manster for his participation and behind the scenes work. He asked Council for constructive criticism or suggestions for the Committee. He also thanked Council for their monetary contribution and he stated they were trying to make Bowling Green a destination for art.

Mark Mallin informed Council that the handout Council had received was a questionnaire given to the artists for their comments about the art show. He noted that 95% of the comments were positive. Mr. Mallin also expressed his thanks to Mr. Stanley and his crew for their fantastic assistance with the Art Show and noted that nothing gets done in Town without their support. The other person who Mr. Mallin said was invaluable was the Town Manager who was available 24/7. Mr. Mallin also stated that the Town's newest employee Dale Ballew had arrived at 3:30 AM the morning of the Art Show and had the Hall looking like there had never been a dance there the night before. Mr. Mallin stated that they estimated there were approximately 200 people who attended the Art Show. The Mayor asked Mr. Mallin and Mr. Dunnington to take back to the Commission how successful he and the Council think the Art Show was. The Town Manager (TM) said one thing that the Council should keep in mind is that the event they are discussing is a "point in time" activity and there will be other events that the Arts Commission will sponsor. He said the goal and the vision of the Arts Commission is the same as Town Council's and that is to create a center for the Arts in Bowling Green so people will know that in Caroline County and Bowling Green, there is a place where the Arts are supported and the Arts thrive. The TM said the Arts Commission is using the funds appropriated by Town Council and the funds granted by the Commonwealth of Virginia to get them to that point. Mr. Mallin said they are working with other small localities to envision an art cooperative. Mr. McDearmon stated that the old jail in Town looks terrible and they have talked about working with the Arts Commission and the High School to beautify the jail. Mr. Mallin said there is another group working on restoring the old jail and he will talk to them about Council's concerns.

Mr. Mallin said the Town Hall Activity Program was healthy with 20 to 25 people participating in the yoga program. He said if Council agrees, they were bringing back Tai Chi on Tuesday nights which would be free for the first two classes and other programs such as a cooking class that would be held on the 29th along with a labyrinth

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class on the 27th. Mr. Mallin said there would be a \$10.00 charge for the cooking class if you were not a participant in the Activities Program and \$5.00 if you were. He said the labyrinth class would also be free.

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 – 12-02-10
- B. Bills – December, 2010

A & M Home Center	1,082.70	Amerigas Fredericksburg	3,553.06
Bennett, Deborah T	420.00	Bowling Green Auto Parts	308.78
Bud’s Automotive	476.69	Caroline Sheriff’s Office	1,312.00
Caroline Garage	37.50	CINTA’S of Richmond	378.10
Coleman Sabrina	150.00	ComputerPlus	181.50
Dominion Equipment	389.37	English Acres Nursery	185.00
Erard Andrea	1,250.00	Fantasy	162.95
Fire Safety Systems	218.25	Flower Fashions	58.47
G & G Farm Service	288.65	Gotta Go Inc.	550.00
Grainger	1,562.87	Greenline Service Corp	61.60
Hach Company	446.20	Lakeway Publishers of VA	1240.80
M & W Printers	208.20	Manster, Stephen	428.48
Martin Marietta	683.49	Mid-Atlantic Lab	60.00
Miller Foley Group	6,400.00	Mosca Design	257.39
Old Dominion Brush	148.52	Peumansend Creek Ind.	345.00
R K Construction	915.00	Rappahannock Elec Coop	509.00
Richmond Times Dispatch	451.44	Sosmetal Products Inc	3,594.60
The Free Lance Star	1,125.59	The Supply Room Co.	233.08
Travelhost of Central VA	200.00	Treasurer of VA (Vita)	799.22
VA Rural Water Assoc.	250.00	Verizon	279.59
Verizon Wireless	168.00	VFW Post 10295	52.40
VA Utility Protection Ser.	10.50	VISA	1,802.11
Wardico	418.04	Waste Management	8,085.03
Dominion VA Power	5,970.76	Shell Fleet Plus	924.59

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

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

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INFORMATIONAL ITEMS: The following informational items were noted.

A. Town Hall Rentals – December, 2010 – Mr. McDearmon noted that the Town Hall rentals had increased and he said that was the intent of the renovation of the lobby.

B. Police Department Report – December, 2010 - In response to a question from Mr. McDearmon, the Police Chief said the December calls and violations had been inadvertently cut off of his report. He said he would have it available at the next meeting.

C. Public Works Director's Report – December, 2010

D. November Treasurer's Report

NEW BUSINESS:

A. Town Manager's Report

Washington/Rochambeau Victory Park – The TM said, based in part on the Town's Resolution, the Caroline County Board of Supervisors has allocated approximately \$31,000 toward matching funds for the Victory Park Project and has expressed its desire to move forward with the project. The TM said that at a recent meeting, Council Members indicated that there might be some additional activities they would like to include in the project. Listed below are the activities for transmission and request to VDOT prior to the commencing of the project:

1. If deemed necessary, can an irrigation system be added to the project?
2. Can the project include improvements to the Town's Chase Street Parking lot?
3. Can the Project include additional directional signage at various locations around town such as major intersections, and include signage guiding people to parking areas in Town?
4. Is the currently proposed lighting sufficient to provide a safe environment for pedestrians at night, and if not, can additional lighting be added, and what type of lighting and lighting fixture will be used?
5. Can facilities and structures for "urban art" be added to areas of the Park, such as along the walkway leading to the Park from Chase Street?
6. Can the project include painting of the Old Jail?
7. Will the project include adequate and appropriate trash receptacles?
8. Can the project include the production of a brochure detailing the historic significance of the Park so people can be told about the meaning of the facility?

The TM said he should receive a response from VDOT by the middle of February on each one of the above questions and he will report them to Council. In answer to a

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question from Mr. McDearmon, the TM said the total estimated cost of the Park project is about \$230,000.

Route 301 Project – The TM said the 301 Project Plans have been submitted to all regulatory agencies. He said the Virginia Department of Environmental Quality (DEQ) has already expressed approval for portions of the Project within their jurisdiction and construction can start according to their regulations. The TM said there would be another DEQ review concerning pump stations, etc. after construction. He said VDOT had reviewed the plans and they have several comments. He noted that he and Mr. Stanley were meeting with the contractor the following day to, in part, discuss those comments with them. He said the only major hurdle prior to construction is the Health Department review and approval and they expect that to occur some time in February. The TM said they had received their second invoice for the project from Infrastructure Solutions, LLC in the amount of \$73,340 which was primarily for design, permitting, engineering and other contract administration activities. In response to a question from Mr. McDearmon, the TM said they hope to start construction the project in March.

Utility Billing – The TM said he had two utility issues to bring before Council. He said the Council may recall a few months ago, the discussion of property at 254 North Main Street where they have one structure that contained two dwelling units, each one having its own meter, each receiving its own utility bill. He said a single family wanted to occupy both dwelling units and they asked to receive one utility bill based on total consumption at both meters and have trash billing for one unit. The TM said Council approved that billing modification. He said that family situation has changed and they now live in one unit and the owner has asked that the property revert to its previous situation where separate meters served each of two dwelling units in the structure and that there be a separate water, sewer and trash accounts for each unit in that structure. He said he would like to ask Council to rescind their previously action concerning the property at 254 North Main Street. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to rescind their former action regarding property at 254 N. Main Street and revert the utility billing back to two units with two separate water, sewer and trash accounts for that property. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, and Davis.**

The TM said Council also have in their packets a letter from Michael Thomas and Patrick DeCrane, the occupants of 233 and 235 North Main Street, requesting that their two current utility accounts be consolidated into one bill based on water consumption at both meters and that trash collection only be charged to the one account. He said this is the property that was formerly ColumnWood Bed & Breakfast and the Bed & Breakfast no

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longer exists. In response to a question from Mr. McDearmon, the TM stated that in Mr. Thomas and Mr. DeCrane's request for the flexibility to revert back to the former set up could possibly create a future issue for the Council by approving one option or another. The TM said that is why he is suggesting that Town Council just vote on the utility billing and not vote on the future use of the structure. The TM stated that if a unit with a meter has not been used for five years, they would need to pay an availability fee to begin that service again. **On motion by Mr. Webb, seconded by Mr. Satterwhite, Council voted to permit the two current utility and trash collection accounts of Mr. Thomas and Mr. DeCrane of 233 & 235 N. Main Street to be consolidated into one bill with the utility bill based on total water consumption of both meters and one trash billing. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford and Davis.**

Budget Process Timeline – **On motion by Ms. Davis, seconded by Mr. Lanford, Council voted to adopt the following Budget Process Timeline including the creation of the proposed Tax District for the Route 301 Utility Extension Project that was recommended by the Town Manager:**

November 10, 2010 – Initial Budget Committee meeting with the Town Manager of the FY2012 Budget (July 1, 2010 through June 30, 2011)

December, 2010 through March, 2011 – Budget development with the Town Manager, Staff, and the Budget Committee (Town Manager develops proposed budget including discussion with Council's Budget Committee – Town Manager will also discuss certain budget elements with other Council Committees and coordinate such discussion with Budget Committee)

February, 2011 and March, 2011 – Town Council to review, discuss and adopt Tax District for Route 301 Utility Extension Project

April 7, 2011 – Final recommended budget completed and presented to Town Council by Town Manager

May 5, 2011 – Public Hearing on town Manager's proposed budget scheduled

June 2, 2011 – FY2012 Budget adopted by Town Council

July 1, 2011 – New budget goes into effect

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

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Date of Mayoral and Town Council Elections – Change May Election to November – The TM said changing the May election to November is something Council has discussed and the Town Attorney has prepared a draft ordinance to enable the changing of the date of Mayoral and Town Council elections. He said by changing the elections to the November timeframe to coincide with National and State elections, the Town could save as much as several thousand dollars. The TM said if they keep the election process in May, the Town will have to bear the full cost of the election. Town Attorney Erard stated that last year, the State made the decision not to provide funding to localities that hold elections in May and it is part of a direct attempt by the State to encourage everyone to get on a November election cycle. In response to a question from Mr. McDearmon, the TM said the exact costs are unknown but the election in 2008 cost a little less than one thousand dollars. Ms. Erard stated that the last election in the Town of West Point cost them six or seven thousand dollars. In answer to a question from the Mayor, Ms. Erard said that in order to change the election to November, they would need to get pre-clearance from the Department of Justice, pass an ordinance and then request a charter change with the only cost being the advertising cost for the ordinance. She said this would need to be done in the next twelve months. The TM said the ordinance provides for the Mayor and Council Members who were elected at a May general election and whose terms are to expire as of June 30 to continue in office until December. **On motion by Mr. Lanford, seconded by Ms. Davis, Council voted to initiate the process to change the Town election cycle from May to November. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, and Davis.**

Metrocast – The TM said he had also placed in Council's packets a letter he had received from Metrocast regarding an increase in rates. He said there were also a significant number of items that will not have an increase. In response to a question from Mr. Webb, the TM said at the present time Metrocast is the only franchise in Town. Mr. Webb said he was not happy with the Metrocast programming and had switched back to Direct TV. The TM said they could look into having more than one franchisee or have Council note the problems they are having with cable service and call in the District Manager to fix the problem. He said the Franchise clearly states that the representative of Metrocast will appear, as necessary, before Town Council. Town Attorney Erard said all they would need to do is amend the ordinance to allow for another franchise. The consensus of Council was that the TM request the Metrocast District Manager to come to a Council meeting to discuss the issues. If there are problems with the contractor's work, the TM said the residents should contact him and he will get the problem resolved. Town Attorney Erard suggested information be placed on the Town web site informing citizens to call the Town office if there are problems with the Metrocast contractors or

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programming.

In response to a question from Mr. McDearmon, the TM said the Town is utilizing the camera and equipment given to the Town by Metrocast. He said the schools are using the equipment to do filming for the Town such as the head of the School IT Department filming the Christmas Parade. In response to a question from the Mr. McDearmon, the TM said he did not know if the Art Show/Museum Event was filmed by the School's IT Department but there were some still photographs done by the County Photographer that could be placed on the Town's Government Access Channel.

Town Seal – The TM said at recent meetings, the Council had discussed placing a large Town Seal on the back wall in the Lobby. He said the Town Clerk had received an estimate for a Seal that is 30" in diameter, mounted on plastic at a cost of \$125.00. The Clerk also got an estimate to place that seal on plywood which would cost an additional \$225.00 or on stained solid wood for \$395.00. The TM asked if Council had a preference for the mounting of the seal. Mr. Webb suggested they could find someone else who would do a wood backing for less money. Mr. McDearmon said he was looking for something similar to the signs that are at the entrances to Town with the carved wood look. Mr. McDearmon asked the Clerk to find out who did the signs coming into Town and get some quotes on that type of sign.

Publication – Antique Flyer – The TM shared with Council a publication on antique stores that is distributed in antique stores and visitor's centers along Interstate 95 from Alexandria, VA to southern Florida. He said the publication has articles about Bowling Green and four of the antique stores in Town and the publication is available in those stores.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Economic Development/Activities and Tourism – Mr. Lanford said there was no report from the Economic Development Committee but he wanted to make sure everyone saw his e-mail about the bond's interest rates. He noted that it was a good thing the Town locked in the rate on their funds for the 301 Corridor because rates have been constantly increasing since that time.

B. Budget – There was not report from the Budget Committee.

C. Water, Sewer and Trash - There was no report from the Water, Sewer and Trash Committee. Mr. Webb said he was concerned about the sand that is on the streets

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from the snow in Town and asked when it might be cleaned up. Public Works Director William Stanley said they are expecting more snow this week but if they see a break in the weather, they will go out and clean up the sand.

D. Ordinances, Licenses, Permits – Mr. Satterwhite said there was no report but the Committee had rescheduled their meeting until the following Tuesday.

E. Building and Grounds – Mr. Wright noted that the Town Hall rentals are up. He said the new employee Dale Ballew was doing a great job and was an excellent employee.

F. Public Health and Safety/Personnel – Mr. McDearmon said he did not have a report from the Committee but reminded Council about the VML Legislative Day that is coming up if anyone would like to attend.

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

DOMINION VIRGINIA POWER: The Mayor said he and the Town Manager have been meeting with representatives of Dominion Virginia Power for more than two years about electricity reliability issues in the Town. He noted that the Town experienced an all day sub-station power outage in between the time that a meeting had been scheduled with Dominion. The Mayor said the representatives probably did not want to attend that meeting. He said Dominion agreed to spend \$250,000.00 to install stronger poles and lines around Town but if the outage is at the substation, the Town is out of luck. The Mayor suggested they were spending \$250,000.00 on something to appease the Town but not solve the problem. He said they have been talking with Rappahannock Electric Cooperative about connections to correct the problem but nothing has been resolved. The Mayor said he did not think it was fair to the citizens of the Town to be in a situation that is held over from the thirty's when electricity first came here. He said there is an economic impact to businesses from these outages. He also said he didn't think everyone should have to own a generator. The Mayor suggested a next step could be to contact the State Corporation Commission and request that they give the Town one electric company that is going to have more than one line coming into Town. The Mayor said the Town Manager is looking into banding together with Virginia Electricity Purchasers Governmental Association with whom the Town is a member. He said they negotiate special rates for localities and may be able to help in this situation. It was suggested that the TM schedule a meeting with representatives of Rappahannock Electric Cooperative to discuss these problems.

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CHANGE OF COMMAND CEREMONY: Mr. Wright reminded Council of the Change of Command Ceremony for the Sgt. Major at A. P. Hill to be held on Friday, January 14, 2011. The Mayor asked Mr. Wright to RSVP for him for the Ceremony.

ADJOURNMENT: **On motion by Mr. Webb, seconded by Mr. Wright, Council voted to adjourn the meeting at 9:05 PM. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, and Davis.**

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