



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, September 03, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:02 PM and led the Pledge of Allegiance.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke, Councilmember Randy Hageman, Councilmember Jeff Voit

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; Justin Cecil, Bowling Green Police Chief; Vianne Baylor, Deputy Town Treasurer; Perry Hickman, Capital Projects & Grants Manager; Shawn Fortune, Public Works Director; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- All members were present, and a quorum was established.
- Town Council added three items to the agenda: appointment of members to the Economic Development Authority, a reimbursement resolution, and a closed-session item concerning the Town Manager position.

CONSENT AGENDA:

1. Minutes- August 6, 2026

- Councilmember David Storke motioned to approve the August 6, 2026, minutes. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

PUBLIC HEARING

2. An Ordinance to Repeal and Replace Article 4.10 Motor Vehicles and Traffic of Chapter 4 of the Bowling Green Town Code

- Mayor Gambill opened the public hearing. No members of the public spoke, and Mayor Gambill closed the public hearing. Council reviewed the draft ordinance, identified Lakewood Avenue as needing correction to Lakewood Road, and raised questions regarding golf-cart travel and crossings on roads posted above 25 miles per hour and the proposed distance restriction near entrances and intersections.

MEMBER COMMENTS:

- Councilmember Dan Webb thanked Council and the community for their recent thoughts, flowers, and support and reported that she was doing well.
- Mayor Gambill reported on a Fort A.P. Hill Executive Steering Committee meeting and advised that an active-shooter exercise was planned for September 24-25. She also noted an upcoming squad competition in October.

STAFF REPORTS & PRESENTATIONS:

3. FY25 Audit Presentation, Audrey Davis

- Audrey Davis presented the results of the Town's FY2025 financial audit. The Town received an unmodified, or clean, opinion that its financial statements were fairly presented in all material respects in

conformity with generally accepted accounting principles. Ms. Davis reported two material weaknesses: the continued absence of a written financial policies and procedures manual and deficiencies in the initial budget-to-actual reporting and approval process. She summarized key financial figures, including approximately \$2.1 million in governmental revenues, \$2.0 million in governmental expenses, approximately \$1.0 million in water and sewer revenues, approximately \$2.0 million in water and sewer expenses, and approximately \$6.9 million in long-term water and sewer debt. She recommended that the Town formalize accounting procedures, complete and review monthly reconciliations and accruals, document management approval, and maintain general-ledger accounting expertise.

4. VDOT Resident Engineer Introduction- Walter Burke

- Walter Burke introduced himself as the new VDOT Fredericksburg Residency Engineer and summarized his prior rural and urban transportation experience. Council asked whether golf carts may cross state-maintained roads posted above 25 miles per hour and raised concerns about motorized-wheelchair users crossing Broadus Avenue near Anderson Avenue and Food Lion, including the accessibility of the existing curb and crosswalk. Mr. Burke agreed to consult traffic engineering and report back. He also advised that the Smart Scale project remained on schedule, with right-of-way activities anticipated in the fall and construction currently planned for 2028.

5. Utilities Report, Inboden Environmental Services

- Jamie Silveus, IES Operator, presented the July utilities report. Water production totaled approximately 4.24 million gallons, averaging approximately 136,000 gallons per day. Wastewater discharge totaled approximately 3.968 million gallons, averaging approximately 128,000 gallons per day. All permit-required tests were within parameters, and routine chlorination continued at the wells. Mr. Sease also reported that the filled geotextile bag was being disposed of and that a replacement bag was on hand and being prepared for installation.

6. Public Works Department Monthly Report, Shawn Fortune, DPW

- Town Council received the Public Works Department monthly report. Shawn Fortune, Public Works Director, described the recent South Main Street water-main break as one of the most significant he had encountered and explained that a section of the top of the pipe had failed. Follow-up samples passed, allowing the boil-water notice to be lifted, and approximately 80 to 100 feet of asphalt required replacement because water had undermined the roadway. Mr. Fortune also thanked Town Manager Adams-Jacobs for her leadership and service to the Town.

7. Finance Director/Treasurer's Report, Tomeka Morgan, Interim Town Treasurer

- Vianne Baylor presented the Finance Director/Treasurer's report. No questions were presented. The Town Manager recognized the Finance and Utility Billing teams for bringing the Town's audits current, implementing improved financial processes, completing the current billing cycle, and reducing the utility shutoff list to ten accounts. She also noted that Ms. Baylor was hired as Staff Accountant/Deputy Town Treasurer to provide general-ledger support.

8. Comprehensive Plan & CBPA Corrective Action Plan Presentation, Darla Odom, Deputy Zoning Administrator

- Darla Odom provided an update on the Full Stride to 2045 Comprehensive Plan and Chesapeake Bay Preservation Act compliance work. Completed work included project kickoff, the Planning Commission SWOT analysis, document review, development of the plan outline and vision, work on goals and implementation strategies, and substantial progress on the community profile, community facilities, and economic-development chapters. Remaining work included environmental sustainability and resiliency, housing, mobility, land use, and mapping. A joint Council and Planning Commission work session was scheduled for October 22, followed by continued review and an open house, a Planning Commission public hearing anticipated in January 2027, and Town Council consideration anticipated in February 2027. For CBPA compliance, staff planned to present draft ordinance amendments in October and proposed a joint public hearing on October 22. Ms. Odom also reported progress on a dedicated Bay Act webpage, documentation of plan-review procedures, five-year septic pump-out notifications and online submissions, and annual development-tracking procedures required by DEQ.

9. Capital Improvement Projects Presentation, Perry Hickman, Capital Projects & Grants Manager

- Perry Hickman presented an overview of the proposed well-replacement and Gross Alpha treatment project. The April 17, 2026, preliminary engineering report estimated a total project cost of approximately \$8.2 million, including approximately \$5.1 million in direct construction, \$1.6 million in contractor markups and contingency, and \$1.5 million for engineering, environmental review, and piloting, with estimated annual operation and maintenance costs of approximately \$58,000. The Town anticipated 100% grant funding, with approximately \$6.2 million from a Virginia General Assembly allocation and the remaining approximately \$2.0 million through a U.S. EPA grant. The project would centralize treatment for Wells 1, 4, and 7, include approximately 3,400 linear feet of six-inch ductile-iron transmission main, and use regenerable ion-exchange media. Test wells and pilot work would confirm source-water conditions before production decisions were finalized.

10. Bowling Green Police Department Report, Chief Justin Cecil

- Town Council received the Bowling Green Police Department report. Council thanked Chief Justin Cecil and Officer Taquan for the department's assistance at Music on the Green, particularly with helping keep children safely away from the roadway.

11. Town Manager's Report, India Adams-Jacobs, MPA, ICMA-CM

- India Adams-Jacobs, Town Manager, highlighted completion of the FY2025 audit, receipt of the long-awaited memorandum of agreement for the Gross Alpha project, upcoming FY2026 audit work, CBPA compliance activities, and staff professional development. She congratulated Jeffrey Smith on earning the Virginia Contracting Associate certification and recognized Public Works and Police personnel for voluntary professional training. Ms. Adams-Jacobs announced that this would be her final regular Council meeting and thanked Council and staff for their support. She summarized accomplishments during her tenure, including obtaining approximately \$11 million in direct allocations, completing five annual audits in roughly two years, reestablishing the EDA and advancing Main Street efforts, establishing capital-improvement and strategic-planning processes, overseeing infrastructure and redevelopment projects, implementing a unified financial system and the Town's first GIS system, and securing the new playground partnership with Amazon and Kaboom. Council thanked her for her leadership and service. Council also discussed the separate Dominion payroll system, the successful Kaboom Design Day, and the completed lead-service-line inventory.

UNFINISHED BUSINESS:

12. Ordinance to Repeal and Replace Article 4.10 Motor Vehicles and Traffic of Chapter 4 of the Bowling Green Town Code

- At the Town Attorney's recommendation, Council took no action and agreed to table the ordinance while staff recirculated an updated draft, reviewed Council's questions, confirmed applicable state law, and coordinated with VDOT.

NEW BUSINESS:

13. Resolution in Support of Main Street Designation for Bowling Green

- The Town Manager explained that a Council resolution was required for BGVA Main Street's application to advance from Mobilizing Main Street to Advancing Main Street status. Council discussed the work completed toward designation and the economic-development credibility and resources that the designation could provide.
- Councilmember Jeff Voit motioned to adopt the resolution in support of Main Street designation for Bowling Green as presented. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

14. General Assembly Session Briefing, India Adams-Jacobs and Jeff Gore

- Town Attorney Jeff Gore and Town Manager Adams-Jacobs summarized recently enacted state legislation that may require future Town Code and zoning amendments. Topics included local regulation and taxation of state-licensed retail cannabis businesses, by-right accessory dwelling units, certain affordable-housing developments by qualifying nonprofit and religious organizations, and expanded protections for

manufactured housing. They advised that detailed recommendations would return to Council and, where required, proceed through the Planning Commission. Council discussed permissible zoning districts, buffers, hours of operation, utility connections, building-size limits, implementation dates, and the need to avoid regulations that would effectively prohibit uses authorized by state law. No action was taken.

15. Bowling Green, Kentucky, Town Partnership Discussion- Mayor Tina Gambill

- Mayor Gambill summarized potential ceremonial and promotional collaboration with Bowling Green, Kentucky, including reciprocal Harvest Festival recognition, coordinated social-media posts, mayoral videos, tourism materials, and possible future participation in a broader network of communities named Bowling Green. Council discussed potential economic-development benefits, the need for clear messaging that distinguishes the two localities, the current limits on staff capacity, and the desirability of beginning with low-effort social-media and ceremonial coordination. No formal partnership or expenditure was authorized, and no formal action was taken.

16. Lead Service Line Inventory Approval

- The Town Manager reported that the Virginia Department of Health Office of Drinking Water had accepted the Town's updated lead service line inventory submitted August 7, 2026. The inventory contained no lead, galvanized-requiring-replacement, or unknown-material service lines; therefore, individual customer notification was not required. Council recognized Public Works staff and TruePani for completing the inventory in-house and ahead of the compliance schedule.

17. Appointment of Members to the Economic Development Authority

- Vice-Mayor Valarie Coyle motioned to reappoint Councilmember Randy Hageman and Councilmember David Storke to the Economic Development Authority for one-year terms effective immediately and expiring in August 2027. The motion was seconded by Councilmember Jean Davis and carried with five affirmative votes and two abstentions. Councilmembers Hageman and Storke abstained.

18. Reimbursement Resolution

- The Town Manager reported that bond counsel and the Town's financial advisors recommended adopting a reimbursement resolution following the South Main Street emergency repair and advance engineering expenditures for the Gross Alpha project. The resolution would allow the Town to reimburse itself from future tax-exempt financing or eligible grant proceeds for qualifying capital expenditures paid before financing, up to \$750,000.
- Councilmember Dan Webb motioned to adopt the reimbursement resolution in the amount of \$750,000. The motion was seconded by Councilmember Jeff Voit and carried unanimously by roll-call vote.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

CLOSED SESSION:

19. Town Manager Personnel Matter

- Vice-Mayor Valarie Coyle motioned that Council convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) to discuss the resignation and final compensation of the Town Manager and possible candidates for Interim Town Manager. The motion was seconded by Councilmember David Storke and carried unanimously by right-hand raise. Council recessed for five minutes and entered closed session.

RECONVENE IN OPEN SESSION:

- Following a motion from Councilmember Randy Hageman and a second from Councilmember Jean Davis, Council reconvened in open session.
- Each Councilmember certified that, to the best of their knowledge, only public business matters lawfully exempted from open-meeting requirements and identified in the motion convening the closed session were heard, discussed, or considered. Certification was unanimous.

ACTION FOLLOWING CLOSED MEETING:

- Councilmember David Storke motioned to engage The Berkley Group to secure John Anzivino as Interim Town Manager effective September 28, 2026, with the duties and authorities of the current Town Manager, including service as Town Clerk and addition to the Town bank account and administrative accounts. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

ADJOURNMENT:

- Following a motion from Councilmember Randy Hageman and a second from Councilmember Dan Webb, Town Council voted unanimously to adjourn the meeting. The meeting adjourned at 8:58 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM