

TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING  
MINUTES

4-5-2012

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

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

AUDIENCE: Kathryn, Jeanne and Donnie Ball, Tim Cox, Jim Day, Wendy Jones, Danny Joyner, Marcie Parker, Peter Hedrick and Jay Sweat.

The Mayor called the meeting to order at 7:32 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:

Use of Town Hall - Jeanne and Kathryn Ball came to thank Town Council and the Mayor for the free use of Town Hall to hold a wedding reception on April 14, 2012. The bride, Kathryn Ball, lost her venue and deposit for her wedding due to The State Fair of Virginia closing.

VDOT - Marcie Parker and Peter Hedrick, VDOT representatives, previously met with the Streets and Sidewalks Committee regarding several issues among which are truck traffic on Main Street and the possible lowering of the speed limit on West Broadus Avenue from 40 mph to 35 mph. Ms. Parker stated that before submitting a through truck restriction to VDOT, the local governing body must hold a public hearing. The Town would also have to provide VDOT with a copy of the adopted resolution describing the proposed through truck restriction and the alternate route(s) including a statement that the Town will use all means to enforce the truck restrictions, include public hearing notice, minutes, and concurrence from Caroline County. Once the request has been made, VDOT will do various studies to determine if the change is needed. Per Ms. Parker once the formal request is received the process could take up to 9 months. See attachment A for more details. The Mayor expressed his concerns regarding the speeding

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and truck traffic on Main Street. He stated there has been discussion in the past with Mr. Stunkle, former Residency Administrator for the Bowling Green Residency, regarding the traffic problems but did not think a formal request had ever been submitted. A discussion was held regarding safety issues involving trucks bypassing the Town. The Streets and Sidewalks Committee also requested that VDOT perform another “speed study” on West Broaddus Avenue. VDOT performed two speed studies on West Broaddus Avenue, one at the Food Lion and the other at the traffic light. During the one hour study 85% of vehicles were exceeding the speed limit. Ms. Parker stated that VDOT would perform another speed study. The Mayor and Council raised concerns about the pedestrian walkway in front of the Food Lion. Ms. Parker stated VDOT could also perform a pedestrian safety study.

Auxiliary Officers – Wendy Jones and Danny Joyner, Town of Bowling Green Auxiliary Officers, were introduced to Council by the Police Chief. The Mayor and Council thanked them for coming and all the work they do. Randy Thompson, and Al Shear, Town of Bowling Green Auxiliary Officers, were unable to attend the meeting.

JLUS (This section of the minutes is verbatim) –

Mayor Storke: Alright item number C on our Delegation portion, Jay Sweat from Department of Defense, and I’ll ask Steve Manster first if he will kind of bring Council up to speed then we can ask any questions we have of Jay this is regarding the JLS that we discussed last time thank you.

Stephen Manster, Town Manager: Thank you Mr. Mayor, ladies and gentlemen I’ll refer to my prepared report that you received in the supplemental package the other day. Recall at our last Council meeting you asked the Town Attorney and me to develop a Memorandum of Understanding among the localities that might participate in the Joint Land Use Study. Council members had some concerns about liability about what might happen as a result of participation in the study and the Town Attorney and I developed a Memorandum of Understanding and I presented that memorandum. By the way there is a copy in the packet that you have. I presented that Memorandum at our last Policy Committee Meeting. After the local government representatives reviewed the proposed memorandum there was no support among the local government representatives for the adoption of the Memorandum of Understanding. The overall feeling was that there is no liability for localities in the current project and no responsibility for the implementation of any recommendation that may be developed and presented in a final report. A comment was made that because the deliverable under any contract under this grant program is actually the consultant report and not the implementation of the recommendations that if there is any liability then it would be on the consultant to prepare the report. The feeling among the local government representatives was that we

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should all proceed together to contract signing and begin the Joint Land Use Study process as quickly as possible. That's the report of the last Policy Community Meeting. I would be happy to answer any questions about the occurrences at that meeting. Jay is here to respond to any questions or concerns Town Council may have concerning the process, the contract, and the consultant group.

Mayor: Jay, thank you for coming. I'll start things off and then anyone has any questions uh at our last Council meeting when information was brought back some members of Council had some concerns about primarily two areas. One was when we agreed to be the lead agency, some members of Council didn't realize that meant that we were the ones that signed and entered into the contract with the contractor. The second thing I think there was some sticker shock amongst Council members regarding what the project was because the last time this body heard you know it could be anywhere from this amount to this amount and it was much more than some anticipated. So is that correct? What is the liability of the lead locality in signing that contract because that was the first thing that was brought up?

Jay Sweat, Department of Defense: Well first of all thank you Mayor for the invitation to come on out. I would like to thank the Council as well. There is zero liability. The contract that you sign will be through your procurement. You have gone through your procurement, the Town's procurement; you went ahead and interviewed three candidates, selected the most qualified of those candidates and have been working with them to come up with a contract that is mutually acceptable. There were some additional meetings that were included in there, some additional travel; some other things we wanted them to do for the neighborhood for the communities which will require some additional meetings. So I think that was part of the reason the costs was bumped up a little bit in that regard. The contract that you sign with AECOM will be in support of that of that Joint Land Use Study. The other communities involved are in support of that either via resolution or via of actions taken whether it be under Council or a board meeting. So in terms of liability, the federal government is not going to come after you or any community for failure to implement a recommendation of that Joint Land Use Study. We, as good stewards of federal funds, would like to see a quality product and would like to see some effort on behalf of the communities to look at those recommendations and implement to the best of their ability. We have done almost a hundred of these over the past twenty years or so. We've not had an issue with a liability concern what so ever. If there is a concern it's between the Policy Committee made up of the neighboring communities, and the consultant. Those two bodies then sit down and figure out what the problem is. Provide additional information. Conduct additional meetings if need be. The folks that we have been talking to, AECOM, are very experienced in doing these types of studies and do well by their communities. I can say that by experience. So you mentioned a Memorandum of Understanding as well. A Memorandum of Understanding is not

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required by the Federal Government. It would be up to you. It would be up to the Policy Committee if they want to enter into a Memorandum of Understanding. I think that with the actions taken by the Councils, the respective Councils the respective commissions that they are in support of this process and have shown so by attending every meeting that we have had and continue to work with me, with the Commonwealth and with the consultant as were moving forward.

Storke: Questions.

Daniel Webb, Council Member: I guess one of the big concerns that I have you know we are you know the lead agency the lead locality and we were the ones that were signing the contract with AECOM for somewhere in the tune of \$250,000.

Jason Satterwhite, Council Member: \$274,450.

Manster: The total project price would be \$274,000 but the contract with AECOM would be \$247,000. There is a local match in there of 10% that we proposed to provide, all six localities proposed to provide through in kind service.

Webb: And I guess my concern is we're the locality signing the agreement saying that they will get paid but yet we don't have the funds to pay them.

Sweat: You don't have the funds to pay them today.

Webb: What I'm saying, but we are obligating the Town today. So I just have heart burn with you know a Council obligating the Town to pay \$247,000 I mean what's our annual budget. I'm just saying it's not like we are a large locality or as large a budget and I understand you know that we are supposed to get a grant to pay for that. But you know that was probably my biggest concern. What happens if something falls through and federal funding, congress decides that they are not going to fund these types of studies and the study's done. What sort of assurance can we have that we will be reimburse for you know obligating ourselves, and I think that the Memorandum of Understanding was with the other localities saying that if for some reason the federal government didn't fund the project would give us the grant we would all be liable and we would all chip in and pay for it and none of the other localities were willing to do that. They want to march forward but they wanted us to sign except I guess we just want to know how do we resolve that issue?

Sweat: Sure, that's an excellent point. I wouldn't stand here today and recommend that you sign that contract. There will be a stipulation in that contract that says this contract will be executed upon approval of federal funding. So what your staff and all office would do would go through an application process go through the formalities. We would then approve that those funds once approved on our end that provides that ninety percent commitment on our part. Then I would go back to your staff and recommend signing that contract with AECOM.

Webb: Ok, but I thought that we were asked to sign that last meeting.

Storke: Didn't Steve, didn't Steve, didn't you say that you wouldn't sign it until the

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money was in the bank.

Manster: That's correct.

Webb: Ok.

Satterwhite: He wouldn't sign it, but it was recommended that we signed it.

Webb: Yea, but I thought that when we went forward I thought

Andrea Erard, Town Attorney: You have to authorize him to sign it. Once you've authorized it, you have authorized it.

Webb: Yeah, so did we need to, so did we need to authorize you to in order to have the process move forward.

Manster: No, the only authorization that Council has to make at this point is to submit the application.

Storke: So there is no piece of time that there is a liability that may not get funded, anybody's on the hook. We sign that contract after we know that money is in the bank so.

Sweat: Yes sir that is correct.

Storke: Ok.

Glenn McDearmon, Council Member: Is that so stated somewhere in the contract Steve?

Manster: I honestly don't recall if it is in the contract, but it's in the statements that I have made to this Council, that I won't sign any contract.

McDearmon: I understand.

Webb: I agree you absolutely said that I thought that the process the impression that I got from the last time that we meet was that hey you know here is that paperwork that I read we need to sign this. We need to move forward and we will get the you know we will get the grant to pay for it in the future and we're you know.

Erard: You're saying we just need to submit the grant application.

Manster: Yes.

Erard: Right.

Webb: And you're saying we don't sign a contract with AECOM until that grant has been funded?

Sweat: Yes sir, absolutely correct. I would not suggest that whatsoever. We want to make sure we want to get approval from our management that says we will allocate X for the conducting of the Joint Land Use Study before A.P. Hill.

Webb: Is there, is there any possibility are there any actions that the Town could potentially take that would you know jeopardize the grant? Let's say that we were granted the money that we were awarded that The Town does something that you know say A.P. Hill the federal government you know something that you know maybe wasn't mutually beneficial you know so the chance that the grant money couldn't be pulled back from us you know is there any strings attached to that grant money? I guess that was my other concern. Yea we get it and we move forward something happens and we don't

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implement something properly and there is some fine print here in this grant that you were awarded and obligated to do this, this, this and this and you did those and we would like to have that grant money back. Is there anything there that we should be concerned with?

Sweat: There will be a grant agreement signed between the Town of Bowling Green and the Federal Government. There are eligible expenses under 876 only B circular A76 that lists eligible expenses for federal funds as a federal grantee. So there are just like any other high grant CDBG grant any other grant but anything different on ours, no. You'll have a scope of work. That scope of work will guide the work of the consultant. Any deviation from the scope of work would simply require a notification in your quarterly reporting that may say we had to do this instead of this and this why. And a lot of this will be between you and the consultant as you move forward. Again AECOM has done a number of these and they do excellent work. So we may get half way through the study and some new information comes to light from AECOM as they go out and talk to the communities, talk to the jurisdictions that we may want to incorporate into the scope of work that is not already in there. So we have the ability, we and the consultants we have the ability to amend to extent to play with that grant if you will which will make it work for us in the long run. But there has been zero instance again we have done almost a hundred with zero instance were the case that you see suggest that it has ever occurred.

Manster: Mr. Mayor, Jay, you just mentioned, something that rang a bell. Right now the Town of Bowling Green does not receive any federal funding and that is rightly so. You just mentioned that we then become a federal grant recipient even though not a lot of those dollars will apply to the Town of Bowling Green directly. In the past with the receipt of federal dollars there have been certain requirements that have been placed on the localities. Would those automatically apply to us?

Sweat: Your requirements are a quarterly report theoretically this thing takes 12 months. You're going to have a quarterly report that is due to our office for there's three questions, tell us about your accomplishments to date in other words what did you do in that quarter? What did the consultant perform? There is a budget that shows expenditures. So you are required to report, other than that nothing.

Manster: So, nothing as far as any policy, procedural, or administrative requirements?

Sweat: No sir.

Manster: Thank you.

McDearmon: One question, are there any, are there any lingering issues that none of the recommendations are done? Let's assume that you know none of the recommendations are anything that any of the localities wish to do. Is there any issue of forcing or having them do something that maybe the Federal Government wanted to have done? Any issues in regards to that?

Sweat: No sir, again the Joint Land Use Study is not a federal study it's your study.

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Your staff, surrounding communities will be working with those consultants along the way. So if there is any impediments along that way hopefully those issues will be brought out in the public eye so that the work can be done. The last thing I personally want to see is recommendations for Bowling Green and Caroline, Port Royal and Essex that those communities cannot and chose not to implement. I don't think that is a good use of federal funds and I just don't want to see that nice Joint Land Use Study sitting on a sitting on a table somewhere. So I think and what I try and do and what these consultants try and do is when they get something out there they hold these public meetings want to find out what is going on. We want to find out what the public thinks. They are going to come out and likely interview many of you as well to see what your concerns are to see what you want to see what you want to come out of this Joint Land Use Study. The federal government considers this a tool a development tool if you will for communities to use when they plan for future development in their respective communities.

McDearmon: In proximity of federal properties, correct. That's the fact, that's one of the factors there.

Sweat: Yes sir, the Joint Land Use Study basically how it begins is the major command in this case on the Army dominates the installation for a Joint Land Use Study based on a number of factors and those can be incompatible development or encroachment concerns et cetera et cetera. What they try and do is they get out ahead of any potential problems that come down the line in the future. So hopefully this Joint Land Use Study will look to that and try to look at the sustainability not only of the installation but the communities as well.

Webb: Well I guess my last question would probably be, we're beating a dead horse, but you know you said you would like to see all the localities implement whatever recommendations come out of the study and that makes a lot of sense. Let's say that this Council here you know we vote to move forward and you know we are all in favor. We are getting ready to have an election in November and you know a few of us can be replaced and the dynamics of this Council could change and let's say that we are opposed and you know really weren't in favor of the JLUS and they decided they weren't going to implement any of the recommendations. How would that decision for Council affect the grant that we got? Could we, are we be putting ourselves in that position by accepting the grant and moving forward with the study then Council not you know implementing any of the recommendations. Does that input then make us liable you know saying you know you did implement and we spend all this money you just said in fact that would really be a waste of money now I agree. Do we open up ourselves up for that grant money to then be requested back from the federal government? I guess that's my biggest question.

Sweat: Sure good question. No sir that will not affect the grant whatsoever. It would be

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up to this body whether it's this group or a few new individuals to decide what it is that they want to do with the implementation phase if you will and then be able to support that to you constituents.

Satterwhite: One of our biggest concerns is the size of the Town. If we have a proposed subdivision close to the borders we don't have a large area to move it away from. Like Caroline County, Essex they can move it on the other side. So we are kind of constrained to where we can develop so. That is one of my biggest concerns is you know we have this investment in water and sewer out here on 301 close to the base and I don't want to you know be prohibited from using it by this JLUS.

Sweat: I don't blame you at all. You are going to want to make sound land use decisions that are for the betterment of this community. If there is a recommendation in there to down zone to maybe change densities somewhere to create a green space in a particular area that this community had eyes set on to develop. That's going to be up to this court. You will look at that recommendation and well we understand that this is the recommendation however this is something that we can't do either one hundred percent. We can look at it and maybe do this instead and work it through that way. And that comes up in every community that we have worked with on a Joint Land Use Study. If you can implement a hundred percent of whatever is recommended there might be one recommendation there might be ten if you can. If you could implement a hundred percent of what is recommended in there than that would be amazing because you don't often see it. There are things out there that communities just can't do either today in the future or may be able to change.

Manster: Good.

Mary Coleman, Council Member: For how many years have these Land Use Studies how many years have they been done? When did this start?

Sweat: Boy, I want to say that it goes back to 1991. But I'm not a hundred percent sure on that. I can get that information for you if you like.

Coleman: No, that's ok.

Manster: Jay, you mentioned that there may be a recommendation that would come up and we just can't implement that, but that recommendation wouldn't be in our portion of the study in other words we couldn't have all kinds of residential land use on the 301 corridor and that's what we want there. That's what is best for our community and even though the United States Army may not think that that is best, that's what our report will show that that area will develop as a residential area, correct?

Sweat: It's hard for me to say sir. I don't know I don't know what their recommendation may be theoretically.

Manster: But I am suggesting that there won't be a recommendation along those lines. Another example if I may. I know that the easement program is very popular, with the Army acquiring easements and land around the fence line. As far as the Town of

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Bowling Green, as far as my view for the Town of Bowling Green is concerned, the easement program is the worst possible thing that could happen. So if the word easement does not appear anywhere in the Bowling Green section of the plan is that going to be a problem for anybody?

Sweat: Wait, again sir I really don't know if I can really comment on that. That's not something that I would have to see what's being laid out there.

Manster: But then we are not going to be forced to do anything, relating to the easements.

Sweat: Absolutely not, no absolutely not. Were you referring to the Army's ACUB program?

Manster: Yes.

Sweat: There is another program [easement program] that's out there that uses federal funds with a nonprofit partner. This all has to be done with the support of the community with the support of the Army with support of your residents; so absolutely not.

Satterwhite: So the key is for us to be involved with this policy with, you know, the review with AECOM and Mr. Manster to get all of our concerns to them.

Sweat: Yes sir, that is absolutely right and the consultant will be working closely with not just with your staff, but staff with the other communities. They will then come back to you and you can decide as a Council when you want updates from AECOM. Though the folks work up in north Virginia they can get down here for a meeting. Hopefully not on a day like today they'd be here on time, I apologize about that. But it's up to you on how often you want to be briefed as to the progress of the report. And again a lot of the staff from AECOM will want to get out and talk to members of this board. If somebody doesn't reach out to you directly, let Mr. Manster know, let myself know, what your concern what your issues are and we will make sure we get it to them or have them contact you directly. That's the most important thing of this process is the public involvement. We want to keep this out in the public eye. We want to make sure we get out into all the communities equally and make sure that everybody has a voice in this.

Storke: Great. Anything else?

Jean Davis, Council Member: What percentage of this \$237,000 will the grant be?

Sweat: If I'm not mistaken the federal portion of that is the \$237,000. And then the, I'm sorry Mr. Manster do you have the numbers in front of you? The federal funds and the non-federal match do you have that in front of you sir? It's \$237,000 federal and then.

Manster: \$247,000

Sweat: \$247,000 Federal

Coleman: \$247,000

Erard: \$274,000 total I thought.

Sweat: Ok, and then ten percent of that would be the in kind match. That in kind match is basically what we are doing here today. It's your staff. It's staff from Caroline and

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Essex and Spotsylvania working together on communities and getting this thing up and running. So I think we probably already hit that ten percent.

Satterwhite: So his quarterly reports with the progress of the grant money would go towards that ten percent.

Sweat: Correct, any work any follow-up that would go towards that too.

Storke: Jay Thank you.

Sweat: Thank you sir.

Storke: We appreciate your time. We appreciate you coming down here.

PUBLIC COMMENTS

Alright, public comment. Is there anyone that would like to address Council regarding any matter if you do come to the podium and stat your name and address for the clerk?

JLUS - Jim Day, Bowling Green: Mr. Mayor, ladies and gentlemen I am Jim Day and I'm from Bowling Green. I came to support this continuation of this important Joint Land Use Study. It sounds like you all are going in the right direction. I think the article in the paper today about declines probably raises some issues of why such information is needed and this Joint Land Use Study I think will eliminate a lot of those potential problems down the road. I view what this consultant will be doing will be a third party. It will be looking at this from a position of neutrality to take into an account the concerns of the community, the concerns of Bowling Green, and the concerns of the Army so that they can continue to do the type of training that's so important to their mission. And I applaud you for looking at this with the detail that you did and I hope you're inclined to approve it. But I think it's a good thing for our county to have this study to rely on because we are going to get a lot of information that we don't have now. Thank you.

Storke: Thank you. Would anyone else like to address Council? Alright if not I will close the public comment portion. (Transcription of verbatim minutes ceased at this point in the meeting)

The Mayor closed the Public Comments portion of the meeting.

CONSENT AGENDA: **On motion by Mr. Wright, seconded by Mr. McDearmon, Council voted to approve the Consent Agenda, as presented. Voting Aye: Webb, Satterwhite, Coleman, Lanford, Wright, McDearmon and Davis.**

<b>A &amp; M Home Center</b>	<b>439.73</b>	<b>American Water Works</b>	<b>266.00</b>
<b>Amerigas</b>	<b>2,706.10</b>	<b>BAI Municipal Software</b>	<b>3,329.10</b>
<b>Bennett, Deborah</b>	<b>245.00</b>	<b>Bliss Products &amp; Services</b>	<b>18,203.50</b>

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<b>Bourne &amp; Sons Janitorial</b>	<b>203.00</b>	<b>Bowling Green Auto Parts</b>	<b>192.76</b>
<b>Caroline Sheriff’s Office</b>	<b>648.00</b>	<b>Caroline Garage</b>	<b>32.00</b>
<b>CAS Severn</b>	<b>5,880.00</b>	<b>CE &amp; O</b>	<b>2,141.00</b>
<b>Certified Laboratories</b>	<b>902.32</b>	<b>CINTA’s of Richmond</b>	<b>301.64</b>
<b>CINTA’s of Richmond</b>	<b>301.64</b>	<b>ComputerPlus</b>	<b>181.50</b>
<b>Dominion Chemical Co.</b>	<b>254.00</b>	<b>Dominion VA Power</b>	<b>580.23</b>
<b>Doug’s Septic Service</b>	<b>2,880.00</b>	<b>Envirocompliance Lab Inc.</b>	<b>1,065.00</b>
<b>Erard, Andrea G</b>	<b>1,250.00</b>	<b>G &amp; G</b>	<b>292.00</b>
<b>Gall’s LLC</b>	<b>182.95</b>	<b>HD Supply Waterworks</b>	<b>2,630.98</b>
<b>M &amp; W Printers</b>	<b>1,436.07</b>	<b>Mid-Atlantic Lab</b>	<b>435.00</b>
<b>Miller Foley</b>	<b>2,800.00</b>	<b>Nicklin, Steve</b>	<b>140.00</b>
<b>On Site PC</b>	<b>2,649.37</b>	<b>Page Designs &amp; Printing</b>	<b>517.00</b>
<b>Power &amp; Flow Solutions</b>	<b>358.00</b>	<b>REC</b>	<b>638.86</b>
<b>Sosmetal Products Inc.</b>	<b>2,825.70</b>	<b>Superior Lamp Inc.</b>	<b>508.53</b>
<b>The Caroline Progress</b>	<b>78.40</b>	<b>The Supply Room</b>	<b>506.10</b>
<b>Treasurer of VA</b>	<b>692.58</b>	<b>Treasurer of VA</b>	<b>12.00</b>
<b>USA Blue Book</b>	<b>126.75</b>	<b>Verizon</b>	<b>272.71</b>
<b>Verizon Wireless</b>	<b>247.32</b>	<b>VISA</b>	<b>926.11</b>
<b>VRS Retirement</b>	<b>409.33</b>	<b>VUPS</b>	<b>23.10</b>
<b>Waste Management</b>	<b>8,066.33</b>	<b>Watson, Jean</b>	<b>20.00</b>
<b>*Dennis Wanless</b>	<b>150.00</b>	<b>*Dominion Virginia Power</b>	<b>9,069.89</b>
<b>*Verizon Wireless</b>	<b>217.28</b>	<b>*Emily Washington</b>	<b>150.00</b>
<b>*Shell</b>	<b>1,389.49</b>	<b>*Country Angel</b>	<b>45.29</b>
<b>*Eastern Virginia Properties</b>	<b>100.00</b>	<b>*Shawanda Winston</b>	<b>150.00</b>
<b>*Justine Kinsella</b>	<b>98.82</b>	<b>*Kristen McRoy</b>	<b>85.55</b>
<b>*Pitts &amp; Manns Realty</b>	<b>36.50</b>	<b>*Tracey Stockman</b>	<b>100.00</b>
<b>*Kim Umble</b>	<b>21.10</b>	<b>*Nicholas Van Dam</b>	<b>85.55</b>
<b>*Ray Ellis</b>	<b>100.00</b>		

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

INFORMATIONAL ITEMS: The following informational items were noted:

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

NEW BUSINESS:

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

A. Police Department Report – March, 2012 – The Police Chief reported that the Caroline County Sheriff’s Office had two reportable crime calls for March. One call was a reported domestic situation; the other was larceny by check. Of the seventeen calls reported this month to the Town Officers none required investigation, all were routine calls. He stated that he had written four speeding tickets and given three warnings for speeding. Deputies gave two warnings in Town this month. Chief Hoskins did not work any day shifts to run radar for the month of March.

The Mayor asked that Old Business be considered next so that Mr. Jay Sweat would be able to leave the meeting after the discussion.

**On motion by Mr. Webb, seconded by Mr. Satterwhite, Council voted to proceed with submitting the grant application for the Joint Land Use Study. Voting Aye: Wright, Lanford, McDearmon, Coleman, Satterwhite, Webb and Davis.**

B. Town Manager’s Report

Planning Grant- Mr. Manster is working on the planning grant letter of intent draft with hopes to finish within the next 10 days. Once grant application is complete Council will need to review to enable TM to submit paperwork.

Computer Hardware & Software/Credit Card – Mr. Manster reported that the computers have been upgraded. The Town is almost ready to accept electronic credit card payments for taxes and utility bills. Ms. Kathy McVay stated that the link is available on our website and ready to go. We also have a kiosk machine available in the Town office for public use.

Town Survey - The TM reported that all utility customers, about 900, received a survey on the Towns services, as of today we have received 60 surveys back and hope to receive more.

Visitor’s Center – 109 Courthouse Lane, Mr. Manster stated the lease for the Bowling Green Visitor’s Center is up and a decision was needed to either renew the lease or terminate the lease with Union First Market Bank. We recommended that Council terminate the lease.

**On motion by Mr. McDearmon, seconded by Mr. Wright, Council voted to terminate the lease of the Bowling Green Visitor’s Center with Union First Market Bank. Voting Aye: Lanford, Webb, Coleman, Davis, McDearmon, Wright and**

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

**Satterwhite.**

Virginia Municipal League – Mr. Manster asked for Councils’ approval for an article to be submitted to The Virginia Municipal League Magazine regarding the 301 corridor utility project.

**On motion by Mr. Lanford, seconded by Mr. McDearmon, Council voted to proceed with submitting an article as prepared by Mr. Reid to the Virginia Municipal League Magazine. Voting Aye: Wright, Webb, Coleman, Davis, Lanford, McDearmon and Satterwhite.**

Board of Zoning Appeals – Mr. Manster advised Council that the Board of Zoning Appeals needs recommendations for orders of appointment for 3 members. Council had previously recommended William Thornton, Craig Lewis and Gene Self.

**On motion by Ms. Davis, seconded by Mr. McDearmon, Council voted to recommend to the judge of the Circuit Court that William Thornton, Craig Lewis and Gene Self be appointed to the Board of Zoning Appeals. Voting Aye: Wright, Webb, Coleman, Lanford, Davis, McDearmon and Satterwhite.**

Mayberry Days in Bowling Green – Mr. Manster reported that Mayberry Days will be held on April 21, 2012 between 10:00 A.M. to 4:00 P.M. The Arts Commission and the Local Business Owners and Operators came together to help plan this event. There will be a variety of things going on. There will be an Art Show, Crafters, Youngsters Fishing and Art Contest, Aunt Bee’s Pie Baking Contest and Children’s Activities including a Bounce House.

5<sup>th</sup> Annual Festival of Feet Memorial Race – Mr. Manster stated that the annual Festival of Feet will be held on April 28, 2012 in honor of Virginia State Police First Sergeant Mark Haygood.

FY2013 Budget – The Town Manger reported the FY2013 budget did not include any increase in taxes or fees. He said however that the tax rate would change for Personal Property due to an assessment change from 50% to 100%. He stated that the Council would need to hold a work session before the May meeting and schedule a public hearing for the May meeting so that the budget could be approved at the June Council meeting.

**On motion by Ms. Lanford, seconded by Ms. Davis, Council voted to hold a Budget**

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

**Work Session on April 11, 2012 at 6:00 P.M. in the Rappahannock Meeting Room. Voting Aye: Wright, Webb, Coleman, Lanford, Davis, McDearmon and Satterwhite.**

REC Letter - Mr. Manster wanted to express his gratitude for Rappahannock Electric Cooperative donation for the Bowling Green Playground.

Victory Park – A discussion was held regarding the Washington/ Rochambeau Victory Park and the status of the project. Council requested that George Wieber be asked to come to the next Council meeting to provide an update on the progress of the park.

REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:

- A. Public Health & Safety/Personnel – There was no report from Public Health & Safety/Personnel Committee.
- B. Streets and Sidewalks – There was no report from Streets and Sidewalks Committee.
- C. Water, Sewer and Trash – There was no report from the Water, Sewer and Trash Committee.
- D. Ordinances, Licenses, Permits – There was no report from the Ordinances, Licenses, Permits Committee.
- E. Building and Grounds – There was no report from the Building and Grounds Committee.
- F. Economic Development/Activities /Tourism – There was no report from the Economic Development/Activities/Tourism Committee.
- G. Budget – There was no report from the Budget Committee.
- H. Bowling Green Park Committee – Mr. Manster reported that the playground equipment has been order and expected to be delivered sometime in early May and hopes to be fully operational at the beginning of the summer season.

ADJOURNMENT: **There was a motion made by Mr. McDearmon and seconded by Mr. Wright to adjourn at 9:18 P.M. Voting Aye: Webb, Satterwhite, Davis, Lanford, McDearmon, Wright and Coleman.**

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_