

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

04-07-2011

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

MEMBERS ABSENT:

OTHERS PRESENT: Town Manager Stephen Manster, 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:

Port Royal Mayor Nancy Long – Sand and Gravel Mining – Mayor Long passed out a packet of information to Council members regarding Black Marsh Farm’s request for a Special Exception Permit to develop and operate a sand and Gravel extraction facility near the Town of Port Royal. The property is zoned Rural Preservation and is located within the Resource Sensitive Overlay District within the “Skinkers Neck” community planning area. She said the Towns of Bowling Green and Port Royal are stronger if they are kept informed of what is going on in each other’s district. Ms. Long reminded Council that about 25 years ago there was a big commotion over a development coming in called Haymount with approximately 4,000 homes. She said Haymount was approved and to compensate for that, when Caroline County did their Comprehensive Plan they put them in a Resource Sensitive Area so the river wouldn’t be pounded any more than it already was going to be pounded when that development goes in. She said in doing that they also did agricultural preservation and rural preservation for under 25 acres. She said the one thing they did not do is under “Special Exception” they left it open to request a Special Use Permit for sand and gravel mining. Mayor Long discussed some of the other mines they already have in Caroline County and noted that Caroline does not need any more sand and gravel mines. She also noted the golf course, farm land

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and housing developments that will be near the proposed mining site. Mayor Long suggested the mining company, Vulcan Construction Materials, was a good company but has no vested interest in Caroline County. She said the Vulcan Construction Materials Company is going to use barges for transport which will eliminate the need for truck transport of materials on the County's highways and roadways. Because the mining will cause a 20 ft. drop in the elevation of land in relation to the water level that is already partially in a flood plane, she has real concerns about flooding. She said she is also concerned about the Rappahannock River which the County has future plans for drawing water from. In answer to a question from Mr. McDearmon, Mayor Long stated that there was some support for the mining especially people who have connections with the sand and gravel mining. Mayor Long said one thing about a Special Use Permit is that they have to be careful not to establish a pattern of use and where will it stop. In answer to a question from Mr. Lanford, Mayor Long said most of the adjoining farms are active but if a young farmer wants to buy more land, they cannot afford what these big companies pay for land to mine.

Tina Doerfler - Susan G. Komen 3-Day for the Cure – Ms. Doerfler was present at the Council meeting to request free use of Town Hall for a fundraising event for breast cancer research hopefully, sometime in June. She said the admission cost would be \$15.00 per person and the event would have a D.J., light refreshments, door prizes and a raffle. Ms. Doerfler said there would be no alcohol served but it could be brought into this event with the age limit 25 and over. She said they are hoping to raise \$7,000 and 100% of the funds will go to the Susan G Komen 3-Day for the Cure which is a 60 mile walk over the course of three days in September. Ms. Davis said she felt strongly that if the Town has to pay someone for clean up after this event, the renter should be responsible for that. Mr. Lanford asked that the group clean up after the event. It was noted that there was a \$150.00 Deposit required, in case there was any damage or extra clean up necessary. **On motion by Mr. Wright, seconded by Mr. Webb, Council voted to approve the free use of Town Hall for Tina Doerfler to use as a fundraiser for breast cancer research and work out a date at a later time. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis and Coleman.**

Angeline Pitts – Caroline County Planner – Urban Development Areas – A representative from the Caroline County Planning Department had been requested by the Town Manager (TM) to attend this Council meeting to discuss the new Caroline Urban Development Area designation and Ms. Pitts was present to fulfill that request. In 2007 the General Assembly added Section 15.2-2223.1 to the Code of Virginia requiring high growth localities to designate Urban Development Areas in their comprehensive plans by July 1, 2011 (counties) and July 1, 2012 (cities and towns). Designated Urban

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Development Areas (“UDA”) are to be areas of reasonably compact development that can accommodate 10 to 20 years of projected growth. In answer to a question from Mayor Storke, Ms. Pitts stated that the area to be selected for the UDA has not been formally chosen. She stated that through a grant from VDOT, they have had consultants looking through the zoning ordinance and comprehensive plan to try and find a suitable area that didn’t require a lot of changes by the deadline of July 1, 2011. Ms. Pitts explained that the Caroline Planning Commission is preparing to consider the recommendation of the consultants to add the appropriate language to the County’s Zoning Ordinances and a section that would designate the Carmel Church area as a UDA. A public hearing has been scheduled for April 20<sup>th</sup>. The area includes Carmel Church Station, which has been approved as a mixed-use development but it is not yet under way. In answer to a question from the Town Manager, Ms. Pitts stated that Bowling Green was not considered for a UDA designation because the consultants were looking for something that already met the requirements and the County is under a deadline to add UDAs to its land use planning tools. She noted that she did not believe Caroline’s adoption of UDAs would hinder the Town’s efforts at growth and development and would not preclude the area around the Town from being designated a UDA in the future. Mr. Webb said they did not want the Town put on a back burner where they would not have the same advantages as other areas of the County.

Heather Foley, Chief Financial Officer – FY2010 Analysis – Ms. Foley said the Town had a very favorable audit and she had gotten some controls in place. She noted that there was a little drop in revenues but most localities were struggling. Ms. Foley said the Town did not receive much Federal or State funds so that did not pose a problem. She said they took a look at the debt service and may be paying off some of their debt. Attached is the report presented to Town Council by Ms. Foley.

Jennifer Keady – The TM introduced Jennifer Keady who lives at Farmer’s Store and was volunteering her time to spruce up the front yard of the Town Hall. Mr. McDearmon expressed appreciation for the help and for her great spirit of volunteerism. Mayor Storke discussed some of the work Ms. Keady was doing on the Town grounds.

Bonnie Cannon – 123 S. Main Street – Ms. Cannon asked Council to be conscience of the Town funds as they prepare the FY2012 Budget.

Ms. Cannon also questioned the Town paying for the Travelhost magazine. The TM said that was initiated during the Boy Scout Jamboree to attract people to come to stay in Bowling Green and it was going to be his recommendation to not renew the magazine. The Mayor said it was a well done ad but there was no way to gauge the

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impact that came from advertising in that magazine.

Ms. Cannon indicated that speeding on Main Street continues to be a safety and noise problem.

PUBLIC HEARING – CHANGE IN DATE OF ELECTION FOR TOWN COUNCIL – ORDINANCE NUMBER 1-11 – The Mayor opened the public hearing and summarized the ad that was published in the Caroline Progress on March 24 & 31, 2011. He called for comments from the public on the following proposed ordinance:

ORDINANCE NO. 1-11 PROVIDES THAT THE MAYOR AND FOUR MEMBERS OF TOWN COUNCIL SHALL BE ELECTED FOR A FOUR YEAR TERM AT THE NOVEMBER GENERAL ELECTION DATE BEGINNING IN NOVEMBER 2012 FOR TERMS TO COMMENCE JANUARY 1, 2013, AND THE REMAINING THREE MEMBERS OF COUNCIL SHALL BE ELECTED FOR TERMS OF FOUR YEARS NOVEMBER 2014 FOR TERMS BEGINNING ON JANUARY 1, 2015, AND ORDINANCE NO. 1-11 AMENDS CHAPTER 2, “ADMINISTRATION OF GOVERNMENT,” DIVISION I, “GENERALLY,” SECTION 2-101, “TOWN COUNCIL, TERMS OF OFFICE, ELECTIONS” TO REFLECT THIS CHANGE. ORDINANCE NO. 1-11 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA CODE SECTION 24.2-222.1.

The Mayor called for comments from the public regarding the proposed ordinance. He called a second and third time. Hearing no comments, the Mayor closed the public hearing. Town Attorney Erard stated that if the ordinance was adopted, she would proceed with the process of getting approval from the Department of Justice and work with the Legislature concerning potential Charter changes. **On motion by Mr. Satterwhite, seconded by Mr. Wright, Council voted to adopt an Ordinance to move the Town election from May to November.**

**Voting Aye:**

<b>McDearmon</b> .....	<b>Aye</b>	<b>Wright</b> .....	<b>Aye</b>
<b>Satterwhite</b> .....	<b>Aye</b>	<b>Coleman</b> .....	<b>Aye</b>
<b>Webb</b> .....	<b>Aye</b>	<b>Lanford</b> .....	<b>Aye</b>
<b>Davis</b> .....	<b>Aye</b>		

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

- A. Minutes - Regular Meeting – 03-03-2011**
- B. Bills – March, 2011**

<b>A &amp; M Home Center</b>	<b>100.09</b>	<b>Amerigas Fredericksburg</b>	<b>3,291.89</b>
<b>Bennett, Deborah T</b>	<b>390.00</b>	<b>BMS Direct</b>	<b>780.46</b>
<b>Bowling Green Auto Parts</b>	<b>39.14</b>	<b>Bud’s Automotive</b>	<b>280.20</b>
<b>Caroline Sheriff’s Dept.</b>	<b>736.00</b>	<b>Caroline Garage</b>	<b>368.62</b>
<b>CE&amp;O Inc.</b>	<b>2,142.00</b>	<b>Certified Laboratories</b>	<b>329.43</b>
<b>CINTA’s of Richmond</b>	<b>493.49</b>	<b>ComputerPlus</b>	<b>181.50</b>
<b>David L Brooks Hauling</b>	<b>200.00</b>	<b>Dominion Chemical Co.</b>	<b>354.00</b>
<b>Dominion VA Power</b>	<b>4,725.84</b>	<b>ERA</b>	<b>152.56</b>
<b>Erard Andrea G</b>	<b>1,250.00</b>	<b>G &amp; G Milford Farm Ser.</b>	<b>87.34</b>
<b>Lakeway Publishers of VA</b>	<b>618.45</b>	<b>Mid-Atlantic Lab</b>	<b>60.00</b>
<b>Miller Foley Group</b>	<b>1,400.00</b>	<b>Pierce Kriztina</b>	<b>150.00</b>
<b>REC</b>	<b>494.08</b>	<b>Sosmetal Products Inc.</b>	<b>803.50</b>
<b>The Supply Room Co.</b>	<b>234.33</b>	<b>Travelhost of Central VA</b>	<b>200.00</b>
<b>Treasurer of Virginia</b>	<b>799.14</b>	<b>Union Bank &amp; Trust</b>	<b>9,765.78</b>
<b>USA Blue Book</b>	<b>281.49</b>	<b>VA Resources Authority</b>	<b>76,308.54</b>
<b>Verizon</b>	<b>275.88</b>	<b>Verizon Wireless</b>	<b>174.59</b>
<b>VA Utility Protection Ser.</b>	<b>24.15</b>	<b>VISA</b>	<b>2,889.55</b>
<b>Wardico</b>	<b>273.28</b>	<b>Waste Management</b>	<b>8,261.79</b>
<b>Xerox Corporation</b>	<b>147.77</b>	<b>*Shell Fleet Plus</b>	<b>1,382.88</b>

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

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

**INFORMATIONAL ITEMS:** The following informational items were noted.

- A. Town Hall Rentals – March, 2011
- B. Police Department Report – March, 2011
- C. Public Works Director’s Report – March, 2011
- D. February, 2011 Treasurer’s Report

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NEW BUSINESS:A. Town Manager's Report

Joint Land Use Study – The TM said that he had met with other localities, A. P. Hill representatives and a representative from the Governor's office on Tuesday, March 29<sup>th</sup> to discuss the Joint Land Use Study (JLUS). The TM also said the Town was under no obligation to commit to anything that results from that Study but it would be an ongoing process. He said if they participate in this Study, it would allow them to speak with A. P. Hill about the location of activities inside the fence line so they could mitigate any adverse factors that might be presented to the outside community. The TM said it was generally accepted by the localities that they should participate under those circumstances. He asked if Council would be interested in expressing its resolve to engage and participate in a process of communication with A. P. Hill, and as part of that process they would develop a Joint Land Use Study under the condition, that there is no commitment to accept or implement any proposal that results from that Study. Port Royal Mayor Nancy Long stated that they are meeting on the 19<sup>th</sup> and she hopes to have a resolution approved to participate in the Study. The other localities that have agreed to participate are the counties of Caroline, Spotsylvania, King George, and Essex. Mr. Webb said the only document he has seen said the results would be binding and he didn't think the Town should participate just because everyone else does. There was concern that this Study would favor the A. P. Hill training missions. The TM said a good faith effort would be made to pass a resolution participating in the Study but not be binding for the Town. Mayor Storke said he would prefer to be in the meeting so he could voice his opinion. In answer to some legal concerns from Mr. Webb about participating in the Study, Town Attorney Erard said she would look at the actual document to verify that the Town is not obligating themselves to anything. Mr. Webb said he did not think the Town had anything to gain by participating in this Study. The TM said the Joint Land Use Study had been presented as an end product and he disagrees because the Study is something that comes about out of a committee process and that is why he suggested that Council participate only if this process is ongoing. He said the key is communication between the Base, Bowling Green and every other locality that is affected by the base. Several Council members voiced concerns about the cost for the Study which is estimated to be about \$100,000 with the Federal Government paying 90% of the cost, and local governments contributing the remainder, mainly in the form of in-kind services by their planning staff. Mr. McDearmon said he was also concerned about there being binding language in the document but he did feel they needed to be at the table to voice concerns. Mayor Storke said the Town is more affected by this process than any other locality. Mr. McDearmon stated that with their huge investment on the 301 Corridor, it is

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critical that the Town be at the table. The TM said he would consult with Mr. Sweat and look at the document to see if it will be binding.

**On motion by Mr. Lanford, seconded by Mr. Wright, Council voted to authorize the Town of Bowling Green to engage in, and participate in a communication process with Fort A. P. Hill and the surrounding localities;**

**That as part of that communication process, a Joint Land Use Study (JLUS) be developed;**

**That the Town makes no commitment whatsoever to accept or implement any proposal or recommendation that may be developed during the preparation of the JLUS;**

**That the communication process that is established must not be an ad hoc process, but rather must be an on-going process;**

**That the JLUS will look at land uses outside the fence line and also inside the fence line in order to mitigate any potential adverse affects of activities on Post in relation to surrounding communities;**

**That the Town Attorney reviews and approves all documents.**

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

Contribution Toward Signage for the Caroline Museum and Cultural Center –

The TM said, at the last meeting, Ms. Dale Brittle, Chairman of the Building and Grounds Committee of the Caroline Museum and Cultural Center Board of Directors, presented to Town Council a signage package that had been developed for the Caroline Museum and Cultural Center. He said Ms. Brittle had asked Council for a contribution toward the signage that would cost a total of \$4,555.00 for four signs. The TM said it was the consensus of Council that they wait to see how much the County might contribute to the signage. He said the matter was taken to the Board of Supervisors with the County Administrator recommending \$2,200.00 contribution and the Board of Supervisors said they wanted to wait to see what the Town Council was going to do. The TM suggested that in order to have the project move forward, and if Council desires they could contribute one half of the project costs which is \$2,280.00. He suggested they use funds that they will be receiving from their Bank Stock Tax. He said the will of

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Council could then be presented to the Board of Supervisors. **On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to allocate \$2,280.00 to the Caroline Museum and Cultural Center, which is one half the amount needed for four signs for the Museum. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

Bank Stock Tax – In his written report, the Town Manager reported to Town Council and to the residents of Bowling Green that the tax revenue they were told was going to be lost by the Town of Bowling Green, has been restored to the Town. He noted that not only does this make the budget expenditure reduction in the current fiscal year unnecessary, but it also reinforces our expectation that the Town's revenue from the same source will remain approximately at the same level for the next fiscal year. He noted that this action was based on certain determinations made by Union First Market Banks relating to the location where certain deposits and accounts are managed.

Proposed Budget for FY 2012: The TM presented Council with a computer printout of the Town's revenues and expenditures. He also summarized the following written report of the Town Manager's proposed FY2012 Budget for Town Council:

The Town Manager's total proposed budget for Fiscal Year 2012 for the Town of Bowling Green is balanced at a level of \$1,462,056. This proposed amount is somewhat larger than the amended budget level for the current fiscal year which is \$1,406,651. The difference between the two budget amounts is 4.0%. This represents one of the largest increases in total budget amounts in several years, that increase being \$55,405. The major change in our budget is brought about primarily through the introduction of the Route 301 Water and Sewer Extension project into our budget. It must be made clear, that the residents of the Town of Bowling Green are not paying the entire amount for this project. There will be a special Tax District established so additional revenues will be coming to the Town from the property owners on the Route 301 Corridor. The establishment of this Tax District will become part of the budget process. The creation of this District will mean that there will be no additional burden placed upon the residents of Bowling Green above the normal budgetary levels of the past several years. However, this additional amount must still be reflected in our budget.

Other than revenues and expenditures for the Route 301 project, there were some changes in individual revenue and expenditure line items, but the overall Town budget still exhibits the tendency for our revenues to remain at a relatively steady level, with expenditures being kept in line with our revenue picture. The Town's administration has paid particular attention to keeping expenditures in line, so all goals exhibited in the

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Town Manager's proposed budget can be met.

As noted in previous year's budgets, without new sources of revenue or major increases in existing sources, our Town's budget has likely found a stable level for some time to come. It is the hope of the Town's leadership that the utility extension on the Route 301 Corridor will bring new sources of revenue into the Town and enable additional services and facilities to be brought to our citizens without increases in taxes or fees. The current proposal continues with the "right sizing of the budget" philosophy of Town Council. The proposed budget provides a service level that enables the Town government to provide necessary and desired services to the residents of Bowling Green. Given the relatively flat revenue picture in what might be called our base budget (not considering the 301 Corridor revenues) it is necessary to keep strong control over expenditures and still provide a high level of quality services. The following material provides a summary and explanation of the major changes that are projected to occur in the Town's budget for the coming fiscal year.

### Revenues

Revenues for the Town of Bowling Green come from a variety of sources. They represent the collection of taxes and fees for services. Many of the tax revenue categories are projected to remain relatively constant from the current fiscal year to the next fiscal year. In the proposed budget there is no recommendation for any increase in any tax rate or any fee for the general public. As noted above, most property owners on the Route 301 corridor will be paying an additional tax related to the utility extension project. All revenues from that Tax District will be allocated to the payment of a portion of debt service for the financing of that specific project.

Projected to continue to be the largest source of revenue for the Town of Bowling Green in the coming fiscal year is the Meals Tax. This tax has held the leading revenue position for several years and the revenue from this source is projected to even increase slightly. A 4.7% increase in this revenue source to a total of \$136,500 is expected in the coming fiscal year. People continue to purchase prepared foods from restaurants and other vendors in Bowling Green, in spite of the economic downturn that has been experienced. Established restaurants seem to be doing well and some additional locations may also enhance the revenue obtained from this source.

It is noted that part of the increase in this revenue source in the current fiscal year stems from the location of the Boy Scout Jamboree at Fort A. P. Hill last summer. However, there is still strength in the revenue obtained from restaurants even in months not affected

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by the conduct of the Jamboree. It must also be remembered that the winter of 2010 was one of the worst in decades and although restaurant revenues were down, the fact that they were not down to a greater extent is testimony to the strength of these operations in Town. In addition, the students in the Army Explosive Ordinance Disposal (EOD) School at Fort A. P. Hill will be in the area in full force before the end of the first half of the next fiscal year. This should also mean higher Meals Tax revenue for the Town.

As has been noted in the past, although the strength of this source of funds is good news for the Town, having the largest source of revenue being dependent upon choices that people make each day is not necessarily an enviable position to be in. Additional locations serving prepared foods would serve to bolster and sustain this source of funds for the Town.

The second highest revenue source for the Town is the Real Estate Tax. This amount is expected to remain at \$125,000 for the coming fiscal year. Without major construction over the past year, the revenue from this category is expected to remain level. No proposal is being made to increase the tax rate above the rate necessary to “equalize” the revenue to the Town from this category in the coming year based on the recent reassessment in the entire County.

Following the Real Estate Tax are the Bank Stock Tax and the revenues obtained from fees charged for Trash Collection in Bowling Green. Trash collection fees are estimated to remain at \$91,000 for the next fiscal year, and the Bank Stock Tax will remain at the \$90,000 level. Both of these revenues sources are not expected to change from the amounts collected from each source in the current fiscal year. When the economic downturn begins to reverse itself, both of these revenue sources can be expected to bring in additional revenue to the Town without any increases in the rate of taxation. It should be noted that even though \$91,000 is being collected in fees to residents and businesses for trash collection, the Town is still subsidizing the collection of trash because the General Fund is providing additional funds to provide monthly payment to our trash collection contractor.

Other revenue sources will tend to hold their same dollar amounts in the coming fiscal year. One major reduction in revenue will come from the interest that is earned on relatively long term deposits of the Town. The primary reason for this is not because of any fluctuation in interest rates, but the Town Manager has recommended that the Town pay off all of its existing debt on or before June 30, 2011, the end of the current fiscal year. The total amount to accomplish this is estimated to be approximately \$408,000. This is felt to be an acceptable amount by which to reduce the Town’s reserves, and is

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necessary to create capacity for the Town to assume the new debt for the Route 301 project.

Of course a new revenue source will be added by the Town in the coming fiscal year. This is the revenue obtained from the property owners on the Route 301 Corridor as the Town implements and places into effect a special Tax District for the new Route 301 Water and Sewer Extension Project. The property owners that are made part of the District will be contributing a total of \$65,728 for the repayment of the debt for the project. This equals about 26% of the total debt service for the project, that amount being \$254,600. This project will create new development potential for the Town, and additional revenue will be made available to the entire budget of the Town as development occurs as a result of this project.

The category of “Other Local Taxes” which includes the Sales Tax, Consumer Utility Tax, Business License Tax, Vehicle Licenses (stickers) and the Bank Stock Tax is expected to yield about the same amount of revenue in the coming fiscal year (\$241,000) as it did in the current fiscal year (\$243,000).

Transient Occupancy Tax will remain constant at the \$6,000 per year level. Right now, much of this revenue is coming from the two small hotels on Route 301. Increases could occur in this revenue source through development of the Route 301 Corridor.

Other fluctuations will occur in the category of Rental of Town property. Whereas the Town has received in the past about \$8,000 per year for renting space on our Cable Television Tower, the pager company we were working with is no longer able to sustain its rental of space on the tower and will not be providing rental payments to the Town. We are hopeful that with a new marketing initiative, that Town Hall can be rented more in the coming fiscal year and bring in additional funds to our budget. An amount of \$15,000 in rental fees for the use of Town Hall is expected in the coming fiscal year.

Of great interest is the amount we will receive from the State of Virginia to supplement our allocation for operation of our Police Department. That amount is expected to remain stable over the next fiscal year at \$22,500, up from the \$22,000 expected to be received this fiscal year. With the adoption of the new State budget for the second year of the biennium, the amount to be received by localities has been legislated to remain stable. The amount of funding received from the State by all localities with qualifying police departments, and Bowling Green is such a locality, has been dropping over the past several fiscal years. Possibly this revenue source has reached its lowest level and will remain stable over the next several years. The State’s budgetary process will have to be

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watched closely as the new biennial budget is developed next year. I believe that the Town is fortunate to only receive a total of about \$80,000 for its departmental use from the State of Virginia. This amount also includes Communications Tax revenue at \$36,000, and Personal Property Tax Reimbursement of approximately \$22,000.

With the State's current budget woes, it is good that the Town is not overly dependent upon monies received from the State. The amounts are not expected to change from one fiscal year to the next. Of course, we appreciate the assistance received, but we are not overly dependent on such revenues. This amount makes up less than 10% of all General Fund revenues of the Town. We also anticipate receiving enough funds to maintain our current contribution to our volunteer Fire Department to supplement their budget to carry out various programs.

Monies for revenues and expenditures for the Annual Harvest Festival are placed in a separate fund in order to better account for these dollars. Total revenues for the Harvest Festival are again anticipated to reach the \$20,000 level. The largest single revenue source for the Festival will come from Vendor Fees at \$11,000. Last year these fees fell about \$1,000 short of the estimated amount, but we hope that this year will see the full amount being obtained from our vendors. We, of course, and very appreciative of the \$3,000 that we receive each year from Caroline County in support of the Town's signature event. We have been informed that the same level of support will be coming from the County in the coming fiscal year. Other funds will come from other fee charges to be part of the Car Show and Motorcycle Show at the Festival.

The final major category of revenues contains those dollars allocated to the Water and Sewer Fund. The largest amount of revenue for this fund comes from the bi-monthly fees that are paid by users of our water and sewer service. In the coming fiscal year, revenues are expected to remain approximately the same as those in the current fiscal year. There are no increases in rates that are being proposed. The revenue from payments is expected to be \$553,000, up slightly (1.5%) from the \$545,000 in the current fiscal year. These are the funds that pay for the operation and maintenance of the Town's water and sewer systems. Other funds coming from late fees, availability fees, reconnect fees and similar items are not expected to provide great amounts of money for the system, and are expected to bring in the same dollar amounts as in the current fiscal year. It must be remembered that any funds that come to the Town as Availability Fees are going into a separate account and will not be used for operation and maintenance, but rather to pay for other improvements to the water and sewer systems as needed.

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Expenditures

The following material will provide a summary of the major changes in expenditures that are proposed in the Town Manager's Proposed Budget for the coming fiscal year. The proposal implements several policy initiatives that Town Council has been discussing for some time. Many of the changes that will be discussed will deal with employee compensation. In order to provide employees with a pay increase, many of the budget line items throughout the proposal have been reduced to fairly low levels. The final amounts in each line item are felt to be adequate to provide the necessary level and quality of service and still provide for effective carrying out of all duties. For some employees, the most recent adjustment in base salary came about three and one-half years ago. For others, the most recent adjustment came almost five years ago. Because of these facts, a "pool" of funds has been created in each of the Salary line items to equal a 5% potential increase for employees. However, also as part of the new budget and fiscal year, an evaluation process will be developed implemented. Increases that may be awarded to employees may differ, depending upon the results of the evaluation process.

In addition to the proposed salary increases, the Town will continue to provide all full-time employees 100% of the payment for benefits equal to the cost of the highest level of health care insurance available to Town employees. In the coming fiscal year, health care insurance premiums have actually gone down because of the loss history of our group. It should be remembered that the Town of Bowling Green is part of the Caroline County Health Insurance Plan and our premiums reflect the loss exposure exhibited by the County. It is not out of the question for premiums to increase next year. This possibility has been accounted for in the proposed budget for the coming fiscal year.

For the presentation of this budget proposal, the number of employees for the Town of Bowling Green in the coming fiscal year is currently proposed to remain unchanged. However, I believe that the Town is in need of one additional employee should funds become available. The new position that should be considered by Town Council is a "Special Events Coordinator and Business Development Specialist". As the Town focuses on economic development and tourism, partially through the scheduling of special events to bring people into Town and for the benefit of our residents, it becomes increasingly evident that having someone on staff to create, schedule and coordinate these events is necessary. In addition, as the Route 301 utility project is brought to conclusion, assistance in developing the corridor will be necessary. Also our downtown merchants and businesses in other commercial areas are in need of assistance to help them grow their businesses. The occupant of the proposed new position would work closely with our existing merchants to create a higher level of business opportunity in

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Bowling Green. Many other beneficial activities could also be accomplished by this person. Additional material concerning this proposed position will be forthcoming in other documents.

GENERAL FUND

Administration (Current Budget \$204,117 – Proposed Budget \$241,095)

The proposed budget amount for this budget category represents an 18.2% increase over the current year’s budget. This category provides funding for the salary of the Town Manager (80% of salary) and the salary for the Town Clerk. The primary reason for the increase in budget allocation is that for the coming fiscal year, 80% of the Town Manager’s salary will be allocated to this category. In previous years, only 50% of the Manager’s salary was allocated to this category. The change is felt appropriate to better reflect the actual time spent by the Manager on various Town functions. The remainder of the Manager’s salary will still be allocated to Public Works, reflecting a reduced allocation to that budget category. Of course, fringe benefits such as retirement will also change in accordance with this revised allocation of salary. Some benefits such as retirement are based on salary, which also explains the increase in the overall amount in this line item. Of course, as noted above, the Salary line item also includes the 5% pool for possible salary increases for the Town Manager and Town Clerk.

The Economic Development line item has been increased by \$2,000 in the coming fiscal year to a total of \$36,000. This line item should be increased to an even greater amount, but revenues at this time do not allow for additional funds to be allocated to this item. The small increase will begin to address the expenses for additional activities and events that Town Council is planning for the coming year. One such new event is the Veteran’s Day USO Dance to be held in Town Hall. This event is being planned in conjunction with the Veterans of Foreign Wars Post here in Bowling Green, and will highlight the function of our Town Hall as a USO Center during World War II. The event will be designed to show appreciation to our Veterans.

Other activities that will be provided for with funds in this Economic Development line item include staffing for the annual Harvest Festival, funding for the Christmas Parade and related activities, Clean Sweep and the Festival of Feet (5k-10k walk/run). Economic development information and publications will also be developed with funds included in this category.

The Arts Commission line item reflects potential award of another \$5,000 grant to the

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Town for use by our Bowling Green Arts Commission from the Virginia Commission for the Arts and an accompanying \$5,000 match from Town Council. If the grant is not awarded, this line item will be modified. The Arts Commission has organized and sponsored a number of excellent activities related to supporting the arts in Bowling Green.

The Tourism Development line item remains at the \$5,000 level. This funding provides monies for the operation of our Visitors Center on Courthouse Lane. All staffing for the operation of this center is expected to remain “volunteer” in nature. This situation is not expected to change in the near future. The operation of the Visitors Center is the only activity that is proposed to be funded out of this line item.

Treasurer (Current Budget \$123,045 – Proposed Budget \$117,440)

In this category, the Salary line item also reflects the potential for a 5% increase to be awarded, with fringe benefit accounts receiving corresponding increases. The greatest reduction in any line item in this category is in the Audit line item. Because of a new contract that was negotiated, and the inclusion of Chief Financial Officer services by contract in our staffing, the Audit line item has been reduced from \$16,000 in the current budget to \$7,000 in the proposed budget for the coming fiscal year. Of course, the proposed budget for Professional Services (CFO services) remains at \$28,000.

Police Department (Current Budget \$82,655 – Proposed Budget \$82,655)

Although the total budget in this category remains unchanged from the current fiscal year to the next fiscal year, there are several minor adjustments that have been made in various line items. As with all other salary line items, funds have been provided for a potential 5% salary increase. The Town will still have one part-time position in this department, that of our Police Chief. In the coming year, we will also re-invigorate our Auxiliary Police Force with the replacement of several “inactive” volunteers with new Auxiliary Officers. In addition, although the Purchase of Police Services line item has been reduced by \$2,000, leaving \$20,000 in this amount, there will still be sufficient funds to pay for additional police officers secured from the Caroline County Sheriff’s Department. Other adjustments were necessitated because of the anticipated changes in our Auxiliary force. It must be noted that although we have a volunteer force, all officers working for the Town of Bowling Green, whether paid, working with the Sheriff, or are volunteers, all are qualified, certified and fully trained police officers.

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Fire Program and Donation to Fire Department and Rescue Squad (Current Budget \$10,000 – Proposed Budget \$10,000)

These amounts have remained the same for several years. The Town receives \$8,000 from the State of Virginia to support the programs of our volunteer fire department. The Town passes these funds directly to the Bowling Green Volunteer Fire Department to be used for their programs. The Town also provides a \$1,000 donation to the Bowling Green Volunteer Fire Department, and another \$1,000 donation to assist and support the Bowling Green Volunteer Rescue Squad.

Streets and Sidewalks (Current Budget \$24,650 – Proposed Budget \$23,150)

The largest line item in this category provides funds to pay for electricity for the Town’s street lights. In reviewing current utilization figures, the amount allocated for this function was reduced by \$500. An additional reduction is projected for Parking Lot and Street Maintenance, while still providing funds for minor repairs when needed.

This budget category continues to allocate \$3,000 for the Street Beautification line item. These funds are used from time to time to plant flowers and maintain or replace flower pots. Other planting projects are envisioned for the coming fiscal year such as planting around the Town’s well site on West Broaddus Avenue. It must be remembered that the Town also received \$1,100 from a previous beautification group chaired by Mr. Walton Mahon, and these funds will also be used for selected beautification projects. These funds will also be matched by the Town.

Refuse Collection (Current Budget \$99,050 – Proposed Budget \$99,300)

The total budget request in this category remains fairly stable. Of course, that largest expenditures in this category are the \$91,000 contractual amount for the collection of residential and light commercial trash, and the \$6,000 amount for the once-a-week collection of recyclables at the Town’s recycling center on Chase Street. These services are provided only within the corporate limits of the Town. These amounts are the result of a negotiated fairly long-term contract (five years) with Waste Management with only one price increase of 5% assessed to the Town in 2013. Again, the Town continues to subsidize the payments for trash collection. The full price of collection is not billed to the customer. Other variations in the proposed line item amounts within this category are fairly small.

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Town Hall Expenses (Current Budget \$30,855 – Proposed Budget \$32,175)

The proposed budget recommends a 4.3% increase in the budget category; an increase of \$1,320. The major variations come with the recommended increase in salary for the Maintenance Worker responsible for overseeing janitorial service, maintenance and arrangement of furniture for all events and functions at Town Hall. With increasing use of the facility, this increased amount is seen as essential. In addition, an increased allocation of \$1,000 to a total of \$3,500 for the propane heating system in Town Hall is also being proposed.

Activities Program (Current Budget \$0 – Proposed Budget \$6,000)

This program includes all of the classes and demonstrations that are provided by the Town in Town Hall. An estimated total of \$6,000 in student fees is projected and all of the revenue from this category will go primarily toward paying the instructors for each of the classes. In the past, funds for the activity program have also been used, depending on availability, to pay a portion of the cost of heating and cooling both rooms used for activities in Town Hall. If there are such available funds in the coming year, the same payments will occur. With the increasing popularity of our programs such as Yoga, additional funds may be available for other expenditures that will benefit the overall activities program and Town Hall in general. For example, this program has provided funds for the purchase of the two water fountains in the Ballroom of Town Hall, and the purchase of our portable public address system. This system has been used for a number of indoor and outdoor activities presented by the Town. All of the programs provided through this effort have received excellent comments from the residents of Bowling Green and all of Caroline County.

CAPITAL IMPROVEMENTS FUND

Capital Improvement Projects (Current Budget \$54,500 – Proposed Budget \$35,000)

In the current budget, there was \$30,500 allocated to capital projects in the General Fund, such projects including Town Hall renovations and funding for the Washington/Rochambeau Victory Park and associated improvements to the adjacent parking lot, and snow removal equipment. There was also allocated \$12,000 each to water line improvements and sewer line improvements.

In the proposed budget, a total of \$35,000 is all allocated to one specific project and that is the replacement of a sewer line that travels from Maury Avenue to Milford Street.

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Although the allocation for capital projects has been reduced because of lack of available funds, an important factor that needs to be discussed and presented relates to the way in which the project recommended for funding was selected.

For the first time in many years, the Bowling Green Planning Commission has been involved in the definition, review and recommendation of projects for capital expenditures. The Code of Virginia requires that a Planning Commission prepare and recommend a Capital Improvements Program for each locality. In doing its work, the Commission is in the process of assigning priorities to a dozen different projects. When its work is completed, the Planning Commission will present to Town Council a recommended Capital Improvements Program that will create a program of proposed capital expenditures over a six year period. Council will then review the recommended program and create its annual capital budget for annual appropriation in its adopted budget.

In selecting the Maury Avenue Sewer Line Replacement project, the Commission reviewed the dozen projects that our Director of Public Works presented as needing to be addressed. Discussion at regular meetings and at work sessions gave the Planning Commission a detailed understanding of the needs of our utility systems and in our community. The Director of Public Works was present at most of these meetings to explain the projects and respond to all Commission members' questions. This funding of the proposed project will be a substitute for Council's past system of allocating funds, albeit small amounts to general unspecified water and sewer line improvements. Of course, there are additional projects that the Commission will consider in creating its recommended program, but given the time constraints of annual budget preparation, the Planning Commission sends the Maury Avenue project to Council for funding consideration. As Town Manager, and one who has participated in all discussions with the Planning Commission, my recommended budget to Council contains this program for your consideration and requests that funds be allocated to accomplish this project. This is the only expenditure for capital projects that is being recommended by the Town Manager at this time.

#### HARVEST FESTIVAL FUND

Funds to support the operations portion of the annual Harvest Festival are accounted for in a separate fund, and are projected to remain at the same level (\$20,000) in the coming fiscal year as in the current fiscal year. It must be understood that the full cost of producing the Harvest Festival is not located within this Fund. The "labor" costs required to create the Harvest Festival are part of the Town's Economic Development

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budget line item under the Administration category of this budget. Public Works and Police Department staff also provides services in preparation for and during the Festival. \$13,500 is located within the Economic Development line item for “labor” under contract for the creation of the Harvest Festival. The monies being addressed here are for the “out-of-pocket” costs for the event. This includes such Festival activities as advertising, children’s activities, entertainment, and the rental of portable restroom facilities, among other things. All of these costs are estimated to be provided through revenues from vendor fees or donations from outside agencies and organizations, such as the funding we receive from Caroline County. Additional funding from sponsorships will be sought for the coming year. No specific Town revenues from Town taxes or fees are anticipated to be used to support these costs.

**WATER AND SEWER FUND**

Public Works Department (Current budget \$385,508 – Proposed Budget \$371,366)

Funds for our Public Works Department comprise the largest single budget category in this proposal. The largest change in the recommended Public Works budget comes in the areas of salary and fringe benefits. These amounts are actually reduced from current year’s allocations, even though the proposed 5% salary “pool” is provided for the six employees provided for in this category. The reduction of 3.6% or slightly over \$14,000 in the Salary line item does not actually affect the operational funds or effectiveness of the department. The main reduction is due to the fact that in the past, 50% of the Town Manager’s salary was accounted for in this category. To better reflect the reality of time allocation, this is the first year where only 20% of the Manager’s salary will be allocated to this category. The Salary line item in the Administration category will be increased to include 80% of the Town Manager’s salary, rather than the previously allocated 50%. The Salary line item also includes sufficient funds to provide for increases for those employees who obtain licensing or certification in their positions. This continues to implement the adopted policy of Town Council to reward those employees who attain higher levels of competence or certification.

Although there are some fluctuations in other line items within this budget category, they are relatively minor. Some of the Maintenance and Repair line items have received minor increases. The allocation for “Mailing” has also been increased to provide funding for the printing and mailing of the utility bills by a contracted company. The allocation for Fuel has also been increased slightly to account for the increasing cost of gasoline and other petroleum products.

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It must be noted that although all of the costs associated with the operation of the Public Works Department are funded through the Water and Sewer Fund, the activities of the Department staff include many other functions generally associated with the General Fund, such as street cleaning, snow removal, and maintenance of all buildings and grounds, among other duties. All activities of the Department are included because the salaries of all Public Works employees are accounted for in this category because of the importance and predominance of water and sewer activities.

Water Operations (Current Budget \$70,775 – Proposed Budget \$70,025)

The proposed budget for this segment of our Public Works Department's efforts is not recommended to change extensively. Minor adjustments to various line items occur based on anticipated expenditures in the coming fiscal year. It must be remembered that all salaries needed to support the operation of our water system are included in the Public Works Department budget noted above.

Sewer Operations (Current Budget \$75,750 – Proposed Budget \$75,250)

Again, only minor shifts within line items are shown in this less than 1% reduction in overall allocation to this function. Some of the changes include increased allocation for Lab Supplies and Chemicals needed to provide for appropriate operation and oversight of our system. Reductions based on current use are located in the Electricity line item and for the maintenance of lift stations. These are felt to be acceptable changes for the coming fiscal year. It should be noted that the budget for the current fiscal year for Water Operations and Sewer Operations received double digit percentage increases, bringing those totals to a reasonable level. Those levels are generally being maintained for the coming fiscal year.

Water and Sewer Loans (Debt Service) (Current budget \$200,000 – Proposed Budget \$254,600)

The proposed Debt Service budget provides not only for a 27.3% increase in payments, but it changes the entire structure of the Town's debt. Of course, this is due to the U. S. Route 301 Water and Sewer Extension Project. The \$3,600,000 project will be financed through participation in the VML/VACO Bond Pool. However, because of the creation of a Tax District including most of the Route 301 property owners (non-profit organizations and residents have not been included in the District), the actual dollars that will need to be allocated from other Town funds will be less than the current amount budgeted for debt service. The Town will receive \$65,728 from property owners along

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the corridor and this will only be applied to the debt service for the utility extension project, dropping the Town's contribution to below the \$200,000 level that is currently allocated.

A major element of this debt service payment scenario is the recommendation that the Town retire all existing debt on or before the end of the current fiscal year. Sufficient funds exist in reserves, including the Availability Fee account and other accounts to repay the approximately \$408,000 in current debt that now exists. This will insure that the Town has sufficient funds in its annual budget to repay the debt for the Route 301 project out of annual revenues, including those from the Tax District. As noted in the past, the Town's budget can comfortably support debt service of approximately \$200,000 and not jeopardize the provision, operation or effectiveness of any Town services or facilities. This is still the case given the present budget structure and demands for service. The debt for the Route 301 improvements is repaying a General Obligation Bond. Elements of the project will also provide for system improvements that will benefit the entire Town. This is particularly true as the Route 301 corridor begins to develop. It is development along this corridor that will provide for the future growth and expansion of the Town's revenue sources. In allocating funds to retire this debt, the Town will provide for long-term improvement in its financial picture. This will benefit all future residents of the Town.

The above material has provided a summary of the Town Manager's proposed budget for the 2012 Fiscal Year. Any questions or comments should be directed to the Town Manager. Additional detail will be provided for the public prior to a public hearing on the proposal. Town Council may wish to schedule one or more budget work sessions in order to further discuss and modify the proposal that is heard by the public. Such work sessions may also be held after the public hearing and prior to a vote on the proposal.

The Mayor thanked the Town Manager for his hard work.

Mr. Lanford suggested that as they are thinking about paying off some of their loans, they should consider paying off the ones with the highest interest. The TM said he would get VML to look at the numbers for the 301 Corridor loan.

The TM said that as a result of the recently completed county-wide property reassessment that has occurred, property assessments have generally declined. He said that in order to adjust the tax rate necessary to obtain the same level of revenue, the tax imposed would have to be \$0.1165. The TM stated that because of the four properties in Bowling Green that are currently eligible for certain tax relief, and because of potential reduction of assessments through appeals, he recommended that Council set the Real Property Tax

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Rate for the Town of Bowling Green at \$0.12 per \$100 of assessed value. He also recommended that other tax rates, such as rates for personal property, mobile homes, and machinery and tools remain the same without increase.

The Mayor asked if Council wanted to set a work session and then go into Closed Session to evaluate the Town Manager as his contract calls for in April. **On motion by Mr. McDearmon, seconded by Ms. Davis, Council voted to set a special meeting on April 21, 2011 at 6:00 P.M. for the purpose of conducting a work session on the proposed FY2012 Budget presented by the Town Manager, for an Ordinance Committee work Session with Town Council on the proposed Golf Cart Ordinance, to discuss heretofore undisclosed economic development prospects and go into Closed Session to evaluate the Town Manager. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis and Coleman.**

Lease of Town Property for “Headend” Facility by Metrocast – The TM said they are talking with Metrocast about their lease of Town property on which their “headend” building sets on. He said the lease has expired and Metrocast has presented Town Council with a new draft lease for their consideration. He said the Town Attorney is in the process of reviewing the draft and is expected to make some changes. The TM said it would then be brought back to the Town Council, hopefully at the next meeting.

Rental of Town Hall – The TM noted that Mr. McDearmon had requested a count of the number of times that the Town Hall was rented in the past year. He said a copy of the rental report was attached to his report. Mr. McDearmon suggested they take some of the revenue from the Town Hall rentals and put it in a lockbox to use for upgrading the Town Hall building.

Advertisement of the FY2012 Budget – Ms. Erard suggested that if Council does not anticipate having substantial changes to the budget, they should advertise the Budget Summary so a public hearing can be held at the regular meeting in May. Council had no objections to advertising and holding the public hearing on the Budget at the May, 2011 meeting.

Route 301 Water and Sewer Extension - The TM said they had received approval from the Health Department and cooperative determinations from VDOT to proceed with the Route 301 Water and Sewer extension. He said they may want to schedule a ground breaking ceremony and think about people they want to invite.

Town Seal – The TM shared with Council some pictures of the Town Seal that is

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being developed. He said it should be finished by the end of the following week.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health and Safety/Personnel – Mr. McDearmon reported that the Committee had met and worked on an evaluating process which will be ready before the meeting on the 21<sup>st</sup>. He said they still have some safety issues they are working on and looking at ways to recruit more auxiliary officers for the Town.

B. Building and Grounds – Mr. Wright noted that the Town Hall rentals are doing great. He said he would like to meet with the Town Manager on plans for a ground breaking and open house date.

C. Ordinances, Licenses, Permits – Mr. Satterwhite stated that they would be presenting the Golf Cart Ordinance to Council during the work session on the 21<sup>st</sup>. He noted that safety was their top issue.

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

E. Budget – Ms. Davis stated that the Committee had met with the Town Manager and he had explained his proposed Budget in great length and they are in agreement on the proposed FY2012 Budget.

F. Economic Development – Mr. Lanford updated Council on the Student Reading Program that they had discussed at the last meeting. He noted that the Town Manager and Mayor had met with Mr. Wick who is the Principal at Bowling Green Elementary School. Mr. Lanford said he also had an appointment to meet with him the following week. He said he is planning to meet with representatives from the Superintendent’s office and they are very open and appreciative of what Town Council is trying to do. Mr. Lanford said he had talked with corporations in Town who may be able to supply volunteers on a regular basis and he had also located some funding sources. He said he hopes to have this program in place by the fall of this year. Mr. Lanford stated that the Superintendent and Staff have identified twenty children in each 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades that could benefit from this Reading Program. He said they discussed the need to have after school buses two days a week for the after school program. Mr. McDearmon noted that children are being passed through high school that receive social promotions and can not read. He said there are good kids in the school system that needs that extra help. Mr. Lanford said they may need funding for instructional items and also

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for background checks on individuals who want to volunteer. He said he had two reputable sources that are ready to fund it as soon as it is needed. Mr. Lanford said they were trying to figure out how to track success of the students. He said he was hoping to match up each child with two volunteers so they would be in touch with them at least twice a week. The Mayor said the Town Manager is going to schedule a meeting with the Bowling Green Primary Principal. He said they hoped to be able to obtain \$5,000.00 per year to fund after school tutoring by teachers.

G. Water Sewer and Trash: There was no report from the Water, Sewer and Trash Committee.

BOWLING GREEN VOLUNTEER FIRE DEPARTMENT GENERATOR: The Mayor noted the large generator at the Bowing Green Fire Department and wondered if it could be used at Town Hall in emergency situations. Mr. Satterwhite stated that there was an issue with getting the line across the pavement to the Town Hall. He said it was a good idea and he would look into that possibility.

TOWN HALL NAME CHANGE: The Mayor said they had formed a Committee at the last meeting to look into the renaming of the Town Hall building. The Mayor said he and Town Council members Jean Davis and Mary Frances Coleman were leaders of that Committee and had selected Town residents Jim Day, Kathy Burchell, Joe Lanford, Deborah Howard, Ryan Carter, and Carol Manns to also serve on the Committee. He said they had met and discussed the building and agreed that the building should be named one thing and the Lobby and Ballroom separate names. Following are their suggestions:

- Building – Bowing Green Event Hall
- Ballroom - Rappahannock Ballroom
- Lobby - Mattaponi Reception Room

Mr. McDearmon said the Mattaponi Reception Room reminded him of the Mattaponi Golf Course.

It was suggested the Council Members bring more suggestions to the next meeting.

SPEEDING ISSUE IN TOWN: Ms. Bonnie Cannon asked again about the speeding issue in Town and wanted to know if VDOT had been contacted. Mr. McDearmon noted that there were a significant number of tickets issued last month for speeding on Main Street In answer to Ms. Cannon’s question on contacting VDOT about rerouting traffic on Main

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Street, the Mayor said VDOT stated they would not reroute truck traffic around the Town. Ms. Cannon said she had contacted VDOT and they reported to her that they needed Town Council input and she would like VDOT to be contacted again.

**ADJOURNMENT: On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to adjourn the meeting at 10:50 PM. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Lanford, Davis, and Coleman.**

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