



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

**AGENDA ITEM:**

Public Works Department Monthly Report

**DATE:**

May 22, 2026

**PREPARED BY:**

Shawn Fortune

### MONTHLY REPORT / PROJECT UPDATE:

#### **Public Works**

1. Daily inspections of all Public Works vehicles continued, including checks of oil levels, tires, and lights.
2. Staff prepared the Council chambers and related facilities for the Town Council meeting.
3. Daily playground inspections continued throughout the reporting period.
4. Staff continued weekly collection and disposal of trash from the cans located along Main Street.
5. The Town Hall ballroom dehumidifier was checked daily to ensure that humidity remained near 50 percent.
6. Grass cutting was performed at Town-maintained sites as needed.
7. Staff completed the monthly inspection of fire extinguishers in all Town buildings.
8. Staff completed updates to the Safety Data Sheet (SDS) book for the Wastewater Treatment Plant.
9. Staff painted the designated handicap parking spaces at Town Hall.
10. FOG letters were delivered to businesses in Town by Percy and Shawn Fortune.
11. The bank beside the water area on Chase Street was trimmed to address visibility concerns.
12. Staff assisted Chief Cecil with removing old cabinets and equipment from his building.
13. Staff installed the hanging baskets on Main Street on May 12, 2026.
14. Staff installed banners on Main Street on May 14, 2026.
15. New soap dispensers were installed in the Town Hall restrooms on May 20, 2026.

#### **Utilities**

1. The sewer line on Ennis Street was jetted on May 7, 2026, after sewer backups were observed in the manholes. On May 15, 2026, Insituform Technologies performed CCTV inspection of the line and identified a collapse. CCTV inspections were also performed on Chase Street and County Street.
2. All six pump stations continued to receive weekly maintenance to prevent grease buildup on the walls. Floats at all pump stations were cleaned, and the probes at Bowling Green Meadows were cleaned twice during the month.
3. Daily checks of all pump stations continued.

4. Weekly checks of the generators continued.
5. Staff checked the manhole at Sunset daily to confirm that the sewer was flowing properly.
6. Staff marked a total of 24 Miss Utility 811 tickets during the month of May.
7. Daily checks of alarmed water meters continued. Repairs were made as needed when the issue was located on the public side of the meter. Water leak door hangers were delivered to customers when issues were identified on the private side of the meter.
8. Fire hydrant flushing was completed.
9. The sewer line running from Martin Street to Lee Street was jetted on May 11, 2026, after backups were observed in the manholes.
10. On May 19, 2026, staff obtained a pallet of hydrated lime for the Wastewater Treatment Plant and stacked it inside the building adjacent to the influent building.
11. On May 22, 2026, the electric meter base on the booster pump building was replaced. Dominion Power determined that the meter base had burned out. Staff obtained a new meter base from the Dominion office, and the Town electrician installed the replacement.