



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

AGENDA ITEM: Public Works Department Monthly Report
DATE: February 20, 2026
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires and lights.
2. Staff continued dealing with the ice from the storm, putting down ice melt where needed. Staff also cleared some sidewalks for the literacy event on 2/07/2026.
3. Staff set up the Council & Planning meetings for February.
4. Staff cleaned up after the special election.
5. HVAC unit at the Wastewater Treatment Plant was replaced on 2/06/2026.
6. Daily checks of the playground have continued.
7. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
8. Staff removed the tire swing from the playground. The netting had holes in it. We have been trying to find replacement parts, but we haven't been successful.
9. Staff have started a monthly check of all fire extinguishers in all the buildings.
10. Wastewater, Water, and Public Works budget preparation for 2027.
11. Staff have begun updating the Safety Data Sheets at the WWTP. We are compiling a list of all chemicals across all buildings and creating SDS sheets for each product.
12. Staff painted the two interior doors coming into the Rappahannock Room.
13. Toured Town buildings and properties with VRSA representative at the request of the Town Manager. A final report with findings will be provided.
14. Staff replaced the plywood on the ramp for the storage shed at WWTP on 2/12/2026.

15. I have gathered the manufactured data of all the HVAC units that have dates visible to determine which units we should prepare to replace them next. The life expectancy of a unit is 15 years.
16. I have contacted several painters to get quotes on painting the interior of Town Hall.

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. Water main repair was made at 153 Chase St. on 2/08/2026. It was repaired with a repair band.
5. The generators had the yearly maintenance completed on 2/17/2026.
6. Visited well sites with Stantec engineers on 2/11/2026 so they could collect needed data and take pictures. This was completed after our meeting with Inboden, Stantec, and the Town Manager regarding the water-quality improvement and well-replacement project.
7. Staff marked a total of 15(811) Miss Utility tickets.
8. 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. Water leak door hangers are delivered to the customers to let them know they have an issue on the private side of the meter.
9. Staff delivered 166 delinquent water bill door hangers to customers on 2/18/2026.

ATTACHMENTS:

HEADS UP ITEMS: