



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

CC: Jeff Gore, Town Attorney

DATE: September 25, 2025

SUBJECT: Town Manager's Monthly Report- Sept.

Infrastructure and Development Initiatives

USDA Waterline Project

Significant progress has been achieved on multiple infrastructure development projects during the reporting period. The USDA Waterline Project has advanced through comprehensive coordination meetings with Webb & Associates engineering consultants, including detailed project status reviews with Engineer Steve Ball. Additionally, a project coordination meeting was held with the USDA regarding project compliance documentation and coordinated with VDOT for approval of the revised engineering plan. Revised plans were submitted to VDOT by Webb & Associates on September 23. VDOT anticipates a month for review before the project can be submitted to USDA for final submittal and approval.

Infrastructure enhancement efforts have advanced through coordination with Caroline County Fire & EMS Chief to discuss prioritization of fire hydrant replacements based on industry's best practices. Three priority locations have been identified and are included in the agenda packet for council consideration.

301 Smart Scale Project

The VDOT Route 301 Smart Scale Project continues to advance, and VDOT has scheduled a design public hearing at Town Hall for October 23 at 5:00 PM. This fully state-funded safety improvement initiative, initially applied for in 2018 and awarded in 2022, requires no municipal funding allocation and focuses on enhancing safety along the 301 corridor by adding additional sidewalks and a paved commuter lot on Chase Street. Town administration has posted this information on our town public notice locations as requested by VDOT.

The municipality's Geographic Information System enhancement initiative has progressed through continued collaboration with SERCAP, resulting in advanced technical refinement of municipal mapping capabilities and data management systems. The development of GIS represents a critical advancement in municipal technical infrastructure, enhancing long-term operational efficiency and data management capabilities.

Grant Administration and Community Partnerships

IGSA

Additionally, two Intergovernmental Service Agreement project contracts have been prepared and submitted to Fort A.P. Hill for roofing project initiatives, demonstrating the municipality's continued collaboration with our community partner.

BGVA Main Street

Grant administration activities have focused on maintaining compliance with the requirements of the Mobilizing Main Street Program. I have successfully processed Technical Assistance Grant



documentation, coordinated invoice payment on behalf of the BGVA Main Street organization in collaboration with their Treasurer, and distributed the mandatory Transformational Strategies Survey required for the current program phase.

Community event coordination has advanced significantly with the comprehensive planning and logistics coordination of the Harvest Festival. The administration has secured County Administrator approval for the necessary VDOT permit application and conducted two comprehensive public safety planning meetings involving interdepartmental coordination between the Town Manager, Chief of Police, Public Works, and Event Coordinator. Internal planning sessions have confirmed the participation of 105 registered vendors, with scheduled events including Music on the Green, featuring Scuffletown, on October 17 from 6–9 PM, followed by the Harvest Festival on October 18 from 9 AM–4 PM.

Economic Development

A significant development for the municipality has been confirmed regarding the permanent relocation of the 29th Infantry Division National Guard to Fort A.P. Hill. The 29th Division Artillery, functioning as a brigade-level headquarters responsible for planning and controlling fire support operations for an infantry division, will establish its base in Bowling Green. This command structure will oversee three field artillery battalions from Virginia, Florida, and Georgia, with authorization for more than 200 soldiers. This development represents a substantial addition to the local community, both in terms of its military presence and economic impact, significantly enhancing the municipality's economic development prospects and reinforcing the strategic importance of the region for military operations. Economic growth continues with the launch of multiple new business ventures, thereby enhancing the commercial landscape. Ladybirds celebrated its ribbon-cutting ceremony on September 6, while El Viejo Mexican Restaurant opened during the week of September 15. Additionally, Domino's will occupy the former China Inn location, further diversifying the municipality's food service offerings and commercial development.

General Administration

General administrative functions continue to advance municipal operations through ongoing policy development, including the continued drafting of purchase policy and financial policies. Over the last month, I have processed two special event applications for the planned 5K race (May 2026) and Christmas Market, issued five zoning permits, and maintained comprehensive daily operational functions, including citizen inquiries, human resource administration, finance, budget, and etc.

The following surveys and registrations were distributed to the public during the course of the last month:

- 1) Food Truck Survey- Residents & Businesses (Planning Commission)- closed
- 2) Clean Sweep Registration
- 3) Harvest Festival Volunteer Registration
- 4) BGVA Main Street Mobilizing Main Street Transformation Strategy Community Survey- closing Oct 24

Respectfully submitted,

India Adams Jacobs, MPA, ICMA-CM