



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

AGENDA ITEM: Public Works Department Monthly Report
DATE: September 23, 2025
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Grass cutting was completed at all the sites for September 2025.
2. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires and lights.
3. Staff set up the Council & Planning and Zoning meetings for September.
4. Staff installed a new kitchen range at Town Hall.
5. HVAC filters were changed in all the buildings on 9/03/2025.
6. All of the generators are started weekly manually, and all fluid levels are checked.
7. Staff marked a total of 30 (811 Miss Utility) tickets for September 2025.
8. Daily pickup of trash is done at the playground and equipment is checked.
9. Weekly dumping of the trash cans on Main St. has continued.
10. Hanging baskets are watered weekly on Main St.
11. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
12. Staff reinstalled the two welcome signs that were repainted on 9/03/2025.
13. Staff cut the grass in ditch line in front of Bowling Green Meadows on 9/09/2025.
14. Staff edged the sidewalks and curbs starting at the traffic light to the pool on both sides on 9/04/2025.
15. Staff edged the sidewalks and curbs on East Broadus on 9/10/2025.
16. Staff edged the sidewalks and curbs on North Main on 9/11/2025.

17. Staff edged the sidewalks and curbs on South Main on 9/12/2025.
18. Staff edged the sidewalks and curbs on Anderson Ave on 9/15/2025.
19. Chief Cecil and I toured the town on 9/15/2025 to diagram what we need to close the streets for the Harvest Festival.
20. Staff edged the sidewalks and curbs on Milford St. on 9/16/2025 & 9/22/2025.
21. Door hangers for delinquent bills were delivered to customers.
22. I am preparing to put the Dodge Charger on Gov Deals as soon as it is stripped of all the lights and cages.

Utilities

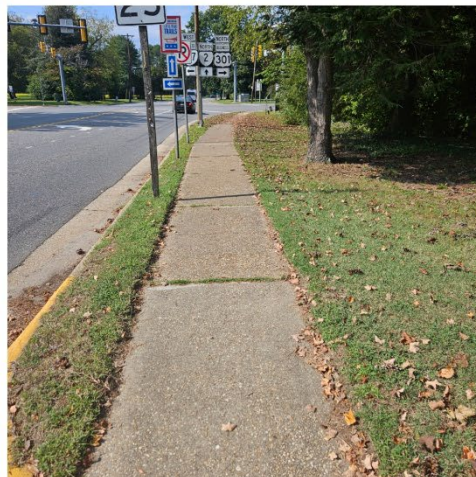
1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease build up on the walls.
3. Daily checks of all the Pump Stations has continued.
4. Daily check of alarmed water meters has continued, 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. On 9/02/2025 the pump at Oakridge station had to be pulled and it was clogged with wipes.
6. Cleaned the floats and probe jars at the Pump Stations on 9/03/2025 & 9/10/2025.
7. Met with Webb and Associates to discuss locating some storm drains and placement of meters on Chase St.
8. Stemmler came on 9/17/2025 and cleaned the grit out of the influent channel.
9. At the Bowling Green Meadows Pump Station, we had to clean the probe jars on 9/22/2025.

ATTACHMENTS:

Pictures of the new range, thermostat lock boxes, sidewalk edging and repainted signs.







HEADS UP ITEMS:

- Harvest Festival preparation underway- additional port-a-potties added this year.