

Town of Bowling Green
Town Council Meeting



Date: June 7, 2018
Agenda Item: VI. Consent Agenda,
C. 5/17/18 Minutes

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Melissa Lewis

PRESENTER TITLE: Clerk/Treasurer

AGENDA ITEM: Minutes –Town Council Meeting – May 17, 2018

BACKGROUND / SUMMARY: Transcribed Minutes from the May 17, 2018 Town Council Meeting

ATTACHMENTS:

Town Council Meeting – May 17, 2018

REQUESTED ACTION:

Approval of the Minutes

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	McDearmon
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	Wright
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	Gibson
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	Satterwhite

VOTE:

PASSED

NOT PASSED

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
MINUTES

May 17, 2018

MEMBERS PRESENT: Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, and Mary Frances Coleman.

MEMBERS ABSENT: Mayor Jason Satterwhite, Jean Davis, and Tyler Gibson.

OTHERS PRESENT: Town Manager Reese Peck and Clerk/Treasurer Melissa Lewis.

I. CALL TO ORDER AND QUORUM ESTABLISHED:

Mayor pro tem Glenn McDearmon called the meeting to order at 7:00 P.M. and noted a quorum was present. He led the group in the Pledge of Allegiance.

II. PUBLIC HEARING:

A. Proposed FY 2018-2019 Budget:

At 7:01 P.M. Mr. McDearmon opened the Public Hearing for the Proposed budget for fiscal year July 1, 2018 – June 30, 2019 and proposed changes in the tax and public utility rates. He noted that the Public Hearing was advertised in the Free Lance Star May 8, 2018 (attached).

1. Mark Bissoon, Caroline County Commissioner of the Revenue – Mr. Bissoon noted that the proposed revenue from Personal Property Taxes looked lower than expected based on the total book value his office submitted the Town Treasurer.
2. Jeff Sili, Caroline County Board of Supervisor representative for the Bowling Green District – Mr. Sili expressed that he did not agree with the Town Manager's interpretation of Virginia State Code in regards to vehicle license fees.
3. Spencer Allen, 121 Travis St. – Mr. Allen stated that he was not in favor of the proposed employee bonuses or increased water and sewer rates.

Hearing no further comments, at 7:07 P.M., Mr. McDearmon closed the Public Hearing. He informed the public that Council would vote on the proposed budget for fiscal year July 1, 2018 – June 30, 2019 and proposed changes in the tax and public utility rates at its June 7th meeting.

III. MOTION ON LEGAL SERVICES AGREEMENT:

On Motion by Mr. Hauser, seconded by Mr. Gaines, Council voted to ratify the legal services agreement between the Town of Bowling Green and Attorney Andrea Erard for the purpose of legal services relating to a USDA Rural Development sewer project and authorize the Town Manager to sign the agreement.

Voting Aye: McDearmon, Wright, Gaines, Hauser, and Coleman.

Voting Nay: none

IV. ADJOURNMENT:

On motion by Mr. Gaines, seconded by Mr. Wright, at 7:09 P.M. Council unanimously voted to adjourn the meeting.

DRAFT



NOTICE OF PUBLIC HEARING ON

THURSDAY, MAY 17, 2018

TOWN OF BOWLING GREEN, VIRGINIA

PROPOSED BUDGET FOR FISCAL YEAR

JULY 1, 2018 – JUNE 30, 2019

AND PROPOSED CHANGES IN THE TAX AND PUBLIC UTILITY RATES

The following Town Manager's recommended budget synopsis is prepared and published for information and fiscal planning purposes only. The inclusion in the Budget of any item does not constitute a commitment or obligation on the part of the Town of Bowling Green's Council to appropriate any funds for that item or purpose. The Budget has been presented on the basis of the estimates and requests submitted to the Town Manager's Office by the several Officers and Department Heads of the Town. There is no obligation or allocation of any funds of Town of Bowling Green for any purpose until there has been an appropriation for that purpose by the Town of Bowling Green Council.

The Bowling Green Town Council will, on Thursday, May 17, 2018 at 7:00 p.m. at the Bowling Green Town Hall, hold a public hearing for informational and fiscal planning purposes to consider the following proposed budget for the fiscal year ending June 30, 2019. The Public Hearing is held allowing the public to question and comment on the proposed Budget and changes in the tax and public utility rates subject to reasonable time limits and procedures established by the Bowling Green Town Council. Written comments are also accepted by mail prior to the meeting and may be presented to the Board at the meeting.

Pursuant to Sections 15.2-2506 and 58.1-3007, Code of Virginia (1950), as amended, the Bowling Green Town Council will hold a Public Hearing on the proposed Budget for Fiscal Year 2018-2019 and the proposed changes in tax and public utility rates at 7:00 p.m. Thursday, May 17, 2018, in the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427.

A complete copy of budget is available for public inspection weekdays from 9:00 AM until 5:00 PM at the Bowling Green Town Hall, 117 Butler Street, Bowling Green, Virginia, 22427. Questions about the budget may be directed to A. Reese Peck, Town Manager. 804-633-6212; and on the Town of Bowling Green website at <http://www.townofbowlinggreen.com/>

Authorized by A. Reese Peck, Town Manager

RESIDENTIAL									
In-Town Current					In-Town Proposed				
	Water	Sewer	Total Bi-Monthly	Total Monthly		Water	Sewer	Total Bi-Monthly	Total Monthly
0-5,000	\$30.14	\$78.68	\$109	\$54	0-5,000	\$33.15	\$86.53	\$120	\$60
5,001-10,000	\$1.53	\$3.99	\$136	\$68	5,001-10,000	\$1.68	\$4.39	\$150	\$75
10,001-20,000	\$1.61	\$4.20	\$195	\$97	10,001-20,000	\$1.77	\$4.62	\$214	\$107
20,010-30,000	\$1.68	\$4.38	\$255	\$128	20,010-30,000	\$1.85	\$4.82	\$281	\$140
30,001 & Up	\$1.74	\$4.54			30,001 & Up	\$1.91	\$5.00		
Out-of-Town Current					Out-of-Town Proposed				
	Water	Sewer	Total Bi-Monthly	Monthly		Water	Sewer	Total Bi-Monthly	Monthly
0-5,000	\$60.28	\$88.91	\$149	\$75	0-5,000	\$66.31	\$97.80	\$164	\$82
5,001-10,000	\$3.06	\$4.51	\$225	\$112	5,001-10,000	\$3.37	\$4.96	\$247	\$124
10,001-20,000	\$3.22	\$4.75	\$305	\$152	10,001-20,000	\$3.54	\$5.22	\$335	\$168
20,010-30,000	\$3.36	\$4.96	\$388	\$194	20,010-30,000	\$3.70	\$5.45	\$427	\$213
30,001 & Up	\$3.48	\$5.13			30,001 & Up	\$3.83	\$5.65		
COMMERCIAL									
In-Town Current					In-Town Proposed				
	Water	Sewer	Total Bi-Monthly	Total Monthly		Water	Sewer	Total Bi-Monthly	Total Monthly
0-5,000	\$30.14	\$85.01	\$115	\$58	0-5,000	\$33.15	\$93.48	\$127	\$63
5,001-10,000	\$1.68	\$4.74	\$147	\$74	5,001-10,000	\$1.85	\$5.21	\$162	\$81
10,001-20,000	\$1.74	\$4.91	\$214	\$107	10,001-20,000	\$1.91	\$5.40	\$235	\$118
20,001-30,000	\$1.80	\$5.08	\$282	\$141	20,001-30,000	\$1.98	\$5.58	\$311	\$155
30,001-40,000	\$1.88	\$5.30	\$354	\$177	30,001-40,000	\$2.07	\$5.83	\$390	\$195
40,001-50,000	\$1.94	\$5.47	\$428	\$214	40,001-50,000	\$2.13	\$6.02	\$471	\$236
50,001-100,000	\$2.01	\$5.67	\$505	\$253	50,001-100,000	\$2.21	\$6.24	\$556	\$278
100,001 & Up	\$2.06	\$5.81			100,001 & Up	\$2.27	\$6.39		
Out-of-Town Current					Out-of-Town Proposed				
	Water	Sewer	Total Bi-Monthly	Total Monthly		Water	Sewer	Total Bi-Monthly	Total Monthly
0-5,000	\$60.28	\$102.20	\$162	\$81	0-5,000	\$66.31	\$112.38	\$179	\$89
5,001-10,000	\$3.36	\$5.70	\$253	\$127	5,001-10,000	\$3.70	\$6.26	\$278	\$139
10,001-20,000	\$3.48	\$5.90	\$347	\$173	10,001-20,000	\$3.83	\$6.49	\$381	\$191
20,001-30,000	\$3.59	\$6.10	\$444	\$222	20,001-30,000	\$3.95	\$6.71	\$488	\$244
30,001-40,000	\$3.75	\$6.37	\$545	\$272	30,001-40,000	\$4.13	\$7.01	\$599	\$300
40,001-50,000	\$3.90	\$6.58	\$650	\$325	40,001-50,000	\$4.29	\$7.23	\$715	\$357
50,001-100,000	\$4.00	\$6.81	\$758	\$379	50,001-100,000	\$4.40	\$7.50	\$834	\$417
100,001 & Up	\$4.13	\$6.98			100,001 & Up	\$4.54	\$7.68		

Solid Waste Collection Bi-Monthly Rate Schedule (In Town Only)

Residential Rates:	Current Rate -\$30.60	Proposed Rate – No Change
Commercial Rates:	Current Rate -\$24.48 bimonthly/per cubic yard	Proposed Rate – No Change

Proposed Tax Rates for Calendar Year 2018

Current Rate		Proposed Rate
Real Estate	\$0.13/\$100	No increase
Personal Property	\$0.72/\$100 of 100% of assessed valuation	No increase
Mobile Homes	\$0.10/\$100 of assessed valuation	No increase
Machinery/Tools	\$0.72/\$100	No Increase
Route 301 Tax Dist.	\$0.52/\$100 of assessed valuation	\$0.88/\$100

Vehicle License Tax - \$32 (an increase of \$7) for cars and light trucks, and \$25 (an increase of \$7) for motorcycles

REVENUE ESTIMATES	CURRENT FISCAL YEAR 2018	PROPOSED FISCAL YEAR 2019	INC./DEC.
FUND #100 General Funds			
Real Estate	\$139,000	\$141,500	\$2,500
Route 301 Special Tax	\$20,300	\$0	(\$20,300)
Public Service	\$4,500	\$4,500	\$0
Personal Property	\$39,000	\$36,500	(\$2,500)
Penalty & Interest	\$2,550	\$4,000	\$1,450
Revenue From Use Of Money	\$1,000	\$1,000	\$0
Refuse Collection	\$85,000	\$85,000	\$0
Farmers Market	\$500	\$0	(\$500)
Sales Tax	\$27,000	\$30,000	\$3,000
Consumer Utility Tax	\$30,000	\$30,000	\$0
Business License	\$75,000	\$75,000	\$0
Vehicle License & Registration Fees	\$17,000	\$20,650	\$3,650
Bank Stock Tax	\$144,000	\$150,000	\$6,000
Transient Occupancy Tax	\$4,500	\$4,500	\$0
Meals Tax	\$210,000	\$210,000	\$0
Permits, Fees And Licenses	\$2,200	\$1,700	(\$500)
Fines and Forfeitures	\$4,400	\$30,400	\$26,000
Rentals	\$36,050	\$31,100	(\$4,950)
Other Miscellaneous Revenue	\$0	\$500	\$500
VA Police Funding	\$23,000	\$23,000	\$0
PPTRA State Reimbursement	\$22,000	\$22,000	\$0
Communications Tax	\$43,000	\$43,000	\$0
Special Activities Fees	\$10,000	\$0	(\$10,000)
Grants	\$25,000	\$1,000	(\$24,000)
VA Fire Program	\$11,000	\$11,000	\$0
Total General Funds	\$976,000	\$956,350	(\$19,650)
Other Funds (Net of General Fund Transfers)			
FUND #300 CIP	\$6,316,000	\$25,000	(\$6,291,000)
FUND #320 Economic Development Authority (Fund Balance)	\$0	\$25,000	\$25,000
FUND #400 Events and Activities	\$23,500	\$39,000	\$15,500
FUND #420 Debt Service	\$0	\$34,450	\$34,450
FUND #500 Water	\$300,226	\$317,360	\$17,234
FUND #520 Sewer	\$398,586	\$430,420	\$31,834
Total Other Funds	\$7,038,312	\$871,229	(\$6,167,083)
TOTAL REVENUE ESTIMATES	\$8,014,312	\$1,827,579	(\$6,186,733)

EXPENDITURE ESTIMATES	CURRENT FISCAL YEAR 2018	PROPOSED FISCAL YEAR 2019	INC./DEC.
FUND #100 General Funds			
Council And Manager	\$199,804	\$199,413	(\$391)
Clerk/Treasurer	\$174,588	\$206,790	\$32,202
Outside Agency / Community Donations	\$3,367	\$0	(\$3,367)
Police Department	\$78,700	\$100,765	\$22,065
Donations	\$0	\$13,000	\$13,000
Donations - State Funds	\$11,000	\$0	(\$11,000)
Bowling Green/VFD Donation	\$1,000	\$0	(\$1,000)
Bowling Green/VRS Donation	\$1,000	\$0	(\$1,000)
Streets/Sidewalks	\$31,500	\$0	(\$31,500)
Refuse Collection	\$89,500	\$0	(\$89,500)
Public Works	\$130,820	\$316,775	\$185,955
Town Hall Expenses	\$33,000	\$0	(\$33,000)
Activity Program	\$7,500	\$0	(\$7,500)
Economic Development & Tourism	\$20,000	\$0	(\$20,000)
Economic Development	\$5,000	\$0	(\$5,000)
Total Direct Expenditures	\$786,779	\$836,743	\$49,964
GENERAL FUND TRANSFERS			
FUND #300 Capital Reserve Fund	\$262,000	\$50,000	(\$212,000)
FUND #400 Events and Activities	\$0	\$52,450	\$52,450
FUND #420 Debt Service	\$78,075	\$181,650	\$103,575
FUND #500 Water	\$45,000	\$0	(\$45,000)
FUND #520 Sewer	\$98,614	\$0	(\$98,614)
Total Transfers	\$483,689	\$284,100	(\$199,589)
OTHER FUND EXPENDITURES			
FUND #300 Capital Reserve Fund	\$6,490,000	\$50,000	(\$6,440,000)
FUND #320 Economic Development Authority	\$0	\$25,000	\$25,000
FUND #400 Events and Activities	\$23,500	\$91,450	\$67,950
FUND #420 Debt Service	\$78,075	\$216,000	\$137,925
FUND #500 Water Operations	\$250,443	\$293,390	\$42,947
FUND #520 Sewer Operations	\$445,700	\$382,250	(\$63,450)
Total Other Funds	\$7,287,718	\$1,058,090	(\$6,229,628)
TOTAL EXPENDITURE ESTIMATES (Net of Transfers)	\$8,074,497	\$1,894,833	-\$6,179,664

SUMMARY	CURRENT FISCAL YEAR 2018	PROPOSED FISCAL YEAR 2019	INC./DEC.
WATER FUND REVENUES	\$345,226	\$317,460	(\$27,766)
WATER FUND EXPENSES	\$250,443	\$293,390	\$42,947
Increase/Decrease in Fund Balance	\$94,783	\$24,070	(\$70,713)
SEWER FUND REVENUES	\$497,200	\$430,420	(\$66,780)
SEWER FUND EXPENSES	\$445,700	\$382,250	(\$63,450)
Increase/Decrease in Fund Balance	\$51,500	\$48,170	(\$3,330)
EDA FUND REVENUES	\$0	\$0	\$0
FUND EXPENSES	\$0	\$25,000	\$25,000
Increase/Decrease in Fund Balance	\$0	(\$25,000)	(\$25,000)
TOTAL TOWN BUDGET REVENUES (Net of Transfers)	\$8,014,312	\$1,827,579	
TOTAL TOWN BUDGET NET EXPENDITURES	\$8,074,497	\$1,894,833	

Beginning General Fund Unassigned Fund Balance - July 1, 2017	\$789,763
Projected Use of Fund Balance*	(\$280,000)
Ending General Fund Unassigned Fund Balance - June 30, 2018	\$509,763
Beginning General Fund Unassigned Fund Balance - July 1, 2018	\$509,763
Use of Fund Balance	(\$67,254)
Ending General Fund Unassigned Fund Balance - June 30, 2019	\$442,509

* Includes inter-fund transfers to the water and sewer funds