



**Town of Bowling Green – Clerk/Treasurer’s
Council Monthly Report/Project Update
For September 2017**

Prepared By: Melissa Lewis

Date: 10/01/17

Additional and/or Support Materials Attached: Yes No

Ongoing:

- Responding to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Entering Work Orders into Mobile 311.
- Working with CPA to reconcile and close out FY17 financial records.
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Preparing and mailing zoning violation letters as determined by the zoning administrator.
- Preparing 2017 Real Estate, Tax District Bills. Personal Property Bill file has been complete. Bills are scheduled to be mailed the first of November.
- Updating employee files, enrolling new employees in health insurance, VRS, etc.
- Assessing customer complaints on utility billing issuing adjustments on bills as necessary.
- Reviewing and posting Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewing and posting Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewing and reconciling bank deposits prepared by the Accounts Clerk.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

Pending Actions:

None.

Decisions Needed:

None.

Heads Up Items:

- Currently reviewing the Town’s Website to update items that are outdated or no longer correct. *Still underway.*

The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town’s resources and will do so without regard to personal gain or privilege.

Town of Bowling Green

Notice

To

Delinquent Taxpayers

Due to recent actions of the Town Council on January 1, 2018 delinquent taxpayer accounts will be turned over to a collection agency and will be subject to an *additional 20%* collection agency charge!

Avoid this additional penalty by paying you delinquent taxes by December 31, 2017.

Delinquent taxes can be paid at the Town of Bowling Green business office located at 117 Butler Street Bowling Green, VA 22427.

NOTICE

Notice is hereby given that the Town of Bowling Green will offer at auction by **“sealed bid”**:

ITEMS FOR SALE:

1 - 1993 GMC 3500HD Dump Truck – VIN# 1GDKC34N2PJ510700

1 – 1990 Cargo 7000 Sweeper Truck – VIN# 9BFXH70P1LDM01332

1 – 1997 Johnston ISO 9001 Sweeper Truck – VIN# IFDXH8ICXVVA00723

1 – Shelton-Witt towable air compressor – Model D100QP

The vehicles/items are located at the Wastewater Treatment Plant, 219 Anderson Ave, Bowling Green, VA. If you would like to make arrangements to see the vehicles/items, please contact Billy Deavers at 804-221-1834.

TERMS: CASH OR CASHIERS CHECK

The vehicles/items are sold “AS IS” and removal will be coordinated with the Town. Bids will be opened publicly at 2:00 p.m. on Friday October 27, 2017 at the Bowling Green Town business office located at 117 Butler Street Bowling Green, VA 22427. Vehicles/items may be bid on individually or as lots. The high bidder will be notified by mail if not present at bid opening.

The Town of Bowling Green reserves the right to reject any or all bids. No bids will be accepted after 2:00 p.m. on October 27, 2017. Bids should be mailed to P.O. Box 468 Bowling Green, VA 22427 or dropped off at the Town business office. **Envelopes should be marked “SEALED BID”**

TOWN HALL RENTALS

September 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
18	Activities Program	Yoga/Pitaiyo	390.00
1	Wright, Jackie	Wedding Reception	600.00
1	Kuske, Lauren	Wedding Reception	500.00
1	Jacob, Trisha	Baby Shower	175.00
1	USO Dance		N/C
1	Public Health, Safety and Personnel	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Triad	Meeting	N/C
3	WWI & WWII Display	Display	N/C
1	Ordinances, Licenses and Permits	Meeting	N/C
1	EDA	Meeting	N/C
1	Buildings & Grounds Committee	Meeting	N/C
1	Water, Sewer & Trash Committee	Meeting	N/C
1	Budget Committee	Meeting	N/C
1	Streets & Sidewalks Committee	Meeting	N/C

35

Total

\$1665.00