

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING  
MINUTES

8-2-2012

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

MEMBERS ABSENT: Glen Lanford

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

AUDIENCE: Tim Cox, Tim Lewis, Mark Bissoon, Naeda Gustard, and Mark Mallin.

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

DELEGATIONS/PUBLIC COMMENTS:

Mark Bissoon - Mr. Bissoon stated that he was present tonight on behalf of CCPS (Caroline County Public School) Educational Foundation and the organization's goal was to raise funds for a playground at Bowling Green Primary School. He stated that Caroline County was constructing a new school, but no funding had been provided for a gym or playground. He stated that the organization would like to hold a fundraiser dance at the Bowling Green Event Hall. He asked if the Town would consider being a sponsor of the event. The Mayor stated that the Town currently had a policy for free requests for the facility and that the matter would be discussed later in the meeting.

Mark Mallin – 224 North Main Street - Mr. Mallin stated that he was present to discuss three matters. (1) Arts Commission – Mr. Mallin stated that the Bowling Green Arts Commission has an event planned for August 16<sup>th</sup>. The Sunset Art Walk will be held from 6-8:30 p.m. in Town. He stated that 10-15 artists will be displaying in different businesses and on the sidewalks throughout the Town. He stated that there was no fee charged to the artists who were participating. Mr. Mallin invited Council to attend. (2) Bowling Green Playground – Mr. Mallin stated that he had an idea for a fundraiser for the playground. He passed out a design for a tile that could be sold as a fundraiser for

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both the playground and the Caroline High School Art Classes and utilized either in the planned pavilion, a free standing board or the back wall of the Bowling Green Police Department. Jason Satterwhite asked about the placement of a mural on the back of the Police Department and asked if the Arts Commission has a drawing or a cost for the mural. Mr. Satterwhite asked that the Arts Commission submit a proposal for the mural to include design and cost. He also stated that the committee is considering signage for the Playground that would include hours of operation and rules of operation. He also stated that consideration was being given for placing signage on the side of the Police Department pointing to the playground. (3) Mr. Mallin stated that the Bowling Green Farmers Market is sponsoring an event on September 29<sup>th</sup> similar to Mayberry Day. The event will be called Bowling Green Outdoor Life. The event will showcase local artists on the Union First Market Bank lot behind the Farmers Market. Also the EVB parking lot will host a food court and a wine tasting is also planned. There will be art and craft show on the Caroline County Courthouse lawn and Milford Street will be closed and vendors will be present. The Virginia Department of Game and Inland Fisheries will be coming with information and a display. He stated that there should be 6-10 vendors who specialize in hunting and fishing activities. He stated that they are looking to offer a Grand Prize drawing. He asked for Town support in advertising the event.

The Mayor asked for additional Public Comments and hearing none closed the Public Comments at 7:55 P.M.

**CONSENT AGENDA: On motion by Mr. Wright, seconded by Mr. McDearmon, Council voted to approve the Consent Agenda with the addition of a correction to the July 5, 2012 which changed a typographical error on page 3 from Mr. Davis to Ms. Davis. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, and Davis.**

- A. Minutes – Town Council Meeting – June 7, 2012
- B. Minutes – Town Council Meeting – July 5, 2012
- C. Bills – July, 2012

<b>A &amp; M Home Center</b>	<b>279.97</b>	<b>Bennett, Deborah</b>	<b>210.00</b>
<b>Bowling Green Auto Parts</b>	<b>373.78</b>	<b>Bowling Green Fire Dept.</b>	<b>1,800.00</b>
<b>Bowling Green Rescue</b>	<b>1,000.00</b>	<b>CE &amp; O</b>	<b>2,141.00</b>
<b>Certified Laboratories</b>	<b>430.66</b>	<b>CINTA’s of Richmond</b>	<b>645.45</b>
<b>ComputerPlus</b>	<b>181.50</b>	<b>Dominion Chemical</b>	<b>254.00</b>
<b>Dominion VA Power</b>	<b>4,934.50</b>	<b>Envirocompliance Lab Inc.</b>	<b>990.00</b>
<b>Erard, Andrea G</b>	<b>1,250.00</b>	<b>Fisher Scientific</b>	<b>761.02</b>

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<b>G &amp; G</b>	<b>606.40</b>	<b>Harrie Plumbing &amp; Heating</b>	<b>829.17</b>
<b>Loving, Richard Jr.</b>	<b>425.79</b>	<b>M &amp; W Printers</b>	<b>1,105.14</b>
<b>McGinley, Michelle</b>	<b>140.00</b>	<b>Mid-Atlantic Lab</b>	<b>200.00</b>
<b>Miller Foley</b>	<b>1,400.00</b>	<b>On Site PC</b>	<b>262.50</b>
<b>Pacello, Kristin</b>	<b>105.00</b>	<b>REC</b>	<b>428.11</b>
<b>Rappahannock Regional</b>	<b>1,210.00</b>	<b>Rutherford</b>	<b>658.22</b>
<b>Sosmetal Products Inc.</b>	<b>5,765.79</b>	<b>The Arts &amp; Cultural Council</b>	<b>50.00</b>
<b>The Caroline Progress</b>	<b>459.89</b>	<b>The Free Lance Star</b>	<b>604.00</b>
<b>The Supply Room</b>	<b>462.23</b>	<b>Tools Plus Industries</b>	<b>1,054.18</b>
<b>Total Floor Care</b>	<b>255.00</b>	<b>VA Dept. of Health</b>	<b>2,233.15</b>
<b>VAMWA</b>	<b>63.05</b>	<b>Verizon</b>	<b>277.96</b>
<b>Verizon Wireless</b>	<b>217.38</b>	<b>Visa</b>	<b>1,812.26</b>
<b>VUPS</b>	<b>33.60</b>	<b>Waste Management</b>	<b>7,986.33</b>
<b>WFLS</b>	<b>955.00</b>	<b>White Oak Equipment</b>	<b>2,006.07</b>
<b>Williams, Carrie</b>	<b>43.95</b>	<b>*VRS</b>	<b>1400.79</b>
<b>*CCPS Educational Fund</b>	<b>500.00</b>	<b>*Rappahannock Colonial</b>	<b>150.00</b>
<b>*Hunter, Arlean</b>	<b>150.00</b>	<b>*Plan Virginia</b>	<b>900.00</b>
<b>*Dominion VA Power</b>	<b>156.60</b>	<b>*Treasurer of Virginia</b>	<b>680.19</b>
<b>*Waste Management</b>	<b>80.00</b>	<b>*Shell</b>	<b>1,538.54</b>
<b>*Richardson, Alyssa</b>	<b>150.00</b>	<b>*Wright, Kimberly</b>	<b>150.00</b>
<b>*Verizon Wireless</b>	<b>43.01</b>	<b>*REC</b>	<b>79.02</b>

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

STAFF REPORTS: The following informational items were noted:

- A. Town Hall Rentals Report – July 2012
- B. Public Works Director’s Report – July 2012
- C. Treasurer’s Report – July 2012

NEW BUSINESS:

A. Police Department Report – July 2012 – The Police Chief reported that there were no reportable crimes the month of July. He corrected his report that only 20 calls were reported this month for Town Police and none required investigation. The Chief reported that the web site had been checked and no new sex offenders had been registered. The Chief reported that no paid services had been received through the Caroline County Sheriff’s Office for July and that forty eight hours of auxiliary hours had been logged for July. He stated that he had been monitoring the Bowling Green Playground and had

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noticed activity later in the afternoon and thought this might present a safety issue. Mr. Satterwhite stated that the Committee was looking into signage with guidelines and hours of operation. The Mayor asked about the radar gun and the Chief stated that the radar gun was currently being repaired at Caroline Garage. Mr. Satterwhite asked if a new radar gun needed to be purchased and the cost of one.

B. Town Manager's Report

Planning Grant for Assisted Living Facility – Mr. Manster reported that the grant and report preparation is on schedule and will be submitted by the due date.

August 7<sup>th</sup> Events – Mr. Manster stated that a number of activities would be happening in Town on August 7<sup>th</sup>. Beginning at 4 P.M. the Caroline Family Practice will be celebrating Community Health Center Week at the Caroline Square Shopping Center. They will be having events for children and will be giving out free school supplies. “National Night Out” in Bowling Green will begin at 5 P.M. at the Bowling Green Event Hall Parking lot. This event is being sponsored by the Town of Bowling Green and Caroline County Sheriff's Office. D&J Meats will be serving free hamburgers and hot dogs. The ribbon cutting for the Bowling Green Playground will be held at 5:30 P.M. The TM stated that an ad had been placed in The Caroline Progress inviting the public to the events.

Joint Public Hearings – Mr. Manster asked for Council's guidance on the matter of holding joint public hearings with the Planning Commission. He stated that the Bowling Green Planning Commission is currently working on several items that would require holding a Public Hearing. He stated that it is more cost effective to hold joint public hearings between the two bodies and it allows for a quicker process. It was the consensus of the Town Council to hold joint public hearing with the Bowling Green Planning Commission when possible.

C. Bowling Green Arts Commission – Mayor Storke stated that several members' terms on the Arts Commission were expiring and there were some that needed to be appointed. He also asked that a resolution of appreciation be presented to the retiring members and that they be invited to the next meeting for a formal presentation.

**On motion by McDearmon, seconded by Satterwhite, Council voted to appoint Katie Boltz, Jan Finn Duffy, Debra Howard, Nancy Delach, and Jean Dargle to the Bowling Green Arts Commission for a two year term beginning August 6, 2012. Voting Aye: McDearmon, Wright, Satterwhite, Webb, Coleman, and Davis.**

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D. Bowling Green Event Hall Free Use Request – Mayor Storke stated that Mr. Bissoon had made a request earlier in the meeting for the use of the Bowling Green Event Hall and wanted to know Council’s wishes. Mr. Wright, Chairman of the Building and Grounds Committee, stated that he would like to review the rental regulations and see their application. Mr. Bissoon stated that they would appreciate any assistance that could be provided. The Building and Grounds Committee (Wright and Davis) left the meeting and met with Mr. Bissoon in the Town Manager’s Office.

E. Bowling Green Outdoor Life – The Mayor asked about the request from Mr. Mallin for advertising assistance for the event.

**On motion by Coleman, seconded by Satterwhite, Council voted to support the Bowling Green Outdoor Life Event to be held on September 29, 2012 and pay the cost of advertising the event not to exceed \$1,000. Voting Aye: McDearmon, Satterwhite, Webb, and Coleman. (Davis and Wright not present for the vote)**

Mr. Manster noted that funds for this type of activity had been included in the Economic Development line item in the adopted budget for the current fiscal year.

F. Cooperative Magazine Article – Mr. McDearmon stated that a copy of the August issue of the Cooperative Magazine had a great article about the Town of Bowling Green. (A copy had been placed on the table for each Council Member). He complimented Susan Sili on the great job she did on the article and suggested that the article be enlarged and placed in the Rappahannock Reception Room for display. He also asked that a link be placed on the Town website.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

A. Public Health & Safety/Personnel – Mr. McDearmon stated that a meeting would be set for next week.

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

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

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

E. Buildings and Grounds – The Committee had met earlier in the meeting with Mr. Bissoon and Ms. Naeda Gustard regarding the rental of the Event Hall for

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October 12, 2012. Mr. Wright stated that the committee was recommending that the request be a rental and not a free use. Mr. Webb asked about the policy for free uses of the building and who determines who obtains free use of the facility. Ms. Davis stated that Council had given the Buildings and Grounds Committee authority to make that determination and she stated that the Committee had decided not to offer either free or reduced free use of the facility. She stated her preference for making a donation toward an activity rather than granting a free use of the facility. The TM stated that the Committee was granted the authority to grant full or reduced rentals of the facility. He stated that he felt a difference exists when the Town sponsors an activity or event and the facility is utilized free of charge for those type of events. The Mayor stated that he thought the Town has already agreed to support the fundraising activities for the Bowling Green Primary Playground. The Town Attorney stated that the criteria need to be consistent when granting the free use of the facility. The TM stated that those events that serve a community purpose might be worthy of consideration for support. Mr. Webb spoke in support of this event being a community event worthy of the Town's support and felt that the Town should consider sponsoring. He stated that it is important to help a group that wants to get equipment for school children. The TM stated that this project is seen as a community or public project for the creation of a playground for Bowling Green residents who attend Bowling Green Primary and Elementary Schools. He stated it is a public purpose. Mr. Webb recommended a donation being made to compensate for the cost of the rental and asked that the group assist with any extra cleanup and setup of the Hall. The Mayor stated that he thought it was important in the future for the Town to have the ability to view future requests and make donations toward the rental when deemed appropriate. Ms. Davis stated that the cost to rent the facility is very cheap and the Town might want to review the current rates for possible increase in the rental fees.

**On motion by Satterwhite, seconded by Webb, Council voted to donate \$500 to the Caroline County Public School Educational Foundation for reimbursement for the cost of the rental of the Bowling Green Event Hall. Voting Aye: McDearmon, Satterwhite, Webb, Wright, Davis, and Coleman.**

F. Economic Development/Activities /Tourism – The Mayor stated that a meeting had been held with Linda Worrell in Fredericksburg and it was important that funds be allocated to fund the Town's EDA. A discussion was held about the funding of the Economic Development Authority.

**On motion by McDearmon, seconded by Davis, Council voted to fund the EDA (Economic Development Authority) and asked that the Town Manager and the Budget Committee find a source of funding with a suggested amount of \$10,000. It**

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was also asked that a contract be negotiated with Linda Worrell to provide planning assistance for the EDA. Voting Aye: McDearmon, Satterwhite, Webb, Wright, Davis, and Coleman.

G. Budget – There was no report from the Budget Committee.

H. Bowling Green Park Committee – Mr. Satterwhite stated that the committee is looking into the purchase of picnic tables, benches, landscaping, and a possible water fountain.

ADJOURNMENT: There was a motion made by Webb and seconded by Satterwhite to adjourn at 9:00 P.M. Voting Aye: McDearmon, Satterwhite, Webb, Wright, Davis, and Coleman.

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