



Town of Farmville

Town Council

March 12, 2025 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Invocation**
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declaration of Personal Interest**
7. **Public Comment Period**
 - a. Public Comment Sign-Up Sheet
8. **Consent Agenda**

Draft Minutes of the 2025-01-16 Special Meeting (Joint meeting with the Prince Edward County Board of Supervisors and Farmville Town Council), 2025-02-05 Work Session, 2025-02-07 Town Council Retreat, and 2025-02-12 Regular Council Meeting
9. **Finance Report**
 - a. February 2025 Finance Report
10. **Old Business**
 - a. Request adoption of Ordinance No. 238 to amend the Official Zoning Map to rezone approximately 1.924 acres from R-1 to B-3 at 202 Milnwood Road and 190 Milnwood Road
 - b. Request approval of Resolution No. 2025-02-01 for a conditional use permit to allow a public maintenance and service facility to support a public utility at East Third Street and Milnwood Road
 - c. Request approval of Resolution No. 2025-02-02 for a conditional use permit to allow a public maintenance and service facility to support a public utility at 190 Milnwood Road
11. **New Business**
 - a. Request adoption of 2025 Chronological Work Plan
 - b. Discussion: Real Estate Tax Rate and Health Insurance Increase
12. **Town Manager's Report**
13. **Comments by Mayor and Town Council**



PUBLIC COMMENT PERIOD
March 12, 2025
Guests Sign Up Sheet
(Please limit comments to three minutes)

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 8.a. – Draft Minutes of the 2025-01-16 Special Meeting (Joint meeting with the Prince Edward County Board of Supervisors and Farmville Town Council), 2025-02-05 Work Session, 2025-02-07 Town Council Retreat, and 2025-02-12 Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Accept the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2025-01-16 Special Meeting-DRAFT
2. 2025-02-05 Work Session-DRAFT
3. Farmville Town Council 2025 Retreat Notes - FINAL
4. 2025-02-12 Regular Council Meeting-DRAFT

SPECIAL COUNCIL MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON JANUARY 16, 2025

At the special meeting of the Farmville Town Council held on Thursday, January 16, 2025, at 5:00 PM in the Emergency Operations Center (EOC) 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, Dan Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Board of Supervisors present were Pattie Cooper-Jones, J. David Emert, Llew W. Gilliam, Jr., Victor “Bill” Jenkins, E. Harrison Jones, Odessa H. Pride, Jerry R. Townsend, and Cannon Watson.

Staff present on behalf of the Town of Farmville were Town Manager C. Scott Davis, Town Attorney Gary Elder, Chief of Police Andy Ellington, Emergency Communications Manager Crystal Barton, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay. Also present were Prince Edward County Administrator Douglas P. Stanley, Assistant County Administrator Sarah Elam Puckett, and Deputy Emergency Management Coordinator Trey Pyle.

Mayor Vincent called the special meeting to order as the Joint Meeting with the Prince Edward County Board of Supervisors. The meeting was noted as the second gathering held jointly in the last two years allowing the opportunity to discuss mutual interests.

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

YMCA UPDATE

County Administrator Stanley offered an introduction of the YMCA of Central Virginia Vice-President Sharon Stiteler, who had asked for the opportunity to report on programs at the Southside YMCA. Ms. Stiteler also introduced their Board President, Dr. Chuck Taylor. An overview of the programs was provided:

- YMCA is in the planning stages to become a storm/weather relief location where an overnight stay could be provided as the facility has space with available showers. One obstacle is that the facility is an old building with deferred maintenance issues. It was mentioned that maybe a grant could help with these issues.
- Collaborations in the community:
 1. Centra Health Therapy Patient Discharge Program
 2. Centra Health Cardiac Rehab Phase 3 Program

3. Ortho Virginia Discharge Program
4. Longwood University Leisure Activities program
5. Working with Hampden-Sydney College to provide some seasonal soccer skill training and they have an MOU to provide lifeguards to the YMCA
6. Community service site

Ms. Stiteler outlined the YMCA's hopes for the future:

- Figure out a way to address the lack of deferred building maintenance;
- Board members are raising funds to provide scholarships in youth development;
- Installation of outside pickle ball courts;
- Trail along the 30-acre property cleared and available for the community to use;
- Naming opportunities for pickle ball courts and trail;
- Survey to be distributed soon to determine the feasibility of 24/7 facility access.

She concluded by offering a thank you for allowing the YMCA to be part of the community. Dr. Chuck Taylor followed Ms. Stiteler by mentioning that the YMCA is a very important part of the community. He reported that in the last year, over \$60,000 in scholarships were provided for people who would not otherwise be able to afford a membership.

County Administrator Stanley mentioned the grant writing provided by the Commonwealth Regional Council for non-profits in the community.

Before moving forward with the agenda items, Mayor Vincent offered an invocation for anyone wishing to join in prayer, and the Pledge of Allegiance was led by Vice-Mayor Reid.

2025 COUNTY REASSESSMENT

County Administrator Stanley reported that Prince Edward County decided to move from a six-year reassessment cycle to a four-year cycle with the last reassessment ending in December 2020. The current reassessment was to be completed in December 2024, but the schedule is a few months behind and expected to be completed at the end of March 2025. Reassessment notices are expected to be mailed by the end of next week. Assessor hearings are scheduled for February 10-21, 2025, (10th-14th in-person hearings/18th-21st virtual or phone hearings). Prince Edward County's Board of Equalization should begin scheduling hearings in April 2025, as needed. Mr. Stanley reported that based on looking at other localities, assessments are expected to have an average increase of 35-40%. The Board of Supervisors and Town Council will have to equalize the rate.

Town Manager Davis added that he recently looked at the current assessments for some houses that are listed for sale, with listing prices of \$300,000 having a current assessment of \$220,000. He noted the house with the land is worth more than \$220,000, and the elected bodies will need to decide on what increase if any is to be made. Some discussions were held.

TOWN RESIDENTIAL PROJECT UPDATE

Town Manager Davis provided an update:

- Thirty-seven lots off Layne Street are being developed by Ben Lapp.
- Fred Pearson has submitted a request for a building permit to start construction on one four-unit building at the Vernon Street development. There is a June 2025 deadline for the project to begin or a new site plan will be needed.
- Bryce Laconte is interested in the property beside Third Street Wrecker for 25-single family units as owner-occupied workforce housing. There has been no request made. A conditional use permit would be needed from the Town as property is zoned in a commercial district.
- Council approved for a mix of town homes and single family residences for the Meriwood Farms project. The Town has executed a sewer easement as the developer needed sewer access for the development.
- The Infrastructure Asset Management plan has been received with the next step being to load the data into the town's GIS system. Hurt & Proffitt will share in-depth information at the February Work Session and answer any questions from Town Council.

County Administrator Stanley reported that the County-portion of the Fairgrounds Road project is moving forward and will contain 50-54 modular units with individual well and septic. Two roads to meet state standards will be built and may be started this year. Brief comments were also made about the decrease in the number of permits possibly due to the unavailability of building lots.

COUNTY COMPREHENSIVE PLAN UPDATE

County Administrator Stanley reported that the County's Comprehensive Plan Update is nearing completion. A variety of public engagement events were held to gather input including an online survey, two community workshops, and six focus groups. The land use chapter is in the final review stage and once all the chapters are finalized, an open house will be advertised and held. The public will have an opportunity to review and comment on the final draft plan.

Comments collected during the Open House will be shared with the Board and Planning Commission during a final joint work session. A second Public Hearing will be held before the Board and Planning Commission decides to revise or approve the plan.

Mayor Vincent asked about the participation received in the public engagement events. A brief discussion was held.

SANDY RIVER WATER PROJECT UPDATE

County Administrator Stanley reported that in May 2024, Prince Edward County received its Virginia Water Protection Permit from the Department of Environmental Quality for the withdrawal of water from the Sandy River Reservoir. The permit allows for an initial five million gallon/day withdrawal. The Town of Crewe, however, was selected by the Department of General Services and the Commonwealth of Virginia to serve the three state facilities in Nottoway County. Therefore, Prince Edward County will not be moving forward at this time with the construction of the water treatment plant. This may change if the County is able to attract a significant user or users at the HIT Park and/or adjacent sites. The project will continue to be evaluated as the HIT Park site is developed.

TOWN RESIDENTIAL PROJECT UPDATE - Continued

Town Manager Davis added that the Town internally did a boundary line adjustment for a piece of property off Clark Street that has been challenged. The property is owned by Longwood Foundation. A Board of Zoning Appeals Hearing is scheduled for Friday, January 24, 2025, at 3:00 PM.

EMERGENCY COMMUNICATIONS SYSTEM PROJECT/JOINT DISPATCH UPDATE

Deputy Emergency Management Coordinator Trey Pyle provided an update on the Regional Public Safety Radio System project. A review was made of the partners in the project who are currently using the radio system for some kind of emergency dispatch or emergency traffic. Mr. Pyle noted that the purpose of the upgrade basically was that the systems were out of date. The upgrade puts all on one platform and fixes the coverage issues. The proposed coverage map was reviewed. A review was made of the funding for the project, with two grants being mentioned: a FEMA Assistance to Firefighter Grant and Consolidated Dispatch Grant.

The infrastructure equipment for the towers was ordered in December 2024, with the portable and mobile radios being ordered this month. A fleet-mapping kickoff meeting was held allowing the channels to be used to be selected. Tower leases are currently being worked on. The

civil work with the tower sites will start mid to late spring if all are approved. The initial project cutover was set as December 2025 but if coverage testing is not completed on time, a go live date may be spring or summer 2026.

Council member Donald Hunter asked about communication should one of the towers gets hit and goes down. Mr. Pyle advised that a little reception in the tower area may be lost and that the entire tower would have to be down to lose communication. Should this occur, a temporary radio cache from an outside source would be deployed to the area until the site is restored.

Mr. Pyle reported on the ongoing conversation of the regional communications center with the Farmville communications center as the primary and Prince Edward County Sheriff's Department being secondary, and a CAD system already being shared. The concept allows for uniformity in procedure and having multiple dispatchers on shifts. Similar localities were reviewed.

An overview was provided of the operations and administration boards. Mr. Pyle reviewed the next steps:

- Execute the joint agreement for the center;
- Schedule an organizational meeting with the two boards;
- Begin the budget process for the FY2026;
- Select a cutover date/time.

Town Manager Davis advised that the goal is to begin with the new fiscal year to make the changeover. Some possible renovation options also were reviewed.

PRINCE EDWARD COUNTY LANDFILL – PERMITTING AND UPGRADES

County Administrator Doug Stanley provided an update:

- Construction of Cell F at the landfill has been completed recently and will provide for 9-12 years of additional useful life depending on intake rates at the landfill. The remaining space in Cells D and E will add ten years of life. Currently the landfill has a maximum permitted intake of 300 tons/day.
- Staff will be working on the installation of a new scale house in the upcoming year with entrance improvements and a new solid waste ordinance.
- Some design work is being completed for the Worsham convenience site.

HIT PARK UPDATE

County Administrator Stanley reported that Prince Edward County continues to work with a prospect at the HIT Park and the responsibilities for infrastructure investment, water, sewer, and road improvements at the site. It is hoped that in the next 30-60 days, an announcement may be made on the site.

A grant was submitted to the Virginia Economic Development Partnerships Business Ready Sites program which could help fund the infrastructure and construction of water lines to the town water lines at East Third Street and Persimmon Tree Fork Road and the construction of a water tower for the site.

CREMAINS BURIAL PLOT CONCEPT

Assistant County Administrator Sarah Elam Puckett reported on a code section in the Code of Virginia that identifies the circumstances where a county or city may be responsible for the disposition of an unclaimed body. The Sheriff's Department oversees the process which requires two orders from the Circuit Court. It was reported that there have been 25 dispositions over the last ten years. Historically, the County has left the disposition of the cremains up to the funeral homes. Arrangements are made by the Sheriff with the Amelia Veterans Cemetery should veteran status be determined so that the remains may be interred at that location. Mrs. Puckett asked the Town Council to consider designating one 8x8 plot in Westview Cemetery for the disposition of unclaimed cremains and for the Town Council to consider granting Prince Edward County a waiver or exception to Town policy to allow more than two remains per plot. Town Manager Davis asked for the details to be forwarded, as a separate ordinance would need to be drafted for consideration for the County to be allowed that exemption. Discussion was held. Supervisor David Emert reported that the Prospect Community Cemetery has a plot for that purpose and asked that he be contacted regarding same.

Mayor Vincent opened the floor for questions or any additional items.

There being no other business, Mr. Yoelin made a motion to adjourn, seconded by Mr. Hunter, and with all Council members in favor stating "aye", the meeting adjourned at 6:13 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON FEBRUARY 5, 2025

At the regular work session of the Farmville Town Council held on Wednesday, February 5, 2025, 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, Fire Chief Daniel Clark, Police Sergeant B.H. Paulette, Police Officer Kelsea Snead, 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. Reid made a motion to adopt the agenda as presented, seconded by Mr. Dwyer, and with all in favor stating “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

INFRASTRUCTURE ASSET MANAGEMENT PLAN BY MATT GROSS WITH HURT & PROFFITT

Matt Gross reported on the asset inventory project which will allow the tracking of water and sewer infrastructure such as water lines, valves, hydrants, manholes, sewer lines, etc. so that the Town may better plan for future upgrades and repairs. All assets were ranked based on the condition and criticality to the systems. A thorough database has been generated and includes all the information needed in planning repairs, such as photographs, information on the manufacturer, type of fittings, and current condition. The data inventory can be used for planning for future needs and projects. Estimates for repairs and replacements were included with the data. A thank you was expressed to the public works staff for their assistance. A brief discussion was held on groundwater getting into the manholes and the cost to treat that issue. Mr. Gross reported that the information provided is a living database and should be updated regularly as projects are completed.

Questions were asked by several Council members, with some discussion being held. Mayor Vincent reported for informational purposes that the asset management plan was brought forward from the last council retreat held in 2023 and thanked the Town administration for moving the project forward.

FIRE STATION EXPANSION PRESENTATION BY GREG GILBERT OF BIGNELL WATKINS HASSER ARCHITECTURE AND INTERIORS

Greg Gilbert provided a slideshow presentation for the proposed project. A phasing design plan was formulated from the fact that the fire station will need to remain in operation during construction.

Town Manager Davis advised that approximately three years ago a decision was made by the Council at that time to move forward as a combination fire department, not strictly all volunteer-based. The current fire station was built as an all-volunteer fire station and is not very conducive to today's environment. There are no living quarters in the fire station and the firefighting profession has more female volunteers than in the past. The women's bathroom does not have a shower.

Mr. Gilbert reported on a proposed floor plan for mixed gender use with bunk rooms, shower rooms, laundry rooms, storage for personal protective equipment (PPE) and areas for decontamination and storage. A diagram showed where the building is broken down into different grouping levels:

- Blue-administrative offices are in the front so as one enters the building to have conversations with operations staff, there is no need to move through the station;
- Orange-living quarters with meeting/training area, kitchen/dining area;
- Yellow-bunk rooms with toilet and shower areas connected to the apparatus bay to reduce the rate of call response;
- Purple-hand washing vestibules with separate air changing as staff move from the apparatus bay back into the living quarters;
- Green-operational equipment is in the far side of the bay.

The existing building is a pre-engineered metal building with the new areas to be stick-built construction. A review was made of the costs if construction is completed in 2026, and an approximate cost of \$11 million with an estimated cost of \$250,000 for furniture, fixtures, and

equipment. Additional figures were provided if construction were to occur in future years, 2029 and 2031. A phased approach was described as the operations would continue during construction. Discussions were held on the costs, if operations did not continue within the building at the time of construction, and if parking spaces would be eliminated with the proposed plan. There also was discussion on the ventilation from the PPE storage area, the need for replacement of the big ladder truck within five years, and the location of the fire station possibly being in a floodplain. Clarification was made by Community Development Director Ashley Atkins-Austin that most of that area is in a 500-year flood zone, so there are no additional building standards.

FARMVILLE DOWNTOWN PARTNERSHIP PRESENTATION BY JAKE ROMAINÉ

Jake Romaine distributed copies of the Farmville Downtown Partnership (FDP) 2025 Work Plan to Council members. A recap was provided of the 2024 Work Plan and the accomplished tasks. A slideshow presentation included before and after pictures of various businesses which benefited partially from the Virginia Main Street (VMS) Downtown Investment grant. A review was made of some of the upcoming promotions and committee events. A slight increase to \$65,000 from the previous funding cycle has been requested.

FINANCE REPORT

Finance Director Julie Moore reported on the December 2024 reports provided to the Council. The actual revenue is below budget due to seasonal patterns that have an impact on the year-to-date collection percentages. Other contributing factors to the actual revenues not matching the budgeted amounts are grants which are tied to distributions on specific project timelines. Comparing revenue to prior year, the General Fund and Airport Funds are below. The General Fund is below the prior year revenue because last year ABM lease proceeds were recognized and this year there are none. Ms. Moore reported that, as discussed previously, the Airport Fund has had less ongoing projects this year. Overall total expenses are currently below the six-month mark in the budget. Even though there are some individual funds that are over budget, it is anticipated by year end, all items will be below budget. Expenses are above compared to prior year with these increases reflecting planned expenditures budgeted in fiscal year 2025.

DISCUSSION: AMEND OFFICIAL ZONING MAP TO REZONE APPROXIMATELY 1.924 ACRES FROM R-1 TO B-3 (202 MILNWOOD RD AND 190 MILNWOOD RD)

Town Manager Davis advised the Community Development Director to report on the next three agenda items as all are tied to the same project. Also, Public Hearings are scheduled for these items at the February 12, 2025, Regular Council Meeting.

Ms. Atkins-Austin reported that the rezoning and two conditional uses are for the Dominion Energy project. The request is to rezone three parcels and contain approximately 1.924 acres to rezone from R-1 Low Density Residential to B-3 Highway Commercial. The rezoning aims to designate all Dominion Energy/Virginia Electric and Power Company-owned parcels in the east (Third Street/Milnwood Road area) to the same zoning district. Dominion Energy proposes to rezone these parcels as part of its project to expand the existing facilities and operations of the existing Dominion Energy site. Ms. Atkins-Austin reported that the Planning Commission recommended 7-0 to recommend approval to amend the official zoning map for this rezoning.

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A PUBLIC MAINTENANCE AND SERVICE FACILITY TO SUPPORT A PUBLIC UTILITY (E THIRD ST AND MILNWOOD RD)

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A PUBLIC MAINTENANCE AND SERVICE FACILITY TO SUPPORT A PUBLIC UTILITY (190 MILNWOOD RD)

DISCUSSION: CONDITIONAL USE PERMIT TO ALLOW A SINGLE FAMILY RESIDENCE IN A B-2 TRANSITIONAL COMMERCIAL ZONING DISTRICT (709 E THIRD ST)

Community Development Director Atkins-Austin reported that this request is to allow a single-family dwelling detached at 709 East Third Street consisting of one parcel. Adjacent commercial uses include general office space and retail space. Single family dwellings are located to the rear of the property on Longwood Avenue. An existing dwelling on site has been vacant for more than two years. Per Town Code any non-conforming structure needs to be brought into compliance before changes are made. Ms. Atkins-Austin also reported that the Planning Commission voted 7-0 to recommend approval of CUP 25-002 with one condition, that the applicant provide adequate off-street parking for the residence.

PLANNING COMMISSION 2024 ANNUAL REPORT

Town Manager Davis reported on the requirement that the Planning Commission provide an annual report to the governing body.

BOARD OF ZONING APPEALS 2024 ANNUAL REPORT

An annual report on the actions of the Board of Zoning Appeals was provided for the Council's review.

DISCUSSION ON BUILDING OFFICIAL POSITION

Town Manager Davis reported on a request for appointment consideration for the Building Official position to be made at the next regular meeting. Prince Edward County has been lending the assistance of their building official position to the Town. The Town now is bringing forth an existing staff member for appointment consideration by the Council, as required by the state building code.

TOWN MANAGER'S REPORT

- Grove Street Park-new equipment has been installed at the park from this year's Capital Improvement Plan with some old recreation equipment removed from the area. The railroad ties in place also will be removed soon;
- Waiting for the final rendering for the splashpad bathroom facilities;
- A National Fitness Campaign grant was awarded to the Town for the fitness court/studio. A budgeted item of \$268,000 will be added to the upcoming budget. Also, an application will be made to the Centra grant committee for an operational/capital grant that could offset costs if awarded. Contact efforts have been made to the local Lions Club and Rotary Club to see if the groups are willing to donate to the project with recognition to be made for providing same.

COMMENTS BY MAYOR AND TOWN COUNCIL

Council member Hunter provided comments on an incident that took place recently while the delegation was attending Local Government Day at the General Assembly. He asked if the clerk could send out notification of the names of the Council members who are there attending the meetings, instead of only some being announced.

Mr. Hunter also asked if staff could address the display of tires at the old Dollar Bills' location as there is no trailer being used for the storage of tires.

Council member Dwyer provided comments on an issue noted by a town resident concerning the alarming number of downed trees along the Dogwood Trail.

Council member Reid followed Mr. Hunter's comments concerning the incident that happened while Council members were attending the recent event at the Capital. Some were recognized as being in attendance and some were not even though the group was sitting together

as a delegation. He mentioned that members need to be cautious when texting names to whoever is on the floor as to who is in attendance. If attending as a delegation, all members of the delegation should be represented.

It was noted also that a lot of streetlights are out in the town. Mr. Reid reported not knowing who controls the streetlights and thought he had brought this up previously. Calls have been received concerning trash cans being left on the sidewalks in some neighborhoods. He asked if the bathrooms had been painted at Wilck's Lake. Town Manager Davis reported that as far as he knew those facilities had been painted.

Council member Hunter reported on the 801 District, Wards C and D Community Meeting to be held on March 19, 2025, in the Emergency Operations Center. Flyers will be distributed, and everyone is welcome to attend.

Mayor Vincent advised that his report will be provided at next week's meeting and mentioned sentiments previously expressed that the Council who give of their time to work together for the betterment of the Town has been a very collegial group for a long time. There is a need to work together to maintain trust in government through transparency and decency. Mayor Vincent reported knowing that those values are shared by all of Council and that it is incumbent upon all its members to live and exhibit those values.

CLOSED SESSION 2.2-3711(A)(1)

On a motion by Mr. Hardy, seconded by Mr. Hunter, and with Council members Reid, Dwyer, Pairet, Yoelin, Hunter, Hardy, and Amos voting "yes", Council went into closed session under paragraph A.1. of Section 2.2-3711, Discussion of prospective candidates for Farmville Industrial Development Authority appointments and discussion of the contractual payment for legal services provided by the Town Attorney.

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: Hardy 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. Dwyer, seconded by Mr. Hardy, with all in favor stating “aye”, the meeting adjourned at 7:40 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

Farmville Town Council Retreat

February 7, 2025

**Emergency Operations Center
Farmville Town Hall**

Notes

Mayor Brian Vincent called the meeting to order at 9:00 a.m. In addition to the Mayor, Council members Sallie Amos, Dan Dwyer, John Hardy, Donald Hunter, Tom Pairet, and Adam Yoelin were in attendance. Also present were Town Manager Scott Davis, Clerk of Council Mary McKay, Director of Finance Julie Moore, Executive Assistant Jackie Vaughn, and Berkley Group Executive Manager Kimball Payne, who served as facilitator for the retreat.

Notes for the retreat were captured on flip charts. A transcription of the notes, with clarifying annotations, is attached as an addendum to these notes.

After calling the meeting to order, Mayor Vincent turned the meeting over to the facilitator. Mr. Payne thanked the Council for the opportunity to once again serve as facilitator for Council's retreat. He then referred to the agenda and reviewed suggested goals for the retreat:

- Review progress on the work plan developed at the last retreat
- Preview the Fiscal Year 2026 Budget
- Review the Town's mission, vision, and values statements.
- Review major strategic goal areas
- Craft a work plan for the next 18 to 24 months
- Identify longer term issues
- Understand constraints to progress and identify means to overcome them

He then mentioned some themes that might run through the day, including Council roles and responsibilities, dynamics, and processes, Council/Manager roles and relationships, public engagement, and potential limitations that might have to be overcome to address Council's priorities.

Mr. Payne then offered some ground rules to guide the Council's discussion:

- Everyone participates; no one dominates
- Engage
- Be honest
- Listen to each other
- Respect different opinions
- No idea is too outlandish
- Seek to understand
- Ask questions
- Seek consensus (formal action at a future Council meeting)

- Silence means consent – speak up if you disagree
- Use the parking lot for issues that may evade consensus or require more background
- Have fun; don't take ourselves too seriously
- We will take breaks when it seems appropriate

Mr. Payne asked if the agenda, goals, and the ground rules were consistent with the Council's expectations and if there were any questions. There were no questions, and the agenda, goals, and ground rules were accepted by unanimous consent.

Mr. Payne thanked the Council members for making themselves available for pre-retreat interviews, which helped to determine the agenda. He shared with Council the "common themes" from those interviews, issues mentioned by more than one Council member. Some issues were mentioned by nearly all Council members. The common themes were:

- Staffing – recruitment and retention; succession planning
- Communications – with boards and commissions; to and from the Town Manager and Council; website
- Infrastructure – water & sewer; sidewalks; buildings
- Partner relations – County, Longwood University, downtown partnership, business community
- Housing – incentives, permitting, zoning, comprehensive plan, school system
- Perry Drive traffic
- Grocery store
- Recreation – rec center, outdoor recreation
- The fence ordinance
- Business roundtables

Mr. Payne noted that an acknowledgement of the common themes expressed by Council members could inform the later discussion regarding priorities and actions.

Team Building

The facilitator led the Council members through a team building exercise. He asked that they provide answers to the following questions:

1. *Tell your colleagues something about yourself that they probably don't know.*
2. *What strengths do you bring to the Town Council team?*
3. *What two things might people find challenging when working with you?*
4. *What legacy do you want to leave for the Town of Farmville when you conclude your service on Council?*

Responses to the last three questions were recorded without individual attribution.

The cumulative strengths identified by Council members were (flip charts #1 & #2):

- Opinionated (thinks he is always right)
- Holistic
- Future-first focus
- Cautious, considerate
- Considerate
- Takes community to heart
- Mediator - wants everyone to get along
- Listens
- Asks a lot of questions for transparency
- Smart
- Thinks long-term
- Likes to investigate
- Thinks about the entire town, not just his ward
- Knowledge, experience
- Not cheap – builds for the future
- Financial hawk ("tightwad")
- Focused on infrastructure
- Open-minded, with a deep desire to understand
- Listens to public sentiment but acts in the public interest
- Has a leadership mindset – is measured, calm in a storm
- Collaborative

It was noted during the discussion that some strengths could become challenges if taken too far. When asked what was missing that, if present, would make a stronger team, the responses were mutual respect and collaboration.

With respect to the challenges that might arise when Council members worked together, the following were identified (flip chart #3):

- Asks a lot of questions and pushes back
- Is unusually sensitive to those facing challenges
- Has a hard time communicating to citizens that they alone don't have, or can't provide, the answer
- Passionate, empathetic
- Will flip their position in a second after hearing a good argument or story
- Pushes back; loves to be proven wrong
- Lets personal feelings color their decisions
- Not listening to the whole story before deciding
- Being approachable
- Is overly confident
- Is easily frustrated

Mr. Payne asked how the potential challenges might be overcome or compensated for to help the Council work better together as a team. The following ideas were offered (flip chart #3):

- Talk, good communications, listening
- Mutual respect
- Self-awareness
- Be a cohesive group
- Support each other

The facilitator noted that every team brought together a combination of strengths and challenges and that the goal was to utilize the strengths and be aware of the challenges in order to work together effectively.

The last question was for the Council members to talk about the legacy that they wanted to leave after their term of service was ended. The combined individual thoughts helped describe this Council's vision of a better Farmville. The responses were (flip charts #4 & #5):

- * Trees & sidewalks that are ADA compliant and functional
- * Everyone will enjoy working for the town
- * Actions that leave benefits for future generations
- * "Better"
- * Recreation for everybody (including visitors)
- * Helped the town grow and be better
- * Grocery store
- * Housing - starter homes
- * Clean/ attractive town
- * Gateways that are welcoming and attractive
- * A progressive that has experienced positive change
- * Model of solid, stable leadership
- * Strong quality of life in the community

Review of Progress In Addressing Action Items Identified in the 2023 Work Plan

With the Town Manager's assistance, Mr. Payne reviewed with Council progress addressing the action items from the 2023 work plan developed at that year's retreat. Mr. Payne said that his goal for this review and for the development of a new work plan was to identify "SMART" goals or objectives, those that are specific, measurable, achievable, realistic, and timely, or time designated. He said that he would recommend removing goals or objectives that don't meet those criteria as they have a tendency to become merely considerations or aspirations without the definition provided by the SMART criteria.

Mr. Davis provided the following annotated report that was used for the discussion.

2023 Chronological Work Plan

Ongoing and/or Complete

In-Progress, Under Review, and/or Paused

Not Addressed

Project Cut

- * Indicates action items for the new work plan. (Flip charts #5 & #6)

Ongoing or Immediate

- Take advantage of opportunities to improve accessibility and further comply with ADA requirements. *This is an ongoing activity that will be removed from the work plan.*
- Support the efforts of the “Branch Out in Farmville” program to increase the tree canopy and further beautify the Town. *An ongoing activity.*
- Promote partnerships, with the County and with the YMCA. *An ongoing aspiration.*

Within Three Months (by June 1)

- The Mayor will initiate a joint meeting of the Town Council and the Prince Edward County Board of Supervisors to take place in Spring 2023. *The meeting was held. *Another meeting is planned for the Fall of 2025.*
- Council will convene quarterly business roundtables with the first to be held by June 1, 2023. *The first meeting was held in late 2024. *Schedule quarterly meetings.*
- Draft Rules of Procedure for Council’s consideration. *Done.*

Within Six Months (by September 1)

- Develop an asset management plan – the first component addressing buildings will be complete in June 2023. *Data for utilities has been incorporated into the Town’s GIS. *A maintenance and replacement plan will be developed, and projects will be included in the Fiscal Year 2027 Capital Improvements Plan (CIP).*
- Consider adding language to the Zoning Ordinance that would allow for Planned Unit Development (PUD) with appropriate conditions. Draft language to Council in July 2023. *No action was taken. Will be considered when the Zoning and Subdivision ordinances are reviewed.*
- Revisit the study of a new Public Works building – August 2023. *Completed. *The current facility will be renovated over the next five years through projects included in the CIP. The upgrade has started.*

Within the Calendar Year

- Airport – Contact the aeronautical programs at Liberty and Averett Universities to determine if there is any interest in owning, managing, or in some other way partnering with the Town on airport operations. *Completed; no interest expressed. *The Town is*

*issuing an RFP to identify a Fixed Base Operator – October 1, 2025. *Current leases are being revised to reflect best practices and the market – May 1, 2025.*

- Continue efforts to establish a joint emergency communications center; develop a proposal for consideration. *Completed; the joint EOC will be operational July 1, 2025.*
- The Mayor will initiate an annual meeting with the leadership of Longwood University. *Informal meetings have been held. *The Mayor will invite the President and senior staff of the University to a meeting with Council in the Spring, aiming for April.*
- Expansion of the fire department building to accommodate paid staff – architectural study in Fiscal Year 2024. *The preliminary study is complete and major renovations are planned, an \$11-13 million project. *Occupancy of the renovated building in Spring 2028. *Present a financing plan to Council – Fall 2025.*
- Complete the study of water and sewer infrastructure needs. Consider designating ARPA funds for improvements. *Completed. Future projects will be included in the CIP.*
- Address the activities gap for teens – report from the Parks & Recreation Director by January 2024. *No report was presented due to the press of other business. Council is aware of the programs offered by Parks & Rec that address teen activities. No additional action required.*
- Review the Emergency Operations Plan (EOP) with a focus on crisis communications and leadership succession. **A joint EOP will be developed with Prince Edward County over the next 18-24 months.*

Longer Term or Indefinite

- Renovation of the skatepark – FY 2024 CIP *Complete.*
- Complete Phases II and III of the wayfinding signage project with the Farmville Downtown Partnership – FY 2025 and subsequent, depending on grant funding. *Will move forward once funding is identified.*
- Develop a bicycle pump track – FY 2025 CIP *Complete.*
- Complete Phase II (FY 2025 CIP) and Phase III (FY 2027 CIP) of the Riverwalk Trail, depending on the receipt of TAP grant funding. *Defer indefinitely due to lack of funding.*
- Plan for restroom facilities at the splash park – in an out year of the CIP, with inclusion as other projects are completed and funding becomes available. **Installation Spring/Summer 2025.*
- Implement recommendations from the ABM Asset Management Plan for Town buildings. *Ongoing through the CIP.*
- Conduct a mobility study to address the potential, possible location of, and cost of an expanded system of trails and bikeways. Because of projects currently underway and resource limitations, 2028 was identified as the most likely time for action. **Remains a goal.*

During the review of the 2023 Work Plan, it was noted that it was time to review the Town's Comprehensive Plan. A discussion arose regarding how extensive that review might be and whether it could lead to a major revision of the plan. Dr. Davis pointed out that a major revision could take up to two years and was beyond the capability of Town staff. Nevertheless, if Council wanted to address concerns such as promoting additional housing, addressing sidewalks

and tree canopy, and potential revisions to the zoning and subdivision ordinances to achieve broader land use and development goals, a revision of the comprehensive plan was the place to start. How the Planning Commission would be involved, its role vis-à-vis the Council, was also an item of discussion. **To determine how much work needs to be done to revise the Comprehensive Plan, staff was directed to consult with Town stakeholders and provide a plan for review and potential revision, including a tentative schedule, for Council's consideration by May 1, 2025.*

The retreat was recessed for lunch at 12:10 p.m. and reconvened at 12:30 p.m.

Fiscal Year 2026 Budget Preview

Director of Finance Julie Moore provided handouts to Council and provided an overview of the anticipated revenues for Fiscal Year 2026 in the various funds. Of particular note was the projected increase in County real estate assessments. Without a decrease in the Town's real estate tax rate, the assessed values would bring in approximately \$243,000 in additional revenue to the General Fund. Ms. Moore also noted that interest income would be less in the new fiscal year due to ARPA funds being spent and GF bonds being paid down. Ms. Moore indicated that other revenues were projected to show little change.

Ms. Moore also reviewed with Council the Town's outstanding debt and debt service in anticipation of a new bond of up to \$16 million to finance the fire station renovations and a new ladder truck. She noted that with the Town paying off earlier debt there was capacity for the new debt.

Review of the Town Vision, Mission, and Values/Operating Principles

Mr. Payne asked if the vision, mission, and values statements developed in 2023 still reflected Council's thinking. Council agreed that the statements remained relevant.

Vision: *"A vibrant place to live, work and recreate."*

Mission: *"To provide efficient, effective, and equitable service, and encourage diverse growth in our charming community."*

Values/Operating Principles

- ❖ *Honesty & Integrity*
- ❖ *Accountability*
- ❖ *Customer Focus – Positive, Friendly, and Courteous Town Workers*
- ❖ *Open, Honest, Transparent, Responsive, and Timely Communications*
- ❖ *Embracing Diversity – Open-minded, Unprejudiced, Inclusive, Respectful, and Seeking Common Ground*

- ❖ *Financial Responsibility, Sustainability, and Resiliency*
- ❖ *Asset Management and Maintenance*
- ❖ *Support and Development of Town Staff*

Review of the Strategic Goal Areas

Mr. Payne then asked Council to review the major strategic goal areas for possible revision. Council agreed that the goal areas were still appropriate.

Major Strategic Goal Areas

Economic Development & Tourism – *Support business development and expansion that enhances the tax base, provides gainful employment, and enhances quality of life. Tourism is an important component of economic development.*

Public Safety – *Protect life and property, plan for emergency management, mitigate risks, and respond to individual and community-wide crises.*

Community Development & Land Use – *Through comprehensive planning and appropriate land use decisions preserve the charm, beauty, and history of Farmville while accommodating growth, encouraging diverse and affordable housing, and promoting an efficient and safe transportation system.*

Environmental Stewardship – *As guardians of natural resources, act to promote sustainability and resiliency.*

Infrastructure – *Improve and maintain the Town’s important capital assets that are critical to service delivery, safety, and quality of life.*

Government Performance – *Continually work to improve organizational efficiency, effectiveness, and equity in service delivery through the adoption and revision of appropriate policies, procedures, and practices; adapt and implement best practices.*

Recreation & Cultural Activities – *Take actions to further develop and promote Farmville as the regional hub for recreation and cultural activities.*

Partner Relationships – *Maintain open communications with major partners and seek collaborative approaches for community improvement.*

Identify Objectives, Priorities, and Timelines Under Each Strategic Goal Area; Assign Responsibilities

The remainder of the retreat was spent developing a new action plan for the next two years. Mr. Payne asked Council to consider appropriate activities under each strategic goal area and asked

that an effort be made to apply the SMART criteria. The following actions were identified (flip charts # 7- #10):

Recreation and Cultural Activities

- * Complete current and planned CIP projects.
- * Track Explore Act opportunities.
- * Foster an awareness of the efforts to develop the Mary E. Branch Community Center

Public Safety

- * Develop a joint Emergency Operations Plan with Prince Edward County – 18-24 months.
- * Renovate the fire station and procure a new ladder truck – complete in 2028.
- * Upgrade the Town's Emergency Operations Center (EOC) space to accommodate joint operations with the County – 18-24 months.

Community Development and Land Use

- * Complete a review of the Comprehensive Plan – 1st Quarter 2027.
- * Update the Zoning and Subdivision Ordinances to be consistent with the Comprehensive Plan – timing to be determined (TBD)
- * Close the loophole in the Subdivision Ordinance regarding sidewalk requirements for new residential development – 6 months, September 1, 2025.
- * Address promoting new housing development, especially starter homes, in the process of Comprehensive Plan review and ordinance updating.

Economic Development & Tourism

- * Explore designating the entire Town as an Urban Development Area (UDA) to improve Smart Scale scoring – report to Council in 60 days, May 1, 2025.

Infrastructure

- * Investigate the potential for extending Meriwood Farm Road to South Main Street. The Town Manager is to contact the owner of the property between Peery Drive and South Main Street to determine if the property is for sale and, if so, the asking price. If the response is positive, contact VDOT to conduct a traffic study on the proposed extension. Complete in six months, by September 1, 2025.
- * Implement the Asset Management Plan through the CIP and annual budget.
- * Conduct informal inquiries with engineering firms on the cost of developing a sidewalk plan; put a placeholder amount in the Fiscal Year 2026 CIP.

Government Performance

- * Hire a Public Works Director ASAP.
- * Implement a Fellowship Program for professional development and succession planning.
- * Find out from Civic Plus when the next update of the Town's website is scheduled and discuss potential enhancements.

Partner Relationships

- * Schedule a meeting between Council and senior leadership at Longwood University in April 2025.
- * Schedule a meeting with the Prince Edward County Board of Supervisors in the Fall of 2025.

As the retreat was wrapping up, Mr. Payne asked if there was anything that the Town could stop doing, something that provided little utility, to free up some time for more important activities. An immediate suggestion was to stop sending out the check register to Council. It was pointed out that the information on the register was dated, since the expenditures had already been made, and that paying the Town's bills was a responsibility of the Town Manager. Council agreed to suspend the practice of receiving the check register.

With that the retreat concluded.

Mr. Payne thanked the Council members for their active engagement and expressed his appreciation that the Berkley Group and he could be of service to the Town of Farmville.

Mayor Vincent thanked everyone for their participation and declared the meeting adjourned at 2:45 p.m.

Addendum: Transcription of Flip Chart Notes

Farmville Town Council 2025 Retreat

Transcription of Flip Chart Notes (with annotations for clarity)

Flip Chart #1

FARMVILLE

2/7/25

STRENGTHS

- OPINIONATED (ALWAYS RIGHT)
- HOLISTIC
- FUTURE FIRST FOCUS
- CAUTIOUS, CONSIDERATE
- CONSIDERATE
- TAKES COMMUNITY TO HEART
- MEDIATOR - WANTS EVERYONE TO GET ALONG
- LISTEN[s]
- ASK[s] A LOT OF QUESTIONS FOR TRANSPARENCY
- SMART
- THINKS LONG-TERM

MISSING: MUTUAL RESPECT, COLLABORATION (WRITTEN IN RED)

Flip Chart #2

STRENGTHS CONT.

- LIKES TO INVESTIGATE
- THINKS ABOUT THE ENTIRE TOWN, NOT JUST HIS WARD
- KNOWLEDGE, EXPERIENCE
- NOT CHEAP – BUILD[s] FOR THE FUTURE
- FINANCIAL HAWK ("TIGHTWAD")
- FOCUSED ON INFRASTRUCTURE
- OPEN-MINDED
 - DEEP DESIRE TO UNDERSTAND
- LISTENS TO PUBLIC SENTIMENT BUT ACTS IN THE PUBLIC INTEREST
- LEADERSHIP MINDSET
 - MEASURED
 - CALM IN A STORM
- COLLABORATIVE

Flip Chart #3

CHALLENGES

- ASK[s] A LOT OF QUESTIONS, PUSH[es] BACK
- UNUSUALLY SENSITIVE TO THOSE FACING CHALLENGES
- HARD TIME COMMUNICATING [to citizens] THAT HE ALONE DOESN'T HAVE [or can't provide] THE ANSWER
- PASSIONATE, EMPATHETIC
- WILL FLIP IN A SECOND [after hearing a good argument or story]
- PUSH[es] BACK - LOVES TO BE PROVED WRONG
- PERSONAL FEELINGS [color decisions]
- [Not] LISTENING TO THE WHOLE STORY BEFORE DECIDING
- BEING APPROACHABLE
- OVERLY CONFIDENT
- EASILY FRUSTRATED

TO OVERCOME

- TALK, COMMUNICATIONS, LISTENING
- MUTUAL RESPECT
- SELF-AWARENESS
- COHESION
- SUPPORT EACH OTHER

Flip Chart #4

LEGACY

- * TREES & SIDEWALKS (ADA COMPLIANT)
- * EVERYONE TO [will] ENJOY WORKING FOR THE TOWN
- * [Leaves] BENEFITS FOR FUTURE GENERATIONS
- * "BETTER"
- * RECREATION FOR EVERYBODY (INCLUDING VISITORS)
- * HELPED THE TOWN GROW & BE BETTER
- * GROCERY STORE
- * HOUSING - STARTER HOMES
- * CLEAN/ ATTRACTIVE TOWN
- * GATEWAYS
- * PROGRESSIVE - POSITIVE CHANGE
- * MODEL OF LEADERSHIP
 - SOLID, STABLE

Flip Chart #5

LEGACY CONT.

- STRONG QUALITY OF LIFE

WORKPLAN PROGRESS

SIDEWALKS

TREES

*MEETING WITH BOS - FALL 2025

ASSET MANAGEMENT - REPLACEMENT & MAINTENANCE PLAN
FY '27 CIP

COMPREHENSIVE PLAN REVIEW

STAFF TO PROVIDE REVIEW PLAN/SCHEDULE FOR COUNCIL
REVIEW - MAY 1

TO DETERMINE HOW MUCH WORK NEEDS TO BE DONE TO
REVISE THE EXISTING COMPREHENSIVE PLAN

Flip Chart #6

- RFP FOR FBO - OCTOBER 1
- REVISE AIRPORT LEASES - MAY 1
- MEETING WITH LONGWOOD LEADERSHIP - SPRING, APRIL '25
- FIRE DEPT. BUILDING OCCUPANCY - SPRING '28
- FINANCING PLAN - FALL '25

Flip Chart #7

ACTION PLAN

RECREATION

- * ~~MEETING WITH P&R DIRECTOR TO DISCUSS TEEN ACTIVITIES (CROSSED OUT)~~
- CIP PROJECTS
- TRACK EXPLORE ACT OPPORTUNITIES
- MARY E. BRANCH COMMUNITY CENTER (AWARENESS)

PUBLIC SAFETY

- JOINT EOP [18-24 MONTHS]
- FIRE STATION & LADDER TRUCK
- UPGRADE EOC [18-24 MONTHS]

Flip Chart #8

COMMUNITY DEVELOPMENT & LAND USE

- COMPREHENSIVE PLAN REVIEW - 1ST QTR 2027
- ZONING & SUBDIVISION ORDINANCE [revisions] - TBD
- ADDRESS HOUSING IN THE PROCESS
- CLOSE [the] LOOPHOLE REGARDING SIDEWALK REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT
6 MONTHS

ECONOMIC DEVELOPMENT

- EXPLORE UDA [Urban Development Area] DESIGNATION FOR [the whole] TOWN
REPORT TO COUNCIL IN 60 DAYS

Flip Chart #9

INFRASTRUCTURE

- MERRIWOOD FARMS RD. TO S. MAIN ST.
IS IT FOR SALE? PRICE?
SCOTT THEN VDOT STUDY
6 MONTHS
- IMPLEMENT ASSET MANAGEMENT PLAN
- SIDEWALK PLAN
INFORMAL INQUIRIES REGARDING COST
PLACEHOLDER FOR FY26 CIP

Flip Chart #10

GOVERNMENT PERFORMANCE

- HIRE P.W. [Public Work] DIRECTOR - ASAP!
- FELLOWSHIP PROGRAM
- WEBSITE - FIND OUT WHEN [the next review and upgrade is scheduled] FROM CIVIC PLUS

PARTNER RELATIONSHIPS

- LONGWOOD
- BOS

STOP SENDING OUT THE CHECK REGISTER

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON FEBRUARY 12, 2025

At the regular meeting of the Farmville Town Council held on Wednesday, February 12, 2025, 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, Dan Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Finance Director Julie Moore, Chief of Police Andy Ellington, Captain William Hogan, Fire Chief Daniel Clark, Community Development Director and IT Support Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

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

A moment of silence was offered in recognition of Rev. Samuel J. Williams, Jr., who passed away recently. Rev. Williams is remembered as a civil rights icon in the community.

Mayor Vincent reported on the number of calls received by Farmville Dispatch with the recent winter storms. A thank you was expressed to dispatch employees, and all the public service staff for their efforts.

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

An invocation was led by Mayor Vincent for anyone wishing to join in prayer. Vice-Mayor Reid led the Pledge of Allegiance.

ADOPTION OF AGENDA

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

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

PRESENTATION IN RECOGNITION OF FARMVILLE POLICE OFFICER ZACHARY BRIGHT AND SERGEANT DALTON FOLEY

Chief of Police Andy Ellington reported on the honor to provide remarks in recognition of officers Dalton Foley and Zachary Bright and the life-saving award being made. Mayor Vincent read the proclamation aloud and presented each officer with a copy. Chief Ellington also offered thanks to the 911 operators for the job well done.

**PROCLAMATION IN RECOGNITION
OF THE LIFESAVING ACTIONS OF
FARMVILLE POLICE OFFICER ZACHARY BRIGHT AND
SERGEANT DALTON FOLEY**

WHEREAS, in the early morning hours of Sunday, January 12, 2025, Farmville Police Officer Zachary Bright and Sergeant Dalton Foley responded to a 911 call dispatched by Farmville Emergency Communications for a report of an unconscious male; and

WHEREAS, Officer Zachary Bright was the first officer to arrive on the scene; and

WHEREAS, upon arrival and entrance of the residence, Officer Bright encountered an unconscious male lying on the floor; and

WHEREAS, he tried without success to get the patient to respond, he then began to administer cardiopulmonary resuscitation (CPR); and

WHEREAS, moments later, Sergeant Foley arrived on scene to assist, and immediately utilized the Automated External Defibrillator (AED) on the male subject; and

WHEREAS, both Officer Bright and Sergeant Foley alternately continued CPR, also administered NARCAN to the subject; and

WHEREAS, because of the quick actions of both Bright and Foley, a strong pulse returned to the subject, and he was then transported by EMS to the hospital for care and has since returned home.

NOW, THEREFORE BE IT RESOLVED, the swift lifesaving actions by Officer Bright and Sergeant Foley speaks to their extensive training and commitment to their public safety profession and this community.

BE IT FURTHER RESOLVED, that the Farmville Town Council expresses its sincere gratitude to both Officer Bright and Sergeant Foley, for their dedication and diligent service to the Farmville community.

Adopted this 12th day of February, 2025.

Brian R. Vincent, Mayor

A.D. "Chuckie" Reid, Vice-Mayor

Daniel E. Dwyer, Council Member

John Hardy, Council Member

Sallie O. Amos, Council Member

Donald L. Hunter, Council Member

Thomas M. Pairet, Council Member

Adam Yoelin, Council Member

**INTRODUCTION OF FARMVILLE POLICE DEPARTMENT NEW OFFICER AND
OFFICER OF THE YEAR**

Chief Ellington introduced and congratulated Sergeant B.H. Paulette as the Farmville Police Department Officer of the Year. Officer Henry Nase was introduced as the Department's newest officer. It was noted that Officer Nase is the grandson of the late Dr. Harold Nase and Ann

Nase, former Town Council member. Mayor Vincent offered thanks and a welcome to those staff members.

INTRODUCTION OF FARMVILLE FIRE DEPARTMENT NEW FIREFIGHTER

Fire Chief Daniel Clark was present to provide an introduction of the Farmville Fire Department's new Firefighter, Kenneth Sapp. Mayor Vincent thanked Chief Clark and offered a welcome to Mr. Sapp.

Mayor Vincent opened the Public Hearing period:

PUBLIC HEARING - ORDINANCE NO. 238 – TO AMEND THE OFFICIAL ZONING MAP TO REZONE APPROXIMATELY 1.924-ACRES FROM R-1 TO B-3. THE REQUEST CONSISTS OF THREE PARCELS, IDENTIFIED AS TAX MAP PARCEL NUMBERS 0023A09(15)00-000A, 0023A09(15)00-000B AND 0023A09(0A)00-030B, LOCATED AT 202 MILNWOOD ROAD AND 190 MILNWOOD ROAD.

With no one signed up to speak, the Public Hearing for Ordinance No. 238 was closed.

PUBLIC HEARING - RESOLUTION NO. 2025-02-01 - FOR A CONDITIONAL USE PERMIT TO ALLOW A PUBLIC MAINTENANCE AND SERVICE FACILITY TO SUPPORT A PUBLIC UTILITY PER TOWN CODE SECTION 29-13.C. THE SITE CONSISTS OF APPROXIMATELY 6.770 ACRES ON SIX PARCELS LOCATED ON EAST THIRD STREET AND MILNWOOD ROAD. THE SIX PARCELS ARE IDENTIFIED AS TAX MAP NUMBERS 0023A09(0A)00-035, 0023A09(0A)00-034, 0023A09(0A)00-033, 0023A09(0A)00-030A, 0023A09(15)00-000A, AND 0023A09(15)00-000B.

With no one signed up to speak, the Public Hearing for Resolution No. 2025-02-01 was closed.

PUBLIC HEARING - RESOLUTION NO. 2025-02-02 – FOR A CONDITIONAL USE PERMIT TO ALLOW A PUBLIC MAINTENANCE AND SERVICE FACILITY TO SUPPORT A PUBLIC UTILITY PER TOWN CODE SECTION 29-13.C. THE SITE CONSISTS OF APPROXIMATELY 1.297 ACRES ON ONE PARCEL LOCATED AT 190 MILNWOOD ROAD. THE PARCEL IS IDENTIFIED AS TAX MAP NUMBER 0023A09(0A)00-030B.

With no one signed up to speak, the Public Hearing for Resolution No. 2025-02-02 was closed.

PUBLIC HEARING - RESOLUTION NO. 2025-02-03 – FOR A CONDITIONAL USE PERMIT TO ALLOW FOR A SINGLE FAMILY RESIDENCE IN A B-2 TRANSITIONAL COMMERCIAL ZONING DISTRICT. THE SITE IS LOCATED AT 709 EAST THIRD STREET AND CONSISTS OF ONE PARCEL, TAX MAP NUMBER 0023A09(02)05-001B, CONTAINING 0.226 ACRE.

With no one signed up to speak, the Public Hearing for Resolution No. 2025-02-03 was closed.

PUBLIC COMMENT PERIOD

With no one signed up or wishing to provide comments, Mayor Vincent closed the public comment period and returned to the regular order of business.

CONSENT AGENDA

Mr. Hunter made a motion to accept the Consent Agenda as presented, seconded by Mr. Hardy, and with all in favor stating “aye”, the motion passed. The Consent Agenda included the draft minutes of the January 8, 2025, Regular Council Meeting.

FINANCE REPORT

Mr. Pairet made a motion to accept the Finance Report as presented, seconded by Mr. Reid, and with all in favor stating “aye”, the motion passed.

BACKGROUND:

Finance Director Julie Moore reported on the December 2024 and January 2025 Finance Reports and reviewed the amounts of earned income:

- ABM project - \$11,386 earned for the month of December and \$11,086 for January. This income will go towards future payments on the project;
- Virginia Investment Pool (VIP) - \$14,626 earned in December and \$14,945 for January;
- Benchmark Community Bank sweep accounts - \$8,457 earned in December and \$6,045 in January;
- Local Government Investment Pool (LGIP) - \$33,748 earned in December and \$37,047 in January;
- Total earned of \$56,831 in December and \$58,038 in January.

REQUEST ADOPTION OF ORDINANCE NO. 238

REQUEST APPROVAL OF RESOLUTION NO. 2025-02-01

REQUEST APPROVAL OF RESOLUTION NO. 2025-02-02

As no representatives from Dominion Energy were present and available to answer any questions from the Council, actions and discussion were postponed until the March 12, 2025, Regular Council Meeting.

REQUEST APPROVAL OF RESOLUTION NO. 2025-02-03 - FOR A CONDITIONAL USE PERMIT TO ALLOW FOR A SINGLE FAMILY RESIDENCE IN A B-2 TRANSITIONAL COMMERCIAL ZONING DISTRICT LOCATED AT 709 EAST THIRD STREET

Mr. Dwyer made a motion to approve Resolution No. 2025-02-03, for a conditional use permit to allow for a single family residence in a B-2 Transitional Commercial Zoning District with an address of 709 East Third Street, seconded by Mr. Hunter, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin, Hunter, Hardy, and Amos voting “yes”, the motion passed.

BACKGROUND: Community Development Director Atkins-Austin provided a report to the Council at the February 5, 2025, Work Session. It was reported that this request is to allow a single-family dwelling detached at 709 East Third Street consisting of one parcel. Adjacent commercial uses include general office space and retail space. Single family dwellings are located to the rear of the property on Longwood Avenue. An existing dwelling on site has been vacant for more than two years. Per Town Code any non-conforming structure needs to be brought into compliance before changes are made. Ms. Atkins-Austin also reported that the Planning Commission voted 7-0 to recommend approval of CUP 25-002 with one condition, that the applicant provide adequate off-street parking for the residence.

Resolution No. 2025-02-03

To grant a conditional use permit to allow for a single family residence in a B-2 Transitional Commercial Zoning District. The site is located at 709 East Third Street and consists of one parcel, tax map number 0023A09(02)05-001B, containing 0.226 acre.

WHEREAS, Robert A. Scott filed an application for a conditional use permit to allow for a single family dwelling, per Town Code Section 29.22.a., located at 709 East Third Street on tax map number 0023A09(02)05-001B, which is zoned B-2 Transitional Commercial; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit with one condition; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

- The Town of Farmville Town Council grants a conditional use permit with one condition to Robert A. Scott to allow a single family dwelling in a B-2 Transitional Commercial Zoning District. Located at 709 East Third Street on tax map number 0023A09(02)05- 001B, containing 0.226 acre.
- This resolution shall be in full force and effect upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairret _____.

The Honorable John F. Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

REQUEST APPROVAL OF RESOLUTION NO. 2025-02-04 – TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT AS PART OF THE 2025 NATIONAL FITNESS CAMPAIGN

Mr. Hardy made a motion to approve Resolution No. 2025-02-04 to adopt and allocate funds for an outdoor fitness court as part of the 2025 National Fitness Campaign, seconded by Mr.

Dwyer, and with a recorded vote of Council members Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed.

BACKGROUND: At the December 4, 2024, Work Session, 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. Being near the trail and area parks that are actively used, the Wilck’s Lake area was considered a suitable location for the fitness court/studio.

RESOLUTION NO. 2025-02-04

RESOLUTION TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT® AS PART OF THE 2025 NATIONAL FITNESS CAMPAIGN

WHEREAS, the Town of Farmville, Virginia has submitted a Grant Application to National Fitness Campaign (NFC) for participation in their 2025 initiative to install and activate outdoor Fitness Courts® in over 1000 municipalities and schools across the country, and;

WHEREAS, the Town of Farmville, Virginia will accept a \$30,000 National Grant from the NFC Grant Committee and Statewide Partners, and endeavor to provide a local match in the amount of \$175,000 from budgeted or internal funds within fiscal year 2025 to promote and implement a free-to-the-public outdoor Fitness Court®, and;

WHEREAS, the Town of Farmville, Virginia will endeavor to provide a local funding confirmation in the amount designated on the quote detailing the remaining funds for participation, provided by the National Fitness Campaign no later than July 3, 2025, as identified on the official Grant Program Requirement document.

WHEREAS, the Town of Farmville, Virginia believes joining the National Fitness Campaign is an important step in building a healthier community, commits to funding/fundraising to participate in NFC’s 2025 Campaign, and will earn local and regional recognition as a leader in providing accessible health and wellness infrastructure and programs.

NOW THEREFORE BE IT RESOLVED, that the Town of Farmville will collaborate with NFC to join the National Fitness Campaign, implement the outdoor Fitness Court® program, and make fitness free for community residents and visitors.

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairt _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Approved: _____
Mayor

Attest: _____
Clerk of Council

REQUEST ACCEPTANCE OF THE PLANNING COMMISSION 2024 ANNUAL REPORT

Mr. Hunter made a motion to accept the Planning Commission 2024 Annual Report as presented, seconded by Mr. Pairt, and with a recorded vote of Council members Pairt, Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, the motion passed.

BACKGROUND: Section 15.2-2221 of the Code of Virginia states that a planning commission shall make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.

REQUEST ACCEPTANCE OF THE BOARD OF ZONING APPEALS 2024 ANNUAL REPORT

Mrs. Amos made a motion to accept the Board of Zoning Appeals 2024 Annual Report as presented, seconded by Mr. Hunter, and with a recorded vote of Council members Yoelin, Hunter, Hardy, Amos, Reid, Dwyer, and Pairt voting “yes”, the motion passed.

BACKGROUND: Section 15.2-2308 of the Code of Virginia states that the Board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year.

REQUEST APPOINTMENT OF BUILDING OFFICIAL

Mr. Hardy made a motion to accept the appointment of John Ramsey as the Town of Farmville Building Official, seconded by Mr. Hunter, and with a recorded vote of Council members Hunter, Hardy, Amos, Reid, Dwyer, Pairet, and Yoelin voting “yes”, the motion passed.

BACKGROUND: Town Manager Davis reported on his request for appointment consideration of John Ramsey as the Town of Farmville Building Official effective March 2, 2025. Per state code, the appointment of the Building Official position must be approved by the Town Council.

TOWN MANAGER’S REPORT

Town Manager Davis reported moving forward with some items from the 2025 Council Retreat held on Friday, February 7, 2025:

- A meeting is scheduled this Friday, February 14, 2025, with Davenport on a potential bond package and obtaining a rating for seeking a bond in fall 2025.
- A meeting is scheduled for the last week in February with engineering consultants concerning the sidewalk infrastructure and incorporating that information into the town’s GIS.
- A meeting is scheduled for the last week in February with Mosely Architects on the redesign of the Dispatch Center.
- Staff are working with ABM to complete the installation of the remaining water meters, install the leak detection system and the EV charging stations. Work is still being done on the layout of the solar at the water and wastewater treatment plants. There are punch list items on some of the finished projects that need attention such as the lighting in the Council Chambers.
- A meeting is scheduled for the last week in February with VDOT’s Rick Youngblood and Prince Edward County concerning UDAs.
- The Farmville Police Department is still accepting applications for the Citizens’ Police Academy which runs for nine weeks beginning March 20, 2025.

COMMENTS BY MAYOR AND TOWN COUNCIL

Council member Hardy congratulated the two officers receiving the life-saving award, offered a welcome to the new employees, and recognized John Ramsey's promotion as the Building Official.

Council member Hunter initiated a discussion concerning questions from the Council being forwarded to the Town Manager or Mayor, who would send to the Town Attorney and then share the information with Council members. A general question was asked if the Council wishes to continue with that procedure.

Town Manager Davis reported he is happy to receive questions from the Council to ask but he cannot tell a Council member not to contact Mr. Elder because the Town Attorney works for the Council.

Mayor Vincent mentioned that if there was ever a question of a nature in which a Council member did not want to go through the Town Manager, the Council member may reach out to him. Mayor Vincent noted the majority is on record preferring that mode of action.

Council member Yoelin asked for the Town Manager to clarify the UDA (urban development area) acronym referenced in his report.

Council member Pairet thanked the Town employees for their hard work and due diligence during the miserable weather.

Council member Dwyer provided remarks on the staff who want to work hard and work for the Town of Farmville.

Mayor Vincent concluded with some brief remarks:

- A joint meeting with the Prince Edward County Board of Supervisors was held this past month with another to be held by fall 2025;
- A one-day biennial retreat was held this past week. A thank you was expressed to all who shared their legacy visions;
- Followed the sentiments made by Mr. Pairet concerning the Town's workforce. A mention was made also to the line workers from Dominion Energy and Southside Electric Cooperative who work in the cold to restore electricity to homes and businesses. A thank you was provided for all the efforts.

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 6:32 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

DRAFT



Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 9.a. – February 2025 Finance Report

BACKGROUND: Finance Director Julie Moore will provide a verbal report.

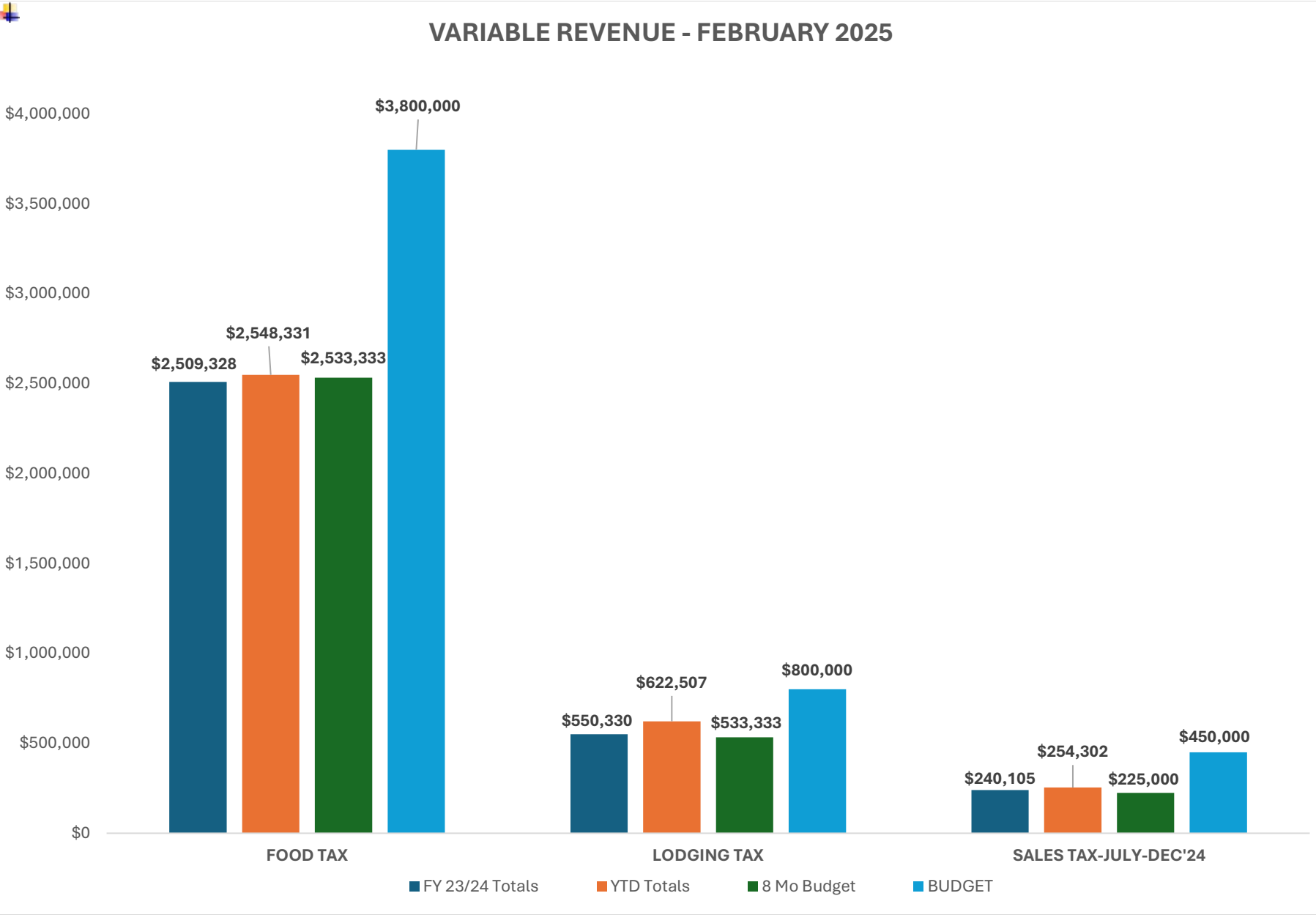
RECOMMENDATION: Accept the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Variable Revenue-Feb 2025 Chart
2. February Finance Report 2025
3. Rescue Squad 2024-2025 YTD thru 2-28-25
4. Rescue Squad 2024-2025 Expenses-Feb'25

VARIABLE REVENUE - FEBRUARY 2025



TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 2025

FUND NUMBER	FUND TITLE	BALANCE 2/01/2025	NET CHANGE	BALANCE 02/28/2025
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 751,584	\$ 717,349	\$ 1,468,933
15	ST MAINT FUND	790,984	(82,895)	708,089
40	WATER FUND	2,062,324	(232,650)	1,829,674
42	SEWER FUND	2,243,174	(11,132)	2,232,042
44	TRANSPORTATION FUND	1,109,404	29,051	1,138,455
45	AIRPORT FUND	(39,656)	(2,476)	(42,132)
TOTAL	UNRESTRICTED FUNDS	\$ 6,917,813	\$ 417,247	\$ 7,335,060
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	\$ 4,099,340	\$ -	\$ 4,099,340
10	ENHANCED 911-WIRELESS	459,322	11,644	470,966
10	E911-RESERVE	133,317	15	133,332
10	SET ASIDE ACCOUNT	3,478,820	165,614	3,644,434
10	E-CITATION	39,095	780	39,875
10	MEDICAL COMPENSATION	147,711	156	147,867
10	BOA - LEASE PURCHASE	937,885	3,250	941,135
40	BOA - LEASE PURCHASE	1,955,715	6,732	1,962,447
42	COUNCIL RESTRICTED	2,058,641	94,830	2,153,471
70	NARCOTICS FUND	11,807	920	12,727
70	TASK FORCE	3,713	(3,713)	-
TOTAL	RESTRICTED FUNDS	\$ 13,325,366	\$ 280,228	\$ 13,605,594
TOTAL ALL FUNDS		\$ 20,243,179	\$ 697,475	\$ 20,940,654

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500
VIP ACCT - GOLF SALE PROCEEDS	998,898
VIP ACCTS - UNRESTRICTED	1,104,459
LGIP ACCT - UNRESTRICTED	2,646,250
CHECKING ACCT-BENCHMARK-AIRPORT	307,949
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	2,275,004
TOTAL UNRESTRICTED FUNDS	\$ 7,335,060

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

LGIP ACCT - ARPA - COVID FUNDS	\$ 4,099,340
MONEY MARKET - BENCHMARK - 911 WIRELESS	139,633
VIP ACCT - WIRELESS	331,332
INTEREST CHECKING-BENCHMARK-E911 RESERVE	133,332
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	1,025,382
LGIP ACCT - SET ASIDE ACCOUNT	2,163,716
VIP ACCT - SET ASIDE ACCOUNT	455,337
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	39,875
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	147,866
VIP ACCT - BOA - LEASE PURCHASE	2,903,584
VIP ACCT - FUND 42 - COUNCIL RESTRICTED	1,104,440
LGIP ACCT - FUND 42 - COUNCIL RESTRICTED	1,049,030
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	12,727
INTEREST CHECKING-BENCHMARK-TASK FORCE	-
TOTAL RESTRICTED FUNDS	\$ 13,605,594

RESPECTFULLY SUBMITTED:



Julie A. Moore, CPA, CFE, CGFM

Year-to-Date Costs - Rescue Squad
July - June 2025

2024-2025

	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Labor	305.40	655.70	1,223.42	481.64	503.23	535.58	55.17	324.94	0.00	0.00	0.00	0.00	\$4,085.08
Materials	156.59	3,722.55	3,022.00	936.17	173.84	152.01	31.52	5,456.68	0.00	0.00	0.00	0.00	\$13,651.36
Equipment	310.00	310.00	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,240.00
Fuel	<u>1,838.77</u>	<u>1,546.09</u>	<u>1,133.46</u>	<u>712.31</u>	<u>653.46</u>	<u>863.67</u>	<u>1,317.60</u>	<u>1,147.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$9,213.24</u>
	\$2,610.76	\$6,234.34	\$5,688.88	\$2,440.12	\$1,330.53	\$1,551.26	\$1,404.29	\$6,929.50	\$0.00	\$0.00	\$0.00	\$0.00	\$28,189.68

2025

Total Labor Cost		\$324.94
Total Material Cost		\$5,456.68
Total Equipment Cost		\$0.00
Total Fuel Cost		<u>\$1,147.88</u>
Total February		\$6,929.50

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Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 10.a. – Request adoption of Ordinance No. 238 to amend the Official Zoning Map to rezone approximately 1.924 acres from R-1 to B-3 at 202 Milnwood Road and 190 Milnwood Road

BACKGROUND: The Town Manager will provide a verbal report.

The next three agenda items are all tied to the same Dominion Energy project. This request is to rezone three parcels containing approximately 1.924 acres to rezone from R-1 Low Density Residential to B-3 Highway Commercial. The rezoning aims to designate all Dominion Energy/Virginia Electric and Power Company-owned parcels in the east (Third Street/Milnwood Road area) to the same zoning district. Dominion Energy proposes to rezone these parcels as part of its project to expand the existing facilities and operations of the existing Dominion Energy site. The Planning Commission recommended 7-0 to recommend approval to amend the official zoning map for this rezoning.

A Public Hearing was held on February 12, 2025.

RECOMMENDATION: Adopt Ordinance No. 238

FISCAL IMPACT:

ATTACHMENTS:

1. Ord No 238
2. Exhibit 1

ORDINANCE NO. 238

Amending the Official Zoning Map of the Town of Farmville to provide for the rezoning of approximately 1.924 acres from R-1 to B-3. The request consists of three parcels, identified as tax map parcel numbers 0023A09(15)00-000A, 0023A09(15)00-000B, and 0023A09(0A)00-030B, located at 202 Milnwood Road and 190 Milnwood Road.

WHEREAS, the property owner of parcels 0023A09(15)00-000A, 0023A09(15)00-000B, and 0023A09(0A)00-030B has requested their parcels be rezoned from R-1 to B-3; and

WHEREAS, the amended Official Zoning Map (Exhibit 1) reflects the rezoning and serves as the Official Zoning Map of the Town; and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council, this Zoning Map Amendment (Exhibit 1) repeals and replaces the current Zoning Map in its entirety; and

BE IT FURTHER ORDAINED that this ordinance shall be effective upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance was:

Adopted on its first reading on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable Donald L. Hunter _____.

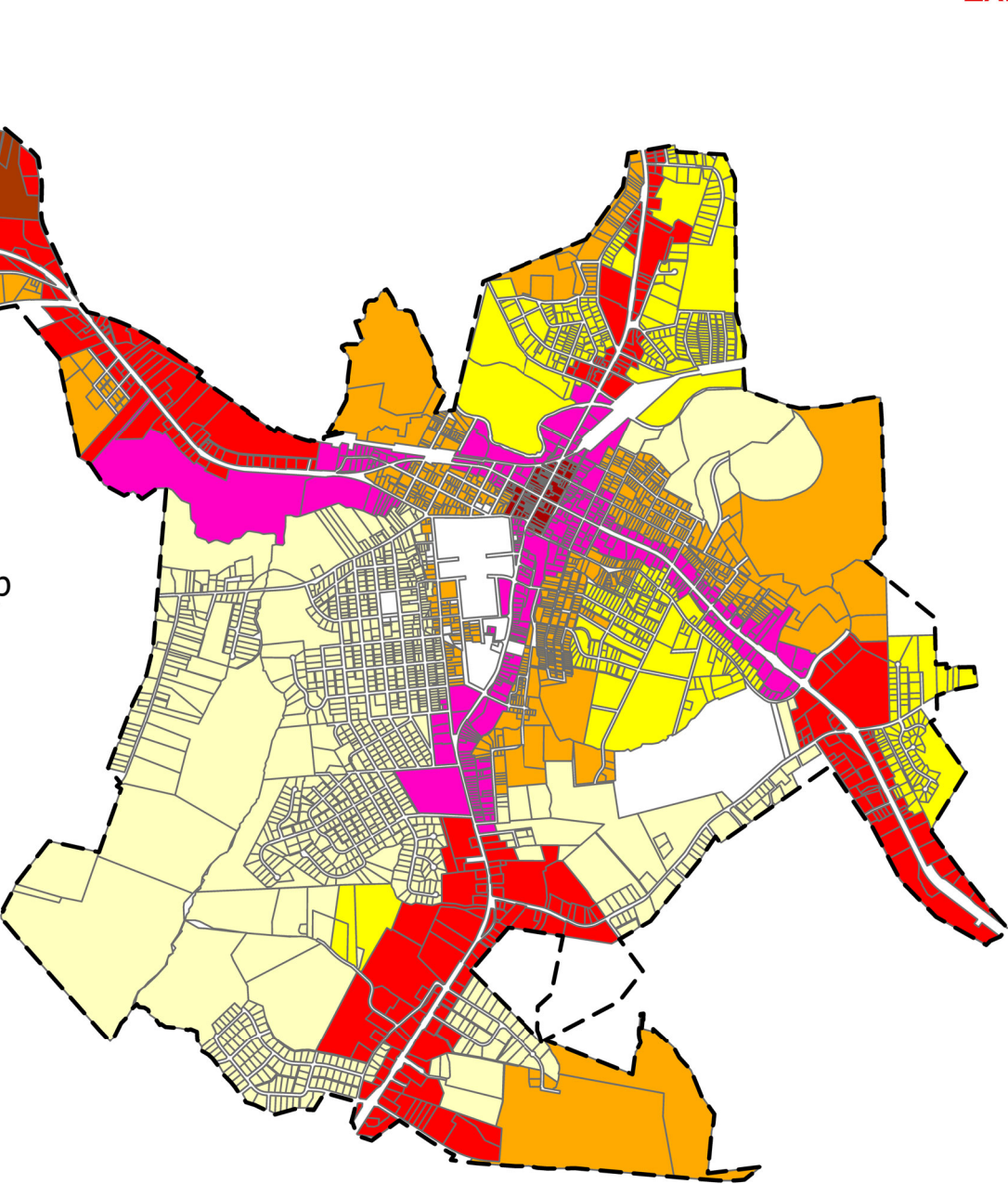
The Honorable Adam Yoelin _____.

The Honorable John Hardy _____.

Town of Farmville Zoning Map
January 29, 2025

Legend

- [Dashed Line] Farmville Town Limits
- Zoning
- B1
 - B2
 - B3
 - LU
 - R1
 - R2
 - R3
 - R4





Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 10.b. – Request approval of Resolution No. 2025-02-01 for a conditional use permit to allow a public maintenance and service facility to support a public utility at East Third Street and Milnwood Road

BACKGROUND: This request is to allow a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 6.770 acres on six parcels located on East Third Street and Milnwood Road. The six parcels are identified as tax map numbers 0023A09(0A)00-035, 0023A09(0A)00-034, 0023A09(0A)00-033, 0023A09(0A)00-030A, 0023A09(15)00-000A, and 0023A09(15)00-000B. The Planning Commission voted 7-0 to recommend approval with seven (7) conditions.

A Public Hearing was held on February 12, 2025.

RECOMMENDATION: Approve Resolution No. 2025-02-01

FISCAL IMPACT:

ATTACHMENTS:

1. 09 Resolution 2025-02-01

Resolution No. 2025-02-01

To grant a conditional use permit to allow a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 6.770 acres on six parcels located on East Third Street and Milnwood Road. The six parcels are identified as tax map numbers 0023A09(0A)00-035, 0023A09(0A)00-034, 0023A09(0A)00-033, 0023A09(0A)00-030A, 0023A09(15)00-000A, and 0023A09(15)00-000B.

WHEREAS, Holly Johnson filed an application on behalf of Dominion Energy for a conditional use permit to allow for a public maintenance and service facility to support a public utility per Town Code Section 29-13.c., The site consists of approximately 6.770 acres on six parcels located on East Third Street and Milnwood Road. The six parcels are identified as tax map numbers 0023A09(0A)00-035, 0023A09(0A)00-034, 0023A09(0A)00-033, 0023A09(0A)00-030A, 0023A09(15)00-000A, and 0023A09(15)00-000B; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit with seven conditions; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit with seven conditions to Dominion Energy to allow a allow a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 6.770 acres on six parcels located on East Third Street and Milnwood Road. The six parcels are identified as tax map numbers 0023A09(0A)00-035, 0023A09(0A)00-034, 0023A09(0A)00-033, 0023A09(0A)00-030A, 0023A09(15)00-000A, and 0023A09(15)00-000B.
2. This resolution shall be in full force and effect upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairt _____.

The Honorable John F. Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Conditions

1. Approval of REZ24-003 from Town Council
2. Eliminate interior lot lines.
3. Existing Conditional Use Permit on 190 Milnwood Road allows for the current request or additional Rezoning and Conditional Use Permit request will be submitted for subject lot.
4. Eliminate the three (3) entrances on Milnwood Road that lead to the single family dwelling, Dogwood Park II offices, and the self-storage facility.
5. The outside storage for supplies, materials, or heavy equipment must be in the rear yard and screened from any non-industrial zoned parcels or rights-of-way in accordance with the landscape section of this chapter.
6. Outside storage areas shall not exceed thirty-five (35) percent of the total area of the site.
7. If the subject CUP is approved, a site plan is required for this development which meets all ordinance requirements. In accordance with the Zoning Ordinance, the plan will be submitted to the Planning Commission for review and approval.



Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 10.c. – Request approval of Resolution No. 2025-02-02 for a conditional use permit to allow a public maintenance and service facility to support a public utility at 190 Milnwood Road

BACKGROUND: This request is to allow a public maintenance and service facility to support a public utility. The parcel was not included in the original request for Conditional Use Permit that was heard by the Planning Commission at the December 18, 2024 meeting. The site consists of approximately 1.297 acres and is located at 190 Milnwood Road. The parcel is identified as tax map number 0023A09(0A)00-030B. The Planning Commission voted 7-0 to recommend approval with three (3) conditions.

A Public Hearing was held on February 12, 2025.

RECOMMENDATION: Approve Resolution No. 2025-02-02

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution 2025-02-02

Resolution No. 2025-02-02

To grant a conditional use permit to allow a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 1.297 acres on one parcel located at 190 Milnwood Road. The parcel is identified as tax map number 0023A09(0A)00-030B.

WHEREAS, Holly Johnson filed an application on behalf of Dominion Energy for a conditional use permit to allow for a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 1.297 acres on one parcel located at 190 Milnwood Road. The parcel is identified as tax map number 0023A09(0A)00-030B; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit with three conditions; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit with three conditions to Dominion Energy to allow a allow a public maintenance and service facility to support a public utility per Town Code Section 29-13.c. The site consists of approximately 1.297 acres on one parcel located at 190 Milnwood Road. The parcel is identified as tax map number 0023A09(0A)00-030B.
2. This resolution shall be in full force and effect upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John F. Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Conditions

1. The outside storage for supplies, materials, or heavy equipment must be in the rear yard and screened from any non-industrial zoned parcels or rights-of-way in accordance with the landscape section of this chapter.
2. Outside storage areas shall not exceed thirty-five (35) percent of the total area of the site.
3. If the subject CUP is approved, a site plan is required for this development which meets all ordinance requirements. In accordance with the Zoning Ordinance, the plan will be submitted to the Planning Commission for review and approval.



Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 11.a. – Request adoption of 2025 Chronological Work Plan

BACKGROUND: A Work Plan was generated from discussion held at the 2025 Town Council Retreat.

RECOMMENDATION: Adopt the 2025 Chronological Work Plan.

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville - 2025 Chronological Work Plan - FINAL

Town of Farmville, Virginia

2025 Chronological Work Plan

Ongoing or Immediate

- Hire a Public Works Director ASAP.
- Stop routinely providing check registers to the Town Council.
- Track Explore Act opportunities.
- Schedule quarterly Business Roundtable meetings.
- Foster an awareness of the efforts to develop the Mary E. Branch Community Center
- Conduct informal inquiries with engineering firms on the cost of developing a sidewalk plan; put a placeholder amount in the Fiscal Year 2026 CIP.
- Implement the Asset Management Plan through the CIP and annual budget.

Within Three Months (by June 1)

- Find out from Civic Plus when the next update of the Town's website is scheduled and discuss potential enhancements.
- Schedule a meeting between the Town Council and senior leadership at Longwood University in April 2025.
- Revise current leases for Airport tenants – May 1, 2025.
- To determine how much work needs to be done to revise the Comprehensive Plan, consult with Town stakeholders and provide a plan for review and potential revision, including a tentative schedule, for Council's consideration by May 1, 2025.
- Explore designating the entire Town as an Urban Development Area (UDA) to improve Smart Scale scoring – report to Council by May 1, 2025.

Within Six Months (by September 1)

- Implement a Fellowship Program for professional development and succession planning.
- Complete the installation of restrooms at the Splash Park.
- Close the loophole in the Subdivision Ordinance regarding sidewalk requirements for new residential development.
- Investigate the potential for extending Meriwood Farm Road to South Main Street. The Town Manager is to contact the owner of the property between Peery Drive and South Main Street to determine if the property is for sale and, if so, the asking price. If the response is positive, contact VDOT to conduct a traffic study on the proposed extension.

Within the Calendar Year

- Issue an RFP to identify a Fixed Base Operator to manage Airport operations – October 1, 2025.
- Schedule a meeting with the Prince Edward County Board of Supervisors in the Fall 2025.
- Present a financing plan for fire station renovations and the purchase of a new ladder truck to Council in the Fall 2025.

Longer Term or Indefinite

- Complete a review of the Comprehensive Plan – 1st Quarter 2027.
- Update the Zoning and Subdivision Ordinances to be consistent with the Comprehensive Plan – timing to be determined (TBD)
- Address promoting new housing development, especially starter homes, in the process of Comprehensive Plan review and ordinance updating.
- Develop a joint Emergency Operations Plan with Prince Edward County – 2027.
- Upgrade the Town's Emergency Operations Center (EOC) space to accommodate joint operations with the County – 2027.
- Develop a facilities maintenance and replacement plan and include projects in the Fiscal Year 2027 Capital Improvements Plan (CIP).
- Include projects to improve and enhance the Public Works building in the CIP over the next five years.
- Complete Phases II and III of the wayfinding signage project with the Farmville Downtown Partnership – depending on the availability of funding.
- Occupy the newly renovated fire station – 2028.
- Conduct a mobility study to address the potential, possible location of, and cost of an expanded system of trails and bikeways – 2028.



Town of Farmville

Agenda Item Summary

MEETING DATE: March 12, 2025

ITEM NUMBER: 11.b. – Discussion: Real Estate Tax Rate and Health Insurance Increase

BACKGROUND: The Town Manager will continue with the topic of conversation from the March 5, 2025, Work Session. David Rowe with Bearing Insurance provided a presentation illustrating a 12% increase occurring with the health insurance renewal offer for the Anthem Local Choice plan. The Town fell below 100 employees on the insurance plan and were rated not based on experience from being on the plan but upon other groups across the state having between 2-99 employees.

Topics of discussion included coming up with a strategy for next year's renewal:

- increasing the enrollment from 97 to above 100 employees
- reduce/eliminate the payment to employees for not taking the health insurance benefit
- amount to cut from the budget to eliminate the deficit

Council members were provided with figures of different options of real estate tax rates for review.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None