

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON DECEMBER 4, 2024

At the regular work session of the Farmville Town Council held on Wednesday, December 4, 2024, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Daniel Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager Scott Davis, Town Attorney Gary Elder, Finance Director Julie Moore, Community Development Director and IT Support Ashley Atkins-Austin, Police Chief Andy Ellington, Human Resources Director Amanda Zirkle, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order, and all guests were welcomed.

The Clerk called the roll, noting all Council members were present.

ADOPTION OF AGENDA

Mr. Dwyer made a motion to adopt the agenda as presented, seconded by Mr. Reid, and with all in favor stating “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

PRESENTATION FROM THE 2024 ICMA ANNUAL CONFERENCE

Town Manager Davis shared information received from a recent conference he attended concerning areas having designated Main Street programs. A slide show was provided, *The Future of Main Streets*, with some highlights mentioned:

- Keep the older section of downtown strong and part of the community.
- Events held downtown bring outside visitors into the town.
- Try to achieve a hub for entrepreneurial ecosystems.
- The incorporation of downtown housing creates a live/work environment.
- Goal is to work together with the non-profit downtown partnership to create the downtown environment.

FINANCE REPORT

Finance Director Julie Moore reported on the October 2024 reports provided to Council members. The revenue should be at 33% four months into FY2025 but is not until real estate tax

and business license revenue is received. The Airport Fund also lags because it depends on when projects are completed, and reimbursements are made. Comparing revenue to the previous year, only the Airport Fund was reported as below last year. A grant reimbursement was received for an on-going project last year and the AV gas and jet fuel is slightly below this point last year.

Expenses to budget are above the four-month mark. Ms. Moore provided a review of the capital assets purchased at the front end of this fiscal year whereas last year the purchases were evenly distributed throughout the year.

Ms. Moore reported that the Finance Department is diligently working to send out the utility bills and staff are working with Beacon to address the billing issues. The problems causing the delay were reviewed. An estimated 49 installed meters did not provide a reading, and staff are having to go out to determine the problem. There also were approximately 130 one-inch meters not installed so staff are having to read the old meters as the new meters were not yet received and installed. It is hoped to get the billing out next week with due dates pushed back. Notices have been placed on social media and the town's website so that residents are aware of the billing delay.

Town Manager Davis clarified that the company referenced as Beacon has a system that will transfer the live reading data into the town's billing system.

NATIONAL FITNESS CAMPAIGN

For Council's consideration, the Town Manager reported on an available grant through a non-profit organization that partners with different insurance companies throughout the United States. The funding would be used to provide a fitness court/studio and an opportunity for communities to become more fit and have healthy lifestyles. Examples of options were reviewed using a slideshow. A suggestion was made for the Wilck's Lake area to be considered for a location if the project moves forward. The non-profit had suggested other partners and local sponsors be considered for additional funding. An overview of the costs for two options was provided.

There were brief comments and questions by Council members concerning the information presented.

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A RESTAURANT, MOBILE AT THE INTERSECTION OF GRIFFIN BOULEVARD/REDFORD STREET

The Town Manager provided introductory remarks concerning the proposed conditional use permit and advised that the Community Development Director was available to field any questions from the Council. Ms. Atkins-Austin reviewed details provided in the staff report. In

addition to the recommended conditions for mobile restaurants, the Planning Commission recommended conditions for the site:

- Limit of two food trucks at one time on the property.
- The parking agreement for Sprague's Barber Shop on-street parking on Redford Street be amended to allow patrons of the food trucks to use the on-street parking available.
- Trash and trash receptacles must be removed from the site daily.
- No additional signage to what is allowed for restaurants, mobile.

A brief discussion was held about the referenced parking agreement being paid for by Anthony Sprague. The Town Manager advised that no written agreement could be found and that the food truck parking and the parking for the barber shop should be kept separately. Further discussion was held about the number of food trucks and being 100 ft. away from single family residential structures as well as the noise ordinance. The public hearing process was discussed and how to go back and add an additional food truck in the future. The application fee could be waived if the Council designates such in the vote next week, but the full process of a public hearing must be held if there is an amendment to the conditional use permit. There was additional discussion concerning the food truck trash receptacles. Mr. Sprague reported he would ensure that the vendors maintained a clean area. Mayor Vincent confirmed that all were comfortable with removing the parking condition and moving forward with two food trucks at this time.

DISCUSSION: EMPLOYEE POLICY AND PROCEDURES HANDBOOK UPDATE

Town Manager Davis reported on the Employee Handbook previously implemented and the need to incorporate the changes made to federal and state laws. Human Resources Director Amanda Zirkle was available to field any in-depth questions. He reported on changes made in how employees are drug tested due to Virginia allowing individuals to have medical marijuana cards. He further advised that the Town still will be a drug-free workplace. There are additional appendices on regulations to meet standards for the computer use policy and security measures for the town's information systems.

Information received from a recent conference about artificial intelligence will be brought forward at another meeting. Its usage will provide the ability to enhance productivity and capabilities but not eliminate employee jobs. Additional appendices will be added in the future.

An inquiry was made by Council member Hunter for clarification for when employees are required to go to court, they still receive full pay and the pay also from the court. The Town

Manager and the Human Resources Director both confirmed that payment would be received from both.

DISCUSSION: PAY AND CLASSIFICATION PLAN UPDATE

The Town Manager reviewed items being amended:

- All positions are in alphabetical order respective to the grade.
- Equipment Operator II position has been changed to Equipment Operator, to be consistent with other Operator positions.
- Building Official and Horticulturist positions would be moved one grade higher, reflective of their responsibilities, and to make the salary competitive. Also in the upcoming year, the Horticulturist position will have supervisory responsibilities as a position will be reassigned to work in that department. Currently staff are borrowed from the Public Works department to assist.
- Foreman Mechanic position will use the title of Foreman.
- Public Works Assistant Director position will be kept and that department will be recategorized internally with areas of concentration. A superintendent title is being considered for a working supervisor position. More information will be shared in the future about the internal changes to be made.

DISCUSSION: WATER AND SEWER TAP FEES

DISCUSSION: WATER AND WASTEWATER RATE REPORT COMPLETED BY TRC

The Town Manager provided a report on both related topics. The average cost for water and sewer taps had been previously shared. Council members were provided with a breakdown for those costs which are over \$5000.

Some details from the TRC study were stated. Some localities charge a capital recovery charge that is not incorporated into their cost. Reference was made to TRC's report on the definition of capital recovery charges, which are charges for buying into the existing system or charges that recognize the cost of adding capacity to the system.

A slideshow picture was shared with the Council of a recent break on East Third Street before Thanksgiving. The repair project would be more than the cost of the tap fee. Town Manager Davis stressed that there is a one-time opportunity to receive money for the tap because after that, when a replacement is needed, the costs would be much more. He also reported on the town's great rates for monthly water and sewer services and suggested that every two-three years

a gradual rate increase be made instead of a large increase at one time. A reminder was made that this fund is an enterprise fund which is supposed to generate revenue to pay for what is being consumed but also for future issues. After installation, the town is responsible for the tap indefinitely.

There was additional discussion from Council member Hardy concerning who is responsible for bringing the line into a subdivision and mentioned that any incentive would be helpful.

TOWN MANAGER'S REPORT

- Concerning the date of the next scheduled Work Session, there was a consensus from the Council to cancel the January 1, 2025, Work Session since the meeting would fall on a holiday.
- An Excel document has been received for the Water and Infrastructure Study. Once reviewed, the findings of the report will be presented at the January meeting if not ready by next week's meeting.
- As a facilitator to lead the Council Retreat needs to be scheduled, a discussion was held on dates and times and whether to hold the retreat on one day versus two half-days. With no new Council members on board, one day was decided for the retreat.

COMMENTS BY MAYOR AND TOWN COUNCIL

Council member Hardy expressed thanks to many for the Christmas tree lighting event held downtown which brought in out-of-town visitors to join in the festivities.

Mayor Vincent followed Mr. Hardy's comments and remarked that it was good to hear appreciation for the downtown events which bring in many folks to celebrate.

CLOSED SESSION 2.2-3711 A.8

On a motion by Mr. Pairt, seconded by Mr. Hunter, and with Council members Reid, Dwyer, Pairt, Yoelin, Hunter, Hardy, and Amos voting "yes", Council went into closed session under paragraph A.8. of Section 2.2-3711, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

VOTE: Seven "yeses", No "noes"

MOTION: Pairet SECOND: Hunter

YES: Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid

NO: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk of Council

There being no other business and on a motion by Mr. Pairet, seconded by Mr. Reid, with all in favor stating "aye", the meeting adjourned at 7:49 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council