



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

AGENDA ITEM: Public Works Department Monthly Report

DATE: October 28, 2025

PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Grass cutting was completed at all the sites where needed for October 2025.
2. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires, and lights.
3. Staff set up the Council & Planning and Zoning meetings for October 2025.
4. Staff installed a new kitchen range at Town Hall.
5. HVAC filters were changed in all the buildings on 10/02/2025.
6. All the generators are started every Wednesday, and all fluid levels are checked.
7. Daily pickup of trash is done at the playground, and equipment is checked.
8. Weekly dumping of the trash cans on Main St. has continued.
9. Hanging baskets on Main St. were removed and placed in the warehouse.
10. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
11. Door hangers for delinquent bills were delivered to 50 customers.
12. Staff picked up 42 bales of straw from Gary Watts to use for the Harvest Festival on 10/13/2025 and returned them to him on 10/20/2025.
13. Harvest Festival: No parking signs were put up on 10/15/2025.
14. The road closure signage and cones were put out on 10/16/2025 for the Harvest Festival.
15. Street sweeping was done on 10/16/2025 for the Harvest Festival. I called the contractor because they left piles of dirt on several streets. They came back on 10/20/2025 and cleaned the streets again at no charge for the second cleaning.

16. Public Works completed the take-down of the Harvest Festival on 10/18/2025. I came in on 10/19/2025 and picked up the litter from the Courthouse lawn and at the Administration Building. On 10/20/2025, staff cleaned the funeral home parking lot and grounds.
17. The 2014 Dodge Charger was put on Gov Deals on 10/21/2025.

Utilities

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease from building up on the walls.
3. Daily checks of all the Pump Stations have continued.
4. Staff marked a total of 34(811) Miss Utility tickets.
5. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Customers are contacted to let them know a leak is on the private side of the meter.
6. On 10/13/2025, the pump at Heritage Pines Pumpstation had to be pulled because it was clogged with wipes.
7. At WWTP on 10/13/2025, the off/on float to the sludge pumps had to be replaced.
8. Cleaned the floats and probe jars at the Pump Stations on 10/1/2025 & 10/15/2025.
9. Fire hydrant was replaced on Milford St. on 10/16/2025.
10. Fire hydrants were replaced on Butler St. and West Broadus on 10/17/2025.
11. Water cut offs were done on 10/27/2025.