



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM Public Works Department Monthly Report

REPORTING PERIOD August 2026

PREPARED BY Shawn Fortune, Public Works Director

MONTHLY REPORT / PROJECT UPDATE

Public Works

1. Staff continued daily inspections of all Public Works vehicles, including checks of oil levels, tires, and lights. Truck No. 2 was also inspected.
2. Staff continued daily playground inspections. Five severely damaged and twisted 6-by-6 pavilion posts were replaced.
3. Staff continued the weekly emptying of trash receptacles along Main Street.
4. The ballroom dehumidifier was checked daily to maintain indoor humidity at approximately 50 percent.
5. Staff completed the monthly inspection of fire extinguishers in all Town buildings.
6. PBM removed asbestos insulation from the basement on August 11 and 12. In the chair-storage area, the asbestos-containing floor tile was covered with vinyl plank flooring.
7. Air-conditioning filters were replaced in all Town buildings on August 13.
8. Staff performed weekly mowing at all Town properties. Mowing required additional time because of rapid grass growth.
9. Staff watered the hanging baskets along Main Street weekly.
10. The sidewalk and kitchen-step replacement project was completed on July 29.
11. Staff trimmed the hillside on Chase Street adjacent to the water tower.
12. Replacement of the ballroom entrance steps began on August 10. After the steps were removed, staff determined that the deteriorated wood behind them also required replacement. The wooden sills were replaced on August 19.
13. Shawn Fortune and Justin Jordan completed an eight-hour chemical-spill training course on August 7.
14. Public Works staff completed playground maintenance training provided by the Virginia Risk Sharing Association (VRSA) on August 4.
15. Staff began cleaning the geotextile bag at the wastewater treatment plant on August 20.

Utilities

16. Staff continued weekly preventive maintenance at all six pump stations to limit grease accumulation on station walls. Floats at each pump station were cleaned, and the probes at Bowling Green Meadows were cleaned twice during the month.
17. Staff continued daily inspections of all pump stations.
18. Staff continued weekly inspections of all generators.
19. Staff marked 25 Virginia 811 (Miss Utility) tickets during August.
20. Staff continued daily review of alarmed water meters and completed repairs when the issue was located on the public side of the meter. When an issue was identified on the private side, staff delivered a water-leak door hanger to notify the customer.
21. Staff delivered water service termination notices on August 6.
22. Staff completed water service shutoffs on August 19.