



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

AGENDA ITEM: Public Works Department Monthly Report
DATE: August 25, 2025
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Grass cutting was completed at all the sites for August 2025.
2. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires and lights.
3. Staff set up for the Council & Planning and Zoning meetings for August.
4. HVAC filters were changed in all the buildings on 8/05/2025.
5. All of the generators are started weekly manually, and all fluid levels are checked.
6. Staff marked a total of 24 (811 Miss Utility) tickets for August 2025.
7. Daily pickup of trash is completed at the playground and equipment is checked.
8. Weekly dumping of the trash cans on Main St. has continued.
9. Hanging baskets are watered weekly on Main St.
10. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
11. At the old Maury Ave well site a dead pine tree was deemed a hazard, and we had it removed on 8/04/2025.
12. In coordination, with the Town Manager, staff installed a ropbox at Town Hall near the front entrance 8/12/2025, which will replace Dropbox at Town Hall.
13. Staff set up for the Music on the Green on 8/22/2025.
14. Staff coordinating repair of welcome signs.
15. Staff went to Fort Walker to attend pre-bid conference for IGSA roof replacement project.

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. 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.
5. Two staff attended the chemical spill class on 8/08/2025. Both of us are certified for another year to do small spills.
6. The water line on Elm St has had continuous breaks. The two-inch galvanized pipe is past the life expectancy. In talking with our contractor, we both feel that this water line is going to fail in the very near future.
7. We are in the process of getting bids on replacing fire hydrants that aren't in the USDA project.

ATTACHMENTS:

HEADS UP ITEMS: