

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

07-07-11

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

MEMBERS ABSENT: Mayor David Storke and Daniel Webb.

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 Vice 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. The Vice Mayor noted that Mayor Storke was not present but was representing the Town in a meeting in Washington, D.C.

DELEGATIONS:

A. Ron Curlings – Caroline County American Legion Post – Mr. Curlings expressed his appreciation to Mayor David Storke and Council for the Town’s marvelous reception and all the support for the Veterans’ Parade that was conducted two weeks ago. Mr. Curlings read a letter he had written and addressed to Mayor Storke expressing his thanks and appreciation to him, Town Manager Stephen Manster, Town Council and the citizens of Bowling Green for helping to fulfill his dream of having an Americana Welcome Home Parade for the veterans of the Korean and Viet Nam wars. Mr. McDearmon agreed that the parade was a very amazing and moving event.

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

A. Minutes - Regular Meeting – 06-02-2011

B. Bills – June, 2011

A & M Home Center	65.57	BAI Treasurers’ Group	300.00
Bear Port A Potty	215.00	Beck, Kimberly Anne	75.20

Mayor _____ Clerk _____

Bennett, Deborah T	390.00	Bouy, Danielle	140.00
Bowling Green Auto Parts	156.77	Brothers Mechanical	7,020.00
Café Express	1,183.40	Caroline County Fair	400.00
Caroline Sheriff's Office	768.00	Caroline Garage	75.83
CE&O	2,142.00	CINTA's of Virginia	377.05
ComputerPlus	181.50	DeJarnette & Beale Inc.	22,726.00
Dominion Chemical Co.	334.00	Dominion VA Power	4,644.03
Doug's Septic Service	300.00	Dwyer Instruments Inc	361.28
Erard, Andrea G	1,250.00	Food Lion Inc.	100.31
G & G Farm Service	79.15	GTech Corporation	34.20
Hudson, Ricky A	150.00	Kirtner Kim	127.00
Lakeway Pub. of VA	4,643.03	M & W Printers	791.11
Manster, Stephen	952.40	Martin Marietta Aggregate	618.05
Mid-Atlantic Lab	3,631.00	Miller Foley Group	1,400.00
Nicklin Steve	175.00	Peumansend Creek Ind.	453.00
REC	509.47	RRCJA	1,210.00
Rydin Decal	40.00	Svare Mark	95.50
The Free Lance Star	1,619.92	The Supply Room Co.	368.24
Treasurer of VA	812.85	Trolley Tours of Fred.	200.00
The Rural Water Assoc.	300.00	VAMWA	600.00
Verizon	271.43	Verizon Wireless	178.34
VUPS	25.20	VISA	1,731.89
Wardico	977.66	Waste Management	8,066.33
Xerox Corporation	210.03	*Caroline Circuit Court	45.00
*VRS Retirement	5,306.88	*VRS Life Insurance	87.94
*Wells Fargo Corporate	124,104.50	*Shell Fleet Plus	1,584.26

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

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

INFORMATIONAL ITEMS: On motion by Mr. Satterwhite, seconded by Ms. Davis, the Council voted to accept the Informational Items with the exception of the Police Report which they would like to pull and discuss later in the meeting. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.

- A. Town Hall Rentals – June 2011
- B. Police Department Report – June 2011
- C. Public Works Director's Report – June 2011

Mayor _____ Clerk _____

D. Treasurer's Report - May 2011

NEW BUSINESS:

A. Town Manager's Report

Grand Opening – Old Courthouse Café & Stone Creek Antiques – The Town Manager (TM) reported that on Saturday, July 9, 2011 at 10:00 AM, there would be two Grand Openings in Town, one for the Old Courthouse Café and the other Stone Creek Antiques. He encouraged the Council Members to come out and support the two new businesses in Town. The TM said there would be a ribbon cutting for each business and refreshments would be served.

Farmers Market – The TM asked everyone to stop by the expanded Farmers Market on Saturday that would have new vendors present. He said the Market is doing very well in front of Union First Market Bank.

Virginia Commission on Arts – The TM asked Council to note the letter in their packets from the Virginia Commission for the Arts showing the award of a \$5,000.00 Local Government Challenge Grant to the Town for 2011-12. He said the Town has already appropriated \$10,000.00 to include the Grant and its matching funds for the coming year. The TM said they could look forward to some wonderful events being sponsored by the Bowling Green Arts Commission.

Regional Water Resource Study – The TM said he would like to schedule a meeting of the Water and Sewer Committee to review a draft of the Water Resources Study. He said some time ago Council had allocated \$5,000.00 to join with Caroline County in the preparation of a Regional Water Resources Study. The TM said he hoped to have the consultant present at the August meeting to make a presentation of the report and respond to any questions.

301 Water and Sewer Extension Project – The TM asked the Council to note the shovels that were beside their chairs which were used for their recent groundbreaking for the 301 Water and Sewer Extension Project. He congratulated the Council and the Town for moving ahead with this tremendous Project for the future of the Town. Mr. McDearmon also expressed gratitude to the Town Manager for putting the marvelous event together. Public Works Director William Stanley gave Council an update of the progress on the 301 Corridor Project. He said everything is going well and the workers are doing a good job. Mr. McDearmon thanked Mr. Stanley for acting as project

Mayor _____ Clerk _____

manager and keeping this project moving.

Golf Cart Signage – The TM said they had sold three stickers for golf carts in Town. He said he would be meeting with VDOT the following week to discuss some issues, including the golf cart signage they will be required to install and maintain.

Resolution – Appropriating Funds to Pay Certain Recurring Expenses - On motion by Mr. Satterwhite, seconded by Mr. Wright, Council voted to approve the following Resolution authorizing the payment of certain monthly recurring expenses, without prior authorization from Town Council.

Fiscal Year 2012

BE IT RESOLVED that, it would be expedient and in the best interest of the Town to authorize the monthly payment of certain expenses which are recurring in nature, and the Treasurer of the Town of Bowling Green is hereby authorized and funds are hereby allocated to do so, without prior authorization from the Town Council, for the expenses as follows to wit:

- Dominion Virginia Power Electric Utility Bills
- Rappahannock Electric Cooperative Electric Utility Bills
- Amerigas Propane Gas bills
- Verizon Telephone bills
- Verizon Wireless Cell Phone bills
- VITA Telephone bills
- Waste Management Contracted Services for Trash Removal
- Waste Management Sludge Removal/WWTP Trash Service
- Shell Fleet Management Fuel/Gasoline
- VA Utility Protection Agency Miss Utility tickets
- Sam's Club/Costco Supplies

Mayor _____ Clerk _____

Postmaster of Bowling Green Postage

Lakeway Publishers.....Advertising

The Free Lance StarAdvertising

RentersTown Hall Deposit Refunds

Water CustomersWater Deposit Refunds

Wells Fargo Corporate Trust301 Corridor Water & Sewer Debt Payment

Adopted this 7th day of July, 2011

by the Town Council of Bowling Green, Virginia

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

Resolution – Designating Depositories for Funds of the Town – On motion by Mr. Satterwhite, seconded by Ms. Davis, Council voted to designate Union First Market Bank and EVB Bank as depositories for the funds of the Town of Bowling Green. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.

Joint Land Use Study – The TM said the Town is participating in the development of a Joint Land Use Study with five of their neighboring local governments and A. P. Hill. He said there would be two major committees that would be established which are a Policy Committee and a Working Group of technical staff people. The TM said they have been asked to appoint a member and an alternate to each of those committees. The TM said the Town is the lead agency for the entire study. He said with Council’s permission, he would like to suggest some potential appointees. He suggested the Mayor be appointed as a member of the Policy Committee and Vice Mayor as alternate. He also suggested that he be appointed to the Working Group Committee and Mr. Stanley as alternate. **On motion by Mr. Lanford, seconded by Ms. Davis, Council voted to appoint Mayor David Storke as a member of the Joint Land Use Study Policy Committee and Vice Mayor Glenn McDearmon as an alternate with Town Manager Stephen Manster appointed to the Joint Land Use Working Study Group and Public Works Director William Stanley as alternate. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.**

Mayor _____ Clerk _____

Town Council Regular Meetings – **On motion by Mr. Satterwhite, seconded by Ms. Coleman, Council voted to hold their regular Town Council meetings on the first Thursday of each month at 7:30 PM in the Rappahannock Reception Room of the Bowling Green Event Hall. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.**

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Building and Grounds – Mr. Wright asked Council to note the Building and Grounds report on the free use of Town Hall. He said he and Ms. Davis had met and discussed the items in the report. The TM said the Committee had discussed the increasing costs to operate the Town Hall building. He said there are also some capital projects and improvements that are being planned for the structure and all of that requires funding. The TM said under the current system, Council has permitted the free use of Town Hall to a number of organizations for quite some time. He said the Committee is concerned about increasing costs but they also recognize that non-profit organizations and other governmental entities may need some assistance in accomplishing their goals by the use of Town Hall. He said the Committee is suggesting that agencies, organizations and governmental entities could approach the Town Council to ask for a reduction in the cost of the rental of Town Hall by one half. The TM said the current fee for the rental of the Rappahannock Reception Room is \$150.00 and the Committee is suggesting (because of recent renovations) it be raised to \$175.00. He said requests could also be made for that room at one half the cost. In addition, the TM stated that the Committee suggested that because of timing issues associated with some of the requests, the Building and Grounds Committee be allowed to meet as often as necessary to hear and decide upon all requests for a reduced rate for the use of the Event Hall. Mr. McDearmon said he thought those were reasonable requests and the Committee had done a good job with the information. He did suggest that the Committee look at offering a reduced rate for the rental of the Bowling Green Event Hall for Town residents. He said the taxpayers in Town help support this facility. **On motion by Mr. Wright, seconded by Ms. Davis, Council voted to accept the following Building and Grounds Committee recommendations for the use of Town Hall:**

1. **Council no longer permit free use of Town Hall**
2. **Qualifying entities may request a one-half reduction in the normal fee for use of the Event Hall**
3. **The Buildings and Grounds Committee be authorized to receive, hear and act on all such requests**
4. **The fee for use of the Rappahannock Reception Room be**

Mayor _____ Clerk _____

raised to \$175.00 per use (qualified entities may also request a one-half reduction)

- 5. All users pay the \$150.00 refundable deposit**

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

B. Economic Development

New Town Visitor's Center - Mr. Lanford said the Committee had been discussing a lot of ideas to help the businesses and the community and one such proposal is outlined in a report prepared by the Town Manager and the Caroline County Tourism Manager. Mr. Lanford said the first idea was to create a Visitor's Center that would be located in the Caroline Museum and Cultural Center. He noted that the Center would be directed and operated by the Caroline County Tourism Manager and Staff will be funded by the Town of Bowling Green. He said the idea is to combine efforts with the County in order to best serve the people who will be coming through the Town of Bowling Green. Mr. Lanford said the Staff would be educated and trained to direct people to Bowling Green and Caroline County small businesses and restaurants. He said the current small Visitors' Center on Courthouse Lane would be closed and the new Center would be open weekdays and weekends as a part of a future network of Visitor Centers in the County. Mr. Lanford said the current budget already has \$5,000.00 allocated for operation of a visitor center and they will need funds transferred from the current budget to fund the remainder of the project which would be \$5,450.00. He said the proposal would be presented to Caroline County Board of Supervisors on July 12, 2011 by Caroline County Tourism Manager Kathy Beard. Mr. Lanford thanked the volunteers for their service at the current Visitor's Center and hoped to continue their relationship with them on a volunteer basis. The TM said as Mr. Lanford had mentioned, the proposal concerning the Visitor's Center is one that would have the Town work with the County and open a Visitor's Center in the Caroline County Museum and Cultural Center. He said this would be paid Staff under the direction and guidance of the County's Tourism Manager. He said the Staff would be paid by the Town of Bowling Green, but come under the direction of the County. The TM said this would provide for unified presentation of information by all of the Staff, at both the Carmel Church Center and the Visitor's Center in Bowling Green and possibly one that may be opening up in the Town of Port Royal. He said the volunteers are doing a wonderful job at the current Visitor's Center and they are hopeful that they will become volunteers at the Museum if Council accepts this proposal. The TM said their intent is to strengthen the business climate in Bowling Green by doing many things a travel counselor can do help Town businesses as well as businesses throughout Caroline County. He said this would be a joint effort between the Town and

Mayor _____ Clerk _____

the County. In answer to a question from Ms. Coleman, the TM said a travel counselor is a person trained to assist people who come into the travel center and is aware of all things going on in the County and will guide the visitors and responds to any questions they may have. He said the Guides would be trained by the County. In answer to a question from Ms. Davis, the TM stated that they would need two people because they are hopeful that more people will be coming in because of the relationship with the Carmel Church Visitor's Center. The two would consist of one paid travel counselor for the Visitors' Center and one Museum volunteer. The TM said the County is providing the facility, electricity, internet service, e-mail system, computer, Travel Counselor Uniforms and office supplies would be provided by both the Town and County. The TM said there is a sixteen month trial period in which either locality can remove themselves from the agreement by giving 60 days notice. If there is a determination to dissolve the partnership, there is no obligation on either party. Ms. Coleman and Ms. Davis expressed some concern about some of the staff being paid and others having to serve as volunteers, which could create a problem. Mr. Satterwhite said he volunteers at the Fire Department and rides with a paid firefighter every day. He said he considered that his way of giving back to the community. The TM said he would welcome the current volunteers to work in the Museum. Mr. Lanford said they would have Travel Counselors working on weekends which would be something that they have not had covered previously. Mr. Satterwhite suggested if they are going to have weekend coverage, they should talk with businesses about staying open more during the weekends. **On motion by Mr. Lanford, seconded by Mr. Wright, Council voted to approve an agreement with Caroline County to open a new visitor's center in the Caroline Museum and Cultural Center which will be called the Caroline County Visitor Center in Bowling Green, with funds already allocated in the amount of \$5,000.00 in the current budget, and the Town Manager was directed to transfer \$5,450.00 from within the current budget to fund the remainder of the project. Voting Aye: McDearmon, Wright, Satterwhite, Lanford. Voting Nay: Davis and Coleman.** Ms. Coleman noted that she had not had the opportunity to review the agreement and she could not vote for something she had not read. Ms. Coleman, who was also a volunteer in the current Visitor's Center, said they had asked the Town several years ago to pay someone to work on the weekends but the Town never hired anyone.

Ordinance - Economic Development Authority of the Town of Bowling Green –

Mr. Lanford said approving an Economic Development Authority Ordinance for the Town of Bowling Green is essential to moving the Town forward. He said this will help the Town make swift decisions when necessary and assist in enhancing the business culture. Mr. Lanford said if they approve this ordinance, an economic development authority will be put in place with seven people from in and around Bowling Green. He

Mayor _____ Clerk _____

noted that three of those people would be members of the Town's Economic Development Committee which would include Mayor Storke, Mr. Webb and himself and the other four would be from the surrounding area. **On motion by Mr. Lanford, seconded by Mr. Satterwhite, Council voted to advertise to hold a public hearing on August 4, 2011 at 7:30 PM in the Town Hall on an ordinance to develop an Economic Development Authority of the Town of Bowling Green.** Mr. McDearmon voiced some concerns about Council selecting individuals from out of Town to serve on the Town Economic Development Authority. He suggested they need residents of the Town to serve on that Authority. Mr. Lanford said it was the Committee's intention to select residents in Town, if possible. **Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.**

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

D. Budget - There was no report from the Budget Committee.

E. Public Health, and Safety/Personnel

Police Report – Mr. McDearmon asked the Police Chief to give an overview of his report. Police Chief Hoskins stated that there was a robbery and arson in the Town in June. He said he had been told by the Sheriff's Department that the Department knew who had been involved in the robbery and they were moving ahead with that investigation. He noted that the arson was a small fire at the Bowling Green Post Office where the Caroline Progress newspapers were set on fire and that case is still under investigation. The Chief said the Sheriff's Office had sixteen traffic stops. This consisted of eight warnings and eight summons in Town this month. He said the Sheriff's Department is stepping up patrol in Town to try to help the Town with the speeding issue. The Chief said he had seen two golf carts in Town and everything looked fine with them. In answer to a question from Mr. Wright, the Chief said one auxiliary is doing well, the other's wife had back surgery and he had been out with her. Mr. McDearmon said they needed four more auxiliary officers. Mr. Satterwhite said the police should be visible between 6:00 AM and 8:00 AM and 4:00 and 6:00 PM. The Chief said he had done nine days on the day shift last month. Mr. Lanford said citizens had told him that they have seen the Police Chief on duty in Town.

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

Mayor _____ Clerk _____

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

CLOSED SESSION: On motion by Mr. Wright, seconded by Ms. Davis, Council voted to enter into Closed Session under the Code of Virginia, Section 2.2-37711 A (1) – Personnel. The purpose of the Closed Session is to discuss and consider the performance, assignment, appointment, promotion, demotion, salaries, disciplining of the Public Works Director, Police Chief, Treasurer Clerk and Town Manager. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.

OPEN SESSION: On motion by Mr. Lanford, seconded by Mr. Satterwhite, the Council voted to reconvene in Open Session. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.

CERTIFICATION: On motion by Mr. Lanford, seconded by Mr. Satterwhite, the Council voted to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as where identified in the motion by which the closed meeting was convened, were discussed or considered:

Wright	Aye	Satterwhite	Aye
McDearmon	Aye	Lanford	Aye
Davis	Aye	Coleman	Aye

ADJOURNMENT: On motion by Ms. Coleman, seconded by Ms. Davis, Council voted to adjourn the meeting at 9:47 P.M. Voting Aye: McDearmon, Wright, Satterwhite, Lanford, Davis, and Coleman.

Mayor _____ Clerk _____