



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

AGENDA ITEM: Public Works Department Monthly Report
DATE: November 21, 2025
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires, and lights.
2. Staff set up the Council & Planning and Zoning meetings for November 2025.
3. Leaf collection started on 11/03/2025. Collection days are Monday, Tuesday, and Thursday. Staff averages 5 to 6 hours a day collecting leaves.
4. HVAC filters were changed in all the buildings on 11/18/2025. All town buildings had the HVAC units serviced on 11/18/2025 and 11/19/2025.
5. Daily checks of the playground have continued. Two pieces of playground equipment have been removed because they had broken seats, and they have been discontinued
6. Christmas lights were put up on Main St. on 11/19/2025.
7. Trimmed the trees and bushes at the intersection of Virginia and Oakridge to make visibility better.
8. Trimmed the trees back at the intersection of Cedar Lane and Travis St.
9. Weekly dumping of the trash cans on Main St. has continued by staff.
10. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
11. The 2014 Dodge Charger was sold on Gov Deals on 10/31/2025. The buyer picked it up on 11/07/2025.
12. On 11/18/2025, the hydraulic switch on the leaf vacuum stopped working. It needs a special tool to make the repair. We delivered it to James River John Deere for repair.
13. Completed the 811 Public Awareness plan and submitted it to VA811 on 11/18/2025.

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. Staff have completed water service disconnections and reconnections as requested by
5. Staff marked a total of 17(811) Miss Utility tickets.
6. 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. Water leak door hangers are delivered to the customers to let them know they have an issue on the private side of the meter.
7. Winterized all the well houses for the winter.
8. Weekly checks of the generators have continued.
9. Cleaned the floats and probe jars at the Pump Stations on 11/12/2025.
10. Staff assisted Inboden with the smoke test on Milford Street on 11/19/2025. We discovered several clean-out caps that need repair or replacement.