



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, February 05, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:07 PM by Mayor Tina Gambill. The Mayor led the Pledge of Allegiance. A roll call was conducted, and a quorum was established.
- Councilmember Randy Hageman motioned to allow Councilmember Chinault to participate in the meeting electronically. Following a second from Councilmember Jeff Voit and unanimous approval from Council, Councilmember John Chinault was allowed to participate in the meeting remotely.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Randy Hageman, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember Jean Davis, Councilmember John Chinault (Participated Electronically)

Councilmembers Absent:

Councilmember David Storke

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk; Darla Odom, Planner

CONSENT AGENDA:

1. Minutes- January 8, 2026
 - Vice-Mayor Coyle requested clarification regarding the inclusion of first names in the minutes for identification purposes, which staff confirmed could be accommodated in future minutes.
 - Councilmember Voit motioned to approve the January 8, 2026, minutes as presented. The motion was seconded by Councilmember Hageman and carried out unanimously.
2. Emergency Declaration Ratification
 - Council discussed the statutory requirement to ratify the emergency declaration and formally terminate the emergency.
 - Councilmember Voit motioned to ratify the emergency declaration and end the emergency status. The motion was seconded by Councilmember Hageman and approved unanimously by roll-call vote.
3. RFP 2025-01- Pump and Haul Contract Award- Drainfield Solutions LLC

- Town Staff presented background on the procurement process and recommended award to Drainfield Solutions LLC as the lowest responsive bidder.
 - Councilmember Hageman motioned to authorize the Town Manager and Town Attorney to execute a contract with Drainfield Solutions LLC in the amount of \$257,920 and coordinate all necessary service details. The motion was seconded by Councilmember Voit and approved unanimously by roll-call vote.
4. Administrative Code Section 2, Jeff Gore
- Council discussed clarifications related to advisory boards and compensation provisions, including Planning Commission stipends and Arts Commission status.
 - Councilmember Voit motioned to approve Administrative Code Section 2 as presented. The motion was seconded by Councilmember Hageman and carried unanimously.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Councilmember Voit acknowledged Councilmember Storke's birthday.
- Councilmember Hageman recognized B&H Improvements for snow and ice removal efforts in the business district.

STAFF REPORTS & PRESENTATIONS:

5. VDOT Update, Giovanni Esposito
- Giovanni Esposito of the Fredericksburg Residency provided updates on the Route 207 bridge replacement project, the Route 301/Chase Street Smart Scale project, pedestrian safety evaluations, and right-of-way maintenance considerations, including crosswalk enhancements and parking enforcement issues.
6. 2025 Annual Report & Monthly Report, India Adams-Jacobs
- India Adams-Jacobs, Town Manager, presented the Town's first comprehensive annual report, highlighting 2025 accomplishments in utilities, infrastructure, grant funding, audits, economic development, downtown improvements, and regional partnerships.
 - Council expressed appreciation for the report and staff efforts. Vice-Mayor Coyle expressed that a report of this nature had never been produced in Town history and thanked the Town Manager for her efforts.
7. Finance Director/Treasurer's Report, Hope Toliver
- Hope Toliver, Finance Director/Town Treasurer, provided updates on audit status, delinquent collections processes, utility billing improvements, leak detection procedures, and Town Hall facility usage.
8. Bowling Green Police Department, Justin Cecil
- Chief Cecil was absent due to professional training. Officer Ervin addressed the Council and expressed appreciation for the Council's support.
 - Council recognized the Police Department's response during recent winter weather events.
9. Public Works Report, Shawn Fortune, DPW
- The Public Works report was provided in the agenda packet. Council discussed snow and ice removal practices and requested future clarification regarding sidewalk responsibilities.

10. Utilities Report, IES, Jamie Silveus

- Jamie Silveus, Inboden Environmental Services Operator, presented the December 2025 utilities report, including wastewater discharge volumes, water production figures, operational issues, and maintenance activities.

11. BGVA Main Street Annual Report

- Council acknowledged receipt of the BGVA Main Street Annual Report, which was included in the meeting packet.

NEW BUSINESS:

12. Fat, Oils, and Grease (F.O.G.) Ordinance- Request to Schedule Public Hearing, Mark Inboden, IES

- Mark Inboden, Inboden Environmental Services CEO, presented the proposed F.O.G. ordinance and discussed its purpose, scope, and enforcement mechanisms.
- Councilmember Voit motioned to advance the proposed wastewater regulations related to fats, oils, and grease to a public hearing at the March 5, 2026, meeting. The motion was seconded by Councilmember Hageman and approved unanimously by roll-call vote.

13. Healthcare Insurance Premium Increase and Cost-Sharing Options – FY26 & FY27, Hope Toliver

- Hope Toliver, Finance Director/Town Treasurer, presented options for addressing an 11.5% health insurance premium increase.
- Councilmember Voit motioned to adopt the presented Option One, absorbing 100% of the premium increase. The motion was seconded by Vice-Mayor Coyle and approved unanimously by roll-call vote.

14. Budget Amendment, Hope Toliver, Finance Director/Treasurer

- Hope Toliver, Finance Director/Town Treasurer, presented a revenue-neutral budget amendment to address audit costs, contractual services, and year-end financial cleanup.
- Councilmember Webb recused himself from the item due to a personal interest.
- Councilmember Voit motioned to approve the supplemental appropriations as presented. The motion was seconded by Councilmember Hageman and approved by roll-call vote, with one recusal.

15. Financial Consultant Contract Amendment-CYM, India Adams-Jacobs

- Town Manager Adams-Jacobs requested authorization to amend the financial consulting contract to a maximum of \$145,000 to support audit and pre-audit work.
- Councilmember Hageman motioned to approve the contract amendment. The motion was seconded by Vice-Mayor Coyle and approved unanimously by roll-call vote.

16. Resolution No. 2026-007 – Planning Commission Appointment, Jeffrey Smith, Deputy Clerk

- Jeffrey Smith, Deputy Clerk, presented the Planning Commission liaison appointment.
- Councilmember Voit was nominated as Town Council liaison to the Planning Commission for the 2026 term by Vice-Mayor Coyle. Following a second from Councilmember Webb and a right-hand raise initiated by the Mayor, Councilmember Voit was appointed by unanimous consent.

17. Temporary Mobile Food Vending Application Review & Fee Setting, India Adams-Jacobs

- Darla Odom, Berkeley Group Consultant, reviewed the proposed policy and application framework for temporary mobile food vending vehicles.

- Council discussed buffer distances, duration limits, vendor types, and interim administrative authority.
- Councilmember Chinault motioned to adopt the temporary mobile food vending vehicle policy with amendments to the presented policy to reflect the temporary mobile food vending vehicle permit and discussions from the Planning Commission. The motion was seconded by Councilmember Webb and carried unanimously by roll-call vote.

UNFINISHED BUSINESS:

None.

INFORMATIONAL ITEMS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ann-Marie Giles, 260 Roper Drive, addressed Council regarding sidewalk safety, snow removal enforcement, and parking conditions on Chase Street.

MEMBER COMMENTS:

- Mayor Gambill and Councilmembers expressed appreciation for Police Department assistance during winter weather events.

CLOSED SESSION:

18. Pursuant to Virginia Code § 2.2-3711(A)(8), for consultation with legal counsel about a Corrective Action Agreement with the Department of Environmental Quality.
- Councilmember Voit motioned to enter closed session pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel regarding a Corrective Action Agreement with the Department of Environmental Quality. The motion was seconded by Councilmember Hageman and approved unanimously by a right-hand raise.

RECONVENE IN OPEN SESSION:

- Council reconvened in open session by roll-call vote and certified that only matters permitted by statute were discussed in closed session.
- Councilmember Voit motioned to approve the draft Corrective Action Agreement with the Department of Environmental Quality. The motion was seconded by Councilmember Hageman and approved unanimously.

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn the Town Council meeting, seconded by Councilmember Voit. Following unanimous approval, the meeting adjourned at 9:04 PM.

Attest:

Mayor: _____
Tina Gambill

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

Attachments Referenced During Meeting: