



TOWN OF BOWLING GREEN TOWN COUNCIL WORK SESSION

MINUTES

Thursday, January 08, 2026
5:00 PM

CALL TO ORDER AND QUORUM ESTABLISHED:

- The Town Council Work Session was called to order at 5:00 PM by Mayor Gambill. A roll call was conducted, and a quorum was established.

Councilmembers Present:

Mayor Gambill, Vice-Mayor Coyle, Councilmember Davis, Councilmember Voit, Councilmember Chinault, Councilmember Storke, Councilmember Hageman

Councilmembers Absent:

Councilmember Webb

Staff Members Present:

India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney; Jeffrey Smith, Administrative Assistant/Deputy Clerk

BUSINESS:

1. Election of Vice Mayor, Town Council
 - Council discussed the timing and process for Vice-Mayor appointments under the Town's bylaws, clarifying that such appointments occur every two years following elections and are typically addressed during the annual organizational meeting rather than the work session.
2. Town Council 2026 Meeting Schedule, India Adams-Jacobs, Town Manager/Clerk
 - Council reviewed the proposed 2026 Town Council meeting schedule provided in the agenda packet and discussed a clerical inclusion of January 2027, which staff indicated would be corrected on the formal resolution.
 - Councilmember Hageman motioned to adopt Resolution 2026-001 approving the 2026 Town Council meeting schedule, seconded by Councilmember Voit. Following a roll call vote with no opposed votes and one member absent, the motion carried.
3. Town Council Bylaws & Rules of Procedure, Jeff Gore, Town Attorney
 - Town Attorney Jeff Gore reviewed the proposed bylaws and rules of procedure, explaining staff's recommendation to adopt bylaws annually as a standalone document rather than codifying procedural rules within the Town Code. Discussion included remote participation requirements under the Virginia Freedom of Information Act, roll call voting procedures, record retention practices, and consistency of resolution numbering format.

- Councilmember Hageman motioned to adopt the Town Council bylaws as presented, with clarification to amend the example resolution numbering to reflect the full year format, seconded by Vice-Mayor Coyle. Following a roll call vote, the motion carried unanimously among members present.

INFORMATIONAL ITEMS:

None.

ACTION ITEMS:

None.

ADJOURNMENT:

- Councilmember Voit motioned to adjourn the work session, seconded by Councilmember Hageman. Following Council approval by right-hand vote, the meeting was adjourned at 5:23 PM.

Attest:

Mayor: _____
Tina Gambill

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