



Town of Farmville

Town Council

September 10, 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**
 - a. Draft minutes of the 2025-08-06 Work Session and 2025-08-13 Regular Council Meeting
- 9. Finance Report**
 - a. August 2025 Finance Report
- 10. Old Business**
- 11. New Business**
 - a. Discussion: General Obligation Bond to Finance Fire Station Renovations and Ladder Truck
 - b. Brown Edwards Memorandum to Farmville Town Council
 - c. Request for Letter of Recommendation for the Farmville Downtown Partnership
 - d. Discussion: Employee Compensation
- 12. Town Manager's Report**
- 13. Comments by Mayor and Town Council**



PUBLIC COMMENT PERIOD
(held after PUBLIC HEARINGS)
September 10, 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: September 10, 2025

ITEM NUMBER: 8.a. – Draft minutes of the 2025-08-06 Work Session and 2025-08-13 Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2025-08-06 Work Session-DRAFT
2. 2025-08-13 Regular Council Meeting-DRAFT

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON AUGUST 6, 2025

At the regular work session of the Farmville Town Council held on Wednesday, August 6, 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, Donald Hunter, and John Hardy.

Staff present were Town Manager Scott Davis, Town Attorney Gary Elder, Chief of Police Andy Ellington, Deputy Town Manager/Finance Director Julie Moore, Captain William Hogan, Community Development Director Ashley Atkins-Austin, Town Planner Robert Dvorak, Deputy Clerk and IT Support 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 Council member Adam Yoelin was absent.

ADOPTION OF AGENDA

Mr. Hunter made a motion to adopt the agenda as presented, seconded by Mr. Hardy, and with all Council members voting “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

FINANCE REPORT

Finance Director Julie Moore provided a review of the June 2025 charts and reports:

- Comparing revenue to budget, excluding the other sources, the General Fund appears to be on target for the 12-month period. The Water and Sewer Fund revenue is currently below budget as the ARPA funding needs to be recorded for FY25. The Sewer Fund still will be below budget as the UV project just started and will roll into the FY26 budget.
- Comparing revenue to prior year, several funds are below prior year’s revenue:

General Fund

- There were ABM project lease proceeds in FY24 but not in FY25;
- In Permits and Fees, no longer have the ICA per diem;
- In Miscellaneous, there were insurance proceeds for stoplight damage and a one-time ARPA police grant in FY24 but not in FY25.

Water and Sewer Fund

- Revenue should be above last year once the ARPA revenue is recorded.

Transportation Fund

- Once a June reimbursement is made, the revenue will be recorded and then should be above prior year.

Airport Fund

- Airport revenue is down due to less projects this year compared to prior year.
- Comparing expenses to budget, overall total expenses are below the 12-month mark with only the Water Fund above the budgeted amount due to making payments on the ABM project this year that wasn't budgeted.
- Comparing expenses to prior year, total expenses are above prior year as was discussed in prior months.

Ms. Moore reported on a Budget to Actual exhibit to be included in the audit which provides a breakdown of the revenue and expenses. She encouraged Council members to review and ask the auditors about this schedule once the audit is complete.

AWARD OF NEXT GENERATION 911 GRANT FOR EMERGENCY COMMUNICATIONS

Town Manager Davis reported that this grant is one that the Town has done in the past and asked Emergency Communications Manager Crystal Barton to come forward to provide additional information.

Ms. Barton shared that the grant opportunity from the Virginia Department of Emergency Management is for a one-time reimbursable grant for fiscal year 2026, which will help with the rising costs of running a 911 center. She provided a review of items the funding would be used for:

\$61,881.48 to cover 911 service charges

Equipment updates including an emergency medical dispatch server approx. \$22,000

Information Technology needs to strengthen back up system

Provide communications staff with retention bonuses

\$2500 for each full-time employee/\$1250 for each part-time employee

She concluded by asking for Council's support to move forward with accepting and using this grant. The Town Manager added that a resolution would be brought forward at the next meeting for Council's consideration to approve accepting the grant. Funds would be disbursed by the Town and then be reimbursed from the grant.

DISCUSSION: SIDEWALK ASSET MANAGEMENT PLAN

The Town Manager reported that at the last meeting Council requested he ask Hurt & Proffitt staff about including other than existing sidewalks in the sidewalk asset management plan. He advised that their staff is willing to come speak with Council members but that it is not feasible to include sidewalks that may be anticipated in the future without knowing what those projects are. The other request from Council was if there is any available outside funding of which there is none at this time.

Mr. Hunter advised that there is not a need to bring in Hurt & Proffitt staff for further discussion.

Mayor Vincent confirmed there was a consensus with the Council to move forward with the sidewalk asset management plan.

DISCUSSION: AMENDING SIDEWALK ORDINANCE

Town Manager Davis reported on there being a previously adopted ordinance but there were some issues with the wording used and the last development, Ben Lapp's subdivision for 30+- residences. The ordinance was sent to the Town Attorney for revision. Not being received in time to be added to the meeting packet, Council members were provided with a revised copy for review at the time of the meeting. He added for Council's information, the proposed revision will go before the Planning Commission in August and back to the Council at the September Work Session for discussion and a Public Hearing at the September 2025 Regular Meeting. A brief discussion was held with clarification being made that the proposed ordinance is for any new residential development and not for existing sidewalks.

PPEA PROCUREMENT METHOD

The Town Manager reported that Council members were provided with a cheat sheet explaining the differences between PPEA (Public-Private Education Facilities and Infrastructure Act) and the traditional procurement approach. He continued by reporting that PPEA has been authorized by the Commonwealth of Virginia since 2002 and is new to the Town of Farmville, but a lot of localities have used this method for public infrastructure projects. Questions were asked about the possibility of saving money, being supportive of local entities, and saving time using the

new approach. The Town Manager reviewed the use of the PPEA process for the fire station renovations.

DISCUSSION: FARMVILLE REGIONAL AIRPORT LEASE

Town Manager Davis mentioned being available to answer any questions from the Council. The proposed lease is close to what is being used in Danville, Virginia, except for a change made from the flat fee to square footage after a tenant at the airport suggested that change to make it more fair. There are some hangars that are a lot larger and some smaller ones, so the pricing was changed for what size area is being leased. He added that the rates had not been changed for some time but did not know exactly how long it had been since a change was made. A Public Hearing is scheduled for the August 13, 2025, Regular Meeting.

Mayor Vincent advised that interested parties are welcome to contact the Clerk to have their name added to the list to provide Public Hearing comments or also could sign up on that Wednesday evening, 6 PM.

MEMORANDUM OF UNDERSTANDING-JOINT EMERGENCY COMMUNICATIONS CENTER

Town Manager Davis reported that previous conversations were held on the potential center and that Prince Edward County agrees to join forces and have a Combined Emergency Communication Center with an anticipated October 1st opening date. There is a need to hire and train some new employees. A review was provided of the funding for the proposed project after an inquiry was made if the physical expansion would come after the fact. The Town Manager reported having \$100,000 funding from the Commonwealth of Virginia for a study. Moseley Architects, who designed the Town Hall building, and the contractor for the radio project, CTA Consultants, LLC, are working together on expanding the dispatch center upstairs to fit more employees due to the consolidation. Once the cost is provided, that information will be forwarded to the Virginia Department of Emergency Management. There is a potential additional \$900,000 that could be funded for the renovations, based on being approved.

Mayor Vincent reviewed the board memberships reporting that the Administrative Board consists of the Town Manager and County Administrator, and the Advisory Board being comprised of seven members including local law enforcement, emergency management, and fire. The Town Manager added that the Administrative Board is responsible for the Emergency Communications Director and are the fiscal agents. The Advisory Board would advise on relevant

policies and procedures and the communications staff would fall under the Town of Farmville employee manual.

TOWN MANAGER'S REPORT

No report was offered.

COMMENTS BY MAYOR AND TOWN COUNCIL

Mr. Pairet asked for a status on the project with ABM Building Solutions and how long before the punch list items are completed.

Town Manager Davis advised that the final payment will be made to ABM upon the completion of the punch list items of which there are not many remaining. An email was sent out today asking about the equipment to be returned to the Town. A period of time is allowed in the contract for the punch list items and for any issues that could arise.

Mrs. Amos gave a shout out and a thank you to the Farmville Downtown Partnership for their work installing flags and garland on Main Street, in Longwood University and Hampden-Sydney College's colors, in anticipation of the students' return.

Mayor Vincent followed Mrs. Amos' comments, mentioning that the work on Main Street with the flags looks good. He continued by reporting on the positive write-ups being received recently for the Town of Farmville and surrounding area with great people here doing great work including the Farmville Downtown Partnership.

There being no other business and on a motion by Mr. Dwyer, seconded by Mr. Pairet, and with all Council members voting "aye", the meeting was adjourned at 6:28 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON AUGUST 13, 2025

At the regular meeting of the Farmville Town Council held on Wednesday, August 13, 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, Fire Chief Daniel Clark, Chief of Police Andy Ellington, Deputy Town Manager/Finance Director Julie Moore, Community Development Director Ashley Atkins-Austin, Town Attorney Gary Elder, Deputy Clerk and IT Support 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.

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

ADOPTION OF AGENDA

Mr. Hunter made a motion to adopt the agenda as presented, seconded by Mr. Reid, and with all Council members stating “aye”, the motion was passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

PRESENTATION BY PRINCE EDWARD COUNTY SUPERINTENDENT DR. CHIP JONES

Dr. Jones provided updates on the Prince Edward County public schools since July, highlighting increasing enrollment and various community engagement efforts. He mentioned the Reading Eagle bus initiative aimed at boosting literacy and spoke of an administration retreat held which produced a new division branding, *Legacy Fuels Us, Pride Drives Us, and Excellence Defines Us*. Construction updates were shared, and the implementation of a new cell phone policy was mentioned. Picture day was changed to media day which offered excitement around campus. Prince Edward County public schools also became the first school division to commit to a star-based program for fifth-grade students which promotes careers in science, technology, arts, and math. The school nutrition team received the USDA Trailblazer Award, and the Eagle Connect community survey was launched to gather input. Dr. Jones concluded his comments by

emphasizing the importance of staff recruitment and retention, and academic improvement, and addressed the challenges of implementing metal detectors due to cost and staffing concerns.

PRESENTATION BY DAVENPORT & CO. – GENERAL OBLIGATION BOND ISSUANCE PROCESS

Ted Cole provided an informational update on the Town's bond issuance process for the financing of the fire station renovation project and the purchase of a ladder truck. A previous presentation was provided by Mr. Cole about the Town's financial trends and credit profile. A memo detailing the process was distributed to Council members, and key highlights were mentioned.

The Town of Farmville is in a strong financial position to issue debt, with low current debt levels, strong fund balances, and financial policies in place. Funding is needed for an estimated \$13 million for the fire station and \$2.1 million for the ladder truck. Three key steps to be planned before year-end were noted:

1. A public hearing to establish a "not to exceed" debt limit.
2. Securing credit ratings for the Town.
3. Preparing and approving an official offering document.

The "not to exceed" loan amount will include a cushion for market fluctuations but only the necessary amount of debt will be issued. The financing schedule was reviewed, including bond terms of 20–30 years and fixed rate ranges. A mid-November bond sale date was proposed.

After the presentation, a few questions were asked by the Council concerning the information provided and some discussion was held.

**Town of Farmville
Town Council
PUBLIC HEARING NOTICE**

The Farmville Town Council will hold public hearings on Wednesday, August 13, 2025, at 6:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville, Virginia, to receive public comment on the following items:

Ordinance No. 240 – Establishing a PPEA Policy Ordinance

This ordinance establishes procedures and guidelines for the Town to receive and evaluate public-private partnership proposals under the Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA), Code of Virginia § 56-575.1 et seq.

Key provisions of the proposed ordinance include:

1. Allowing the Town to accept both solicited and unsolicited proposals from private entities for qualifying public projects;
2. Requiring public notice and hearings for projects exceeding \$50,000 in value;
3. Establishing clear submission, review, and approval procedures for PPEA proposals;
4. Providing protections for confidential or proprietary information under the Virginia Freedom of Information Act (FOIA);
5. Outlining the process for entering into Interim and Comprehensive Agreements with private partners.

Resolution No. 2025-08-02– to amend land lease for tenants of the Farmville Regional Airport

The full texts of the proposed ordinance and amendment are available online at www.farmvilleva.com or by contacting the Clerk of Council at (434) 392-9465.

The Farmville Town Council will consider the requests following the public hearings. Any person(s) wishing to comment on the above matters should plan to attend this meeting or submit written comments. Please email Mary McKay at mmckay@farmvilleva.com or mail written comments to PO Drawer 368, Farmville, VA 23901 to arrive by 4:00 PM on Wednesday, August 13, 2025.

Questions and comments related to the public hearings may be directed to the Town Manager's Office, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-5686, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686, prior to the meeting.

PUBLIC HEARING – ORDINANCE NO. 240 – ESTABLISHING A PPEA ORDINANCE

Mayor Vincent opened the Public Hearing for Ordinance No. 240 - Establishing a PPEA Ordinance. With no one signed up to provide comments, the Public Hearing for Ordinance No. 240 was closed.

PUBLIC HEARING – RESOLUTION NO. 2025-08-02 – TO AMEND LAND LEASE FOR TENANTS OF THE FARMVILLE REGIONAL AIRPORT

Mayor Vincent advised there would not be a vote on the lease at this time. From input received, the topic was tabled. Staff plan to go back for further review and to work more closely with hangar tenants on a lease that works for everyone. The Mayor opened the Public Hearing for Resolution No. 2025-08-02 – to Amend Land Lease for Tenants of the Farmville Regional Airport.

Mike Lewis was present to address the Council. He reported that his hangar at Farmville Airport was built in the late 1980s and mentioned the only major improvements in quite some time have been the runway extension, ramp updates, and fencing for security upgrades. He mentioned the longstanding agreement with the Town that allowed for fair compensation if the Town ever needed the property and stated the new proposed agreement is not legal. He, along with other hangar and aircraft owners, disagree with what is being proposed, and it significantly differs from the previous arrangement which included a \$480 annual fee to support basic maintenance.

Jeffrey Kornblum, Goode, VA, addressed the Council as a hangar owner at Farmville Airport and reported having three concerns:

- The importance of fair compensation if the Town needs to take his hangar;
- Condemnation of a hangar should only occur for safety issues, not for redevelopment purposes like adding an avionic or mechanic shop, even though it would be good for the airport;
- Flexibility of the 180-day repair timeline, with extensions allowed if the hangar owner is making a good-faith effort to make repairs especially with contractor shortages.

Mr. Kornblum mentioned being glad there is a delay in voting on the topic and looks forward to seeing revisions made.

Denzil Tice, 223 Hampden Lane, Farmville, addressed the Council to express his support for increasing airport land lease fees and addressing longstanding hangar issues but also expressed his concern with the change in tone and language in the new lease. Instead of an amendment to the current lease, there has been a rewrite without explanation for the changes made. He believes the new lease appears geared toward new construction rather than existing tenants and asked that the current agreement be amended to include a rental rate of 20 cents per square foot and a five-year term. He stated the other issues can be handled by enforcing existing regulations and updating airport rules. Mr. Tice urged the Town to reject the new lease and pursue a simple amendment to the existing agreement.

Magnus Weiman, FAA Certified Flight Instructor, provided emailed comments for the Public Hearing:

I own hangar F2 at the Farmville Regional Airport and I want to ask you to put my name on the sign up sheet for public comments.

My question is if it is true that the only three situations when the town can take ownership of an hangar without compensation are:

- 1) If the lessee elect to not enter into a new lease agreement at the conclusion of the 20 year lease term.
- 2) If the lessee default on the lease agreement
- 3) If the lessee relinquish the lease

Thanks,

Shelly Perutelli Griles, Golden Leaf Tobacco Co., Inc., provided emailed comments for the Public Hearing:

Golden Leaf Tobacco Company/Malcolm Bailey owns a hangar at the Farmville airport. My understanding after speaking with Farmville's Town Manager, Scott Davis, is that no vote will be taken tonight regarding the airport land lease agreement and a revision will be made to the proposed lease agreement.

I would like for the hanger owners to be sent a copy of the new proposed lease and for a public hearing to be held regarding these changes prior to a vote.

Thank you,

Scott Kaley, 2320 Interlink Road, Lynchburg, VA, addressed the Council as an experienced aviation professional, and reported being interested in basing a personal aircraft and starting aviation-related businesses (like aircraft refurbishment and avionics) at the Farmville Airport, potentially employing four to six people. However, he advised that the proposed lease terms are a deal breaker due to provisions that seem unfriendly to business. He appreciates that the lease matter has been tabled and urges the inclusion of stakeholders in future discussions. He also offered to participate in revising the lease to create a more business-friendly environment that could benefit the town and its aviation community.

Morgan Dunnavant, 232 Jericho Road, Buckingham, VA, addressed the Council and reported owning hanger D2 at the Farmville Airport. Mr. Dunnavant advised he would skip some items in his comments after learning earlier in the day that the lease proposal wouldn't be voted on yet and that some airport tenants will be involved in the development process of the new lease proposal. He expressed concern over the proposed \$1 million liability insurance requirement, calling it excessive compared to state standards. He questioned whether the Town wants the airport to thrive or decline, criticizing the proposed lease as unfriendly to general aviation. Mr. Dunnavant mentioned a few minor changes to the current lease, along with collaboration with the local

aviation community, would make the Farmville Airport a more vibrant and thriving airport. He concluded by stating he looks forward to seeing a more tenant-friendly lease coming out shortly.

Darian Lipscomb, Prospect, VA, addressed the Council and reported being a current student pilot working with Magnus Weiman. Mr. Lipscomb spoke on the airport's role in bringing visitors to the community and their contribution to the local economy. He reported on the concern for idle hangars and the lack of a maintenance hangar, which forces aircraft owners to travel elsewhere for repairs. He spoke on his efforts to engage youth in aviation which could lead to future careers, and a Young Eagles event planned in October 2025. Mr. Lipscomb added that the Farmville Airport supports military flights and visitors to the area, such as a recent Hampden-Sydney College commencement speaker from another state. The previous fireworks events held at Farmville Airport were mentioned which brought in some revenue as well.

With no one else signed up to provide comments, Mayor Vincent closed the Public Hearing on Resolution No. 2025-08-02.

PUBLIC COMMENT PERIOD

Faye Green, 207 First Avenue, Farmville, VA, was present to publicly thank Town Horticulturist Jay Wilkerson, for his outstanding work beautifying the Town. She mentioned the window boxes around the Courthouse and at the High Bridge Trail crossover, noting that each is a work of art. She also mentioned the beautiful work at the Welcome to Farmville signs. Ms. Green encouraged Council members to thank Jay as well and expressed appreciation for hiring such a talented individual.

With no one else signed up to speak, Mayor Vincent closed the Public Comment period and returned to the regular order of business.

CONSENT AGENDA

Mr. Reid made a motion to accept the Consent Agenda as presented, seconded by Mr. Dwyer, and with all Council members stating "aye", the motion passed. The Consent Agenda included the draft minutes of the July 2, 2025, Work Session and the July 9, 2025, Regular Meeting.

FINANCE REPORT

Mr. Pairet made a motion to accept the July 2025 Finance Report as presented, seconded by Mr. Hunter, and with all Council members stating "aye", the motion passed.

BACKGROUND: Deputy Town Manager and Finance Director Julie Moore provided a report on the July 2025 Finance Report:

- ABM project - \$1,599. earned;
- Virginia Investment Pool (VIP) - \$14,822. earned income;
- Benchmark Community Bank sweep accounts - \$ 5,227. earned income;
- Local Government Investment Pool (LGIP) - \$35,738. earned income;
- The total income earned for July 2025 was \$55,786.

REQUEST TO ADOPT RESOLUTION NO. 2025-08-01 – AUTHORIZING THE FINANCE DIRECTOR TO TRANSFER FUNDS FROM THE GENERAL FUND CONTINGENCY ACCOUNT TO THE TOWN MANAGER’S DEPARTMENT FOR ENGINEERING AND CONSULTING SERVICES RELATED TO THE SIDEWALK ASSET MANAGEMENT PLAN

Mr. Pairet made a motion to adopt Resolution No. 2025-08-01, seconded by Mr. Yoelin, and with a recorded vote of Council members Amos, Reid, Dwyer, Pairet, Yoelin, Hunter, and Hardy voting “yes”, the motion passed.

BACKGROUND: The purpose of the transfer is to provide funding for professional services necessary to complete the Town’s Sidewalk Asset Management Plan, which is a critical component in supporting safe, accessible, and well-maintained pedestrian infrastructure throughout Farmville.

Resolution No. 2025-08-01

A RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026

WHEREAS, it is necessary to transfer funds within the General Fund to provide adequate resources for the development of the Town of Farmville’s Sidewalk Asset Management Plan; and

WHEREAS, the project requires professional engineering and consulting services, and sufficient funds are not currently budgeted in the Town Manager’s Department to support this effort; and

WHEREAS, the General Fund contains contingency funds in Department 9300 – Transfers and Contingency, which may be allocated to cover these expenses;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Farmville that:

- Funds in the amount of \$87,400 be transferred from Department 9300 – Transfers and Contingency, Account 10-9300-5999 (Contingency) to Department 1200 – Town Manager, Account 10-1200-3000 (Engineering/Consulting Fees) for the purpose of a Sidewalk Asset Management Plan.
- The Finance Director is hereby authorized to make all necessary adjustments to the General Fund accounts to effectuate this transfer.

Approved:

Mayor

Attest:

Town Clerk

I certify that the above resolution was:

Adopted on _____.

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

The Honorable Sallie O. Amos: _____.

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

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairt _____.

The Honorable Adam B Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John F. Hardy _____.

REQUEST TO ADOPT ORDINANCE NO. 240 – ESTABLISHING A PPEA ORDINANCE

Mr. Pairet made a motion to adopt Ordinance No. 240, 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: The ordinance establishes an available procurement method, as outlined in Code of Virginia 56.575.1 – 56.575.157, and allows for qualifying public-private partnership proposals for the development of public infrastructure and facilities in the Town of Farmville.

A Public Hearing was held on August 13, 2025, with no input being received.

ORDINANCE NO. 240

Amending Farmville Town Code By Adding Chapter 31 – PUBLIC-PRIVATE EDUCATION FACILITIES AND INFRASTRUCTURE ORDINANCE

THE TOWN OF FARMVILLE HEREBY ORDAINS:

1. Chapter 31 – Public Private Education Facilities and Infrastructure Ordinance is to be added by amending the Town of Farmville Town Code as follows:

Chapter 31 - PUBLIC-PRIVATE EDUCATION FACILITIES AND INFRASTRUCTURE ORDINANCE

ARTICLE I. PURPOSE AND TOWN

This ordinance is adopted pursuant to the Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (Va. Code § 56-575.1 et seq.) (the “Act” or “PPEA”) to establish a uniform process for the receipt, evaluation, and implementation of qualifying public-private partnership proposals for the development of public infrastructure and facilities. This Ordinance is developed pursuant to the requirements of Sections 56-575.1 through 56-575.157 of the Code of Virginia.

ARTICLE II. APPLICABILITY

For a project to come under the Act, it must meet the definition of a “qualifying project.” This ordinance applies to qualifying projects including, but not limited to:

- 1) Public safety facilities;*
- 2) A building or facility that meets a public purpose and is operated by or for any public entity;*
- 3) Public works infrastructure (as defined in the Act);*

- 4) *Improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity;*
- 5) *Utility and telecommunications and other communications infrastructure;*
- 6) *A recreational facility;*
- 7) *Technology infrastructure; or*
- 8) *Other buildings or infrastructure in which the Town has a proprietary or operational interest.*

ARTICLE III. GUIDELINES FOR PROPOSAL SUBMISSION

PPEA proposals may either be solicited (i.e., initiated by issuance of a solicitation by the Town) or unsolicited (i.e., initiated by a potential private partner in response to a need expressed by the Town). Proposals shall be prepared simply and economically, providing a concise description of the proposer's capabilities to complete the proposed qualifying project. Proposals shall include a scope of work and a financial plan for the project.

Sec. 31-1 Proposal Review Fee

The Town will charge a fee to the private entity to cover the costs of processing, reviewing, and evaluating any unsolicited proposal or competing unsolicited proposal submitted under the PPEA, including a fee to cover the costs of outside attorneys, consultants, and financial advisors.

For unsolicited and competing proposals, the Town shall charge a minimum fee of either Five Thousand Dollars (\$5,000.00) or One Percent (1%) of the proposed project cost, whichever is greater. Such sums shall be paid with certified funds and shall be deposited with the Town Finance Department in an account known as the PPEA fees. This is a nonrefundable fee. If, during the initial review, the Town decides not to proceed to the conceptual-stage review of an unsolicited proposal, the proposal fee, less any direct costs of the initial review may be refunded to the private entity.

Sec. 31-2 Freedom of Information Act

Proposal documents submitted by private entities are generally subject to the Virginia Freedom of Information Act ("FOIA"), exception that Section 2.2-3705.6(11) exempts certain documents from public disclosure. FOIA exemptions, however, are discretionary, and the Town may elect to release some or all documents, except to the extent that the documents are:

- 1) *Trade Secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.);*
- 2) *financial records of the private entity that are not generally available to the public through regulatory disclosure or otherwise, including but not limited to, balance sheets and financial statements; or*

- 3) *other information submitted by a private entity, where if the record or document were made public prior to the execution of an interim or comprehensive agreement, the financial interest or bargaining position of the Town or private entity would be adversely affected.*

Subsection 56-575.4(G) of the PPEA imposes an obligation on the Town and any affected local jurisdiction to protect confidential proprietary information submitted by a private entity or operator. When the private entity requests that the Town not disclose information, the private entity must (i) invoke the exclusion when the data or materials are submitted to the Town or before such submission, (ii) identify the data and material for which protection from disclosure is sought, and (iii) state why the exclusion from disclosure is necessary. A private entity may request and receive a determination from the Town as to the anticipated scope of protection prior to submitting the proposal. The Town is authorized and obligated to protect only confidential proprietary information and, thus, will not protect any portion of a proposal from disclosure if the entire proposal has been designated confidential by the proposer without reasonably differentiating between the proprietary and non-proprietary information contained therein.

Upon receipt of a request that a designated portion of a proposal be protected as confidential, the Town shall determine whether such protection is appropriate under the applicable law. If the Town chooses to accord less protection than requested by the proposer, the proposer should be accorded with an opportunity to withdraw its proposal.

Once a comprehensive agreement has been entered into, and the process of bargaining of all phases or aspects of the comprehensive agreement is complete, the Town shall make available upon request, procurement records in accordance with the applicable provisions of FOIA.

Sec. 31-3. Individual Responsible to Receive Proposals and Respond to Inquiries

The individual assigned to the responsibility of receiving proposals under the PPEA and also to respond to inquiries as well as to hold information meetings and to ensure the fair treatment of all who submit proposals shall be the Town Manager or his designee.

Secs. 31-4 – 31-10. Reserved.

ARTICLE III. SOLICITED PROPOSALS

The Town may issue Requests for Proposals (RFPs) or Invitations for Bids (IFBs), inviting proposals from private entities to develop or operate qualifying projects. The RFP should specify, but not necessarily be limited to, information and documents that must accompany each proposal and the factors that will be used in evaluation the submitted proposals. The RFP should be posted in such public areas as are normally used for posting of the Town's notices, including the Town's website. Notices should also be published in a newspaper or other publications of general circulation and posted in the Virginia Business Opportunities publication and on the Commonwealth's electronic procurement website. The RFP will contain and incorporate by

reference other applicable terms and conditions, including any unique capabilities or qualifications that will be required of the private entities submitting proposals. Pre-proposal conferences will be held as deemed appropriate by the Town.

ARTICLE IV. UNSOLICITED PROPOSALS

The PPEA permits the Town to receive and evaluate unsolicited proposals from private entities to acquire, design, construct, improve, renovate, expand, equip, maintain, finance, or operate a qualifying project. The Town may publicize their needs and encourage interested parties to submit unsolicited proposals subject to the terms and conditions of the PPEA. When such proposals are received without issuance of an RFP, the proposal shall be treated as an unsolicited proposal under the Act. Unsolicited proposals must be submitted to the Town Manager.

Sec. 31-11. Decision to Accept and Consider Unsolicited Proposal; Notice

The Town reserves the right to reject any and all proposals at any time. Upon receipt of any unsolicited proposal, a group of proposals, and payment of the required fee, the Town should determine whether to accept the unsolicited proposal for publication and conceptual stage consideration. Upon receipt of an unsolicited proposal, the Town Manager, or another designee, shall perform an initial screening to determine: (i) whether the project meets a public need; (ii) if it is compatible with the Town's Comprehensive Plan and Capital Improvement Plan; and (iii) Whether sufficient detail has been provided to proceed with review.

If the Town chooses to accept an unsolicited proposal for publication and conceptual-phase consideration, it shall post a notice in a public area regularly used by the Town for posting public notices for a period of not less than forty-five (45) days. The Town shall also publish the same notice for a period of not less than forty-five (45) days in one or more newspapers or periodicals of general circulation in the jurisdiction to notify any parties that may be interested in submitting competing unsolicited proposals. In addition, the notice will also be advertised on the Commonwealth's electronic procurement website. The notice shall state that the Town (i) has received and accepted an unsolicited proposal under the PPEA, (ii) intends to evaluate the proposal, (iii) may negotiate an interim or comprehensive agreement with the proposer, and (iv) will accept and consider any competing proposals that comply with the procedures adopted by the Town and the PPEA. The notice shall also summarize the proposed qualifying project(s) and identify their proposed locations. Copies of unsolicited proposals shall be available upon request, subject to the provisions of FOIA and § 56-575.4 (G) of the PPEA. The Town's PPEA office is encouraged to answer questions from private entities that are contemplating submission of a competing unsolicited proposal.

Sec. 31-12. Initial Review by the Town at the Conceptual Stage

Only proposals complying with the requirements of the PPEA that contain sufficient information for a meaningful evaluation will be considered by the Town for further review at the conceptual stage. The Town will determine at this initial stage of review whether it will proceed using the following:

- 1) The standard procurement procedures consisted with the Virginia Public Procurement Act (“VPPA”);*
- 2) Guidelines developed by the Town that are consistent with “competitive negotiation” as defined by § 2.2-4301 of the Code of Virginia. The Town may proceed using such Guidelines only if it makes a written determination that doing so is likely to be advantageous to the Town and the public based upon (i) the probable scope, complexity, or priority of need; (ii) the risk sharing including guaranteed cost or completion guarantees, added value or debt or equity investments proposed by the private entity; or (iii) increase in funding, dedicated revenue or other economic benefit that would otherwise not be available.*

After reviewing the original proposal and any competing proposals submitted during the notice period, the Town may determine (i) not to proceed with any proposal; (ii) to proceed to the detailed phase of review with the original proposal (iii) to proceed to the detailed phase with a competing proposal; or (iv) to proceed to the detailed phase with the multiple proposals.

In the event that more than one proposal will be considered in the detailed phase of review, the Town will consider whether the unsuccessful proposer should be reimbursed for costs incurred in the detailed phase of review, and such reasonable costs may be assessed to the successful proposer in the comprehensive agreement.

Discussion between the Town and private entities about the need for infrastructure improvements shall not limit the ability of the Town to later determine to use standard procurement procedures to meet its infrastructure needs. The Town retains the right to reject any proposal at any time prior to the execution of an interim or comprehensive agreement.

Secs. 31-13 – 31-15. Reserved.

ARTICLE V. REVIEW AND EVALUATION PROCESS

Sec. 31-16 Proposal Preparation and Submission

The Town requires that proposals at the conceptual stage contain information in the following areas: (i) qualification and experience, (ii) project characteristics, (iii) project financing, (iv) anticipated public support or opposition, or both, (v) project benefit compatibility, and (vi) any additional information as the Town may reasonably request to comply with the requirements of the PPEA.

If the Town decides to proceed to the detailed phase of review with one or more proposals, the following information should be provided by the private entity unless waived by the Town:

- 1) *A topographical map (1:2,000 or other appropriate scale) depicting the location of the proposed project;*
 - 2) *A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings;*
 - 3) *A statement and strategy setting out the plans for securing all necessary property;*
 - 4) *A detailed listing of all firms that will provide specific design, construction, and completion guarantees and warranties and a brief description of such guarantees and warranties;*
 - 5) *A total life-cycle cost specifying methodology and assumptions of the project or projects and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility and estimated annual operating expenses.*
 - 6) *A detailed discussion of assumptions about user fees or rates, and usage of the projects.*
 - 7) *Identification of any known government support or opposition, or general public support or opposition for the project. Government or public support should be demonstrated through resolution of official bodies, minutes of meetings, letter, or other official communications.*
 - 8) *Demonstration of consistency with appropriate local comprehensive or infrastructure development plans or indication of the steps required for acceptance into such plans.*
 - 9) *Explanation of how the proposed project would impact local development plans of each affected local jurisdiction.*
 - 10) *Identification of any known conflicts of interest or other disabilities that may impact the Town's consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§2.2-3100 et seq.) of Title 2.2.*
 - 11) *Additional material and information as the Town may reasonably request.*
- If accepted for further review, the Town Manager, or other designees, shall:*
- 1) *Evaluate the project's public benefit, cost, financing structure, risk transfer, and qualifications of the proposer; and*
 - 2) *Recommend whether to enter into an Interim or Comprehensive Agreement.*

Sec. 31-17. Public Comment Period.

A thirty (30) day public notice and comment period shall be provided before final approval of a conceptual-proposal, which is held consistent with § 56-575.17(C) of the Code of Virginia. A public hearing shall be conducted for projects exceeding Fifty Thousand Dollars (\$50,000.00) in value.

Secs. 31-18 – 31-20. Reserved.

ARTICLE VI: PROPOSAL EVALUATION CRITERIA

The Town will consider the following factors in evaluating and selecting a PPEA proposal:

- 1) ***Qualification and Experience.*** *Factors to be considered in either phase of the responsible public entity's review to determine whether proposer possesses the requisite qualifications and experience include:*
 - a) *Experience with similar projects;*
 - b) *Demonstration of ability to perform work;*
 - c) *Leadership structure;*
 - d) *Project manager's experience;*
 - e) *Management approach;*
 - f) *Financial condition; and*
 - g) *Project ownership.*
- 2) ***Project Characteristics.*** *Factors to be considered in determining the project characteristics include:*
 - a) *Project definition;*
 - b) *Proposed project schedule;*
 - c) *Operation of the project;*
 - d) *Technology and technical feasibility;*
 - e) *Conformity to laws, regulations, and standards;*
 - f) *Environmental impacts;*
 - g) *Condemnation impacts;*
 - h) *State and local permits; and*
 - i) *Maintenance of the project.*
- 3) ***Project Financing.*** *Factors to be considered in determining whether the proposed financing allows adequate access to the necessary capital to finance the project include:*
 - a) *Cost and cost benefit to the Town;*
 - b) *Financing and the impact on the debt burden of the Town;*
 - c) *Financial plan, including the degree to which the proposed has conducted due diligence investigation and analysis of the proposed financial plan and the results of any such inquiries or studies;*
 - d) *Opportunity cost assessment;*
 - e) *Estimated cost;*
 - f) *Life-cycle cost analysis;*
 - g) *The identity, credit history, past performance of any third party that will provide financing for the project and the nature and timing of its commitment, as applicable; and*
 - h) *Such other items as the Town deems appropriate.*

- i) *In the event the project is financed through the issuance of obligations that are deemed to be tax-supported by any locality, or if financing such a project may impact the Town's debt rating or financial position, the Town may select its own finance team, source, and financing vehicle.*
- 4) **Project Benefit and Compatibility.** *Factors to be considered in determining the proposed project's compatibility with the appropriate local or regional comprehensive or development plans include:*
 - a) *Community benefits;*
 - b) *Community support or opposition, or both;*
 - c) *Public involvement strategy;*
 - d) *Compatibility with existing and planned facilities; and*
 - e) *Compatibility with local, regional, and state economic development efforts.*
- 5) **Other Factors.** *Other factors that may be considered in the evaluation and selection of PPEA proposals include:*
 - a) *The proposed cost of the qualifying project;*
 - b) *The general reputation, industry experience, and financial capacity of the private entity;*
 - c) *The proposed design of the qualifying project;*
 - d) *The eligibility of the project for accelerated documentation, review, and selection;*
 - e) *Local citizen and government comments;*
 - f) *Benefits to the public, including financial and nonfinancial;*
 - g) *The private entity's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan;*
 - h) *The private entity's plans to employ local contractors and residents;*
 - i) *The recommendation of a committee of representatives of member of the Town and/or its appropriating body which may be established to provide advisory oversight for the project; and*
 - j) *Compliance with applicable law and Town policies*

ARTICLE VI. INTERIM AND COMPREHENSIVE AGREEMENTS

Prior to developing the qualifying project, the selected private entity shall enter into a comprehensive agreement with the Town. Prior to entering into a comprehensive agreement, an interim agreement may be entered into that permits a private entity to perform compensable activities related to the project. The Town may designate a working group to be responsible for negotiating any interim or comprehensive agreement. Any interim or comprehensive agreement shall define the rights and obligations of the responsible public entity and the selected proposer with regard to the project.

- 1) **Interim Agreement Terms:** *The scope of an interim agreement may include, but is not limited to, the following:*

- a) *Project planning and development;*
 - b) *Design and engineering;*
 - c) *Environmental analysis and mitigation;*
 - d) *Survey;*
 - e) *Ascertaining the availability of financing for the proposed facility through financial and revenue analysis;*
 - f) *Establish a process of timing of the negotiation of the comprehensive agreement; and*
 - g) *Any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate prior to the execution of a comprehensive agreement.*
- 2) ***Comprehensive Agreement Terms.*** *The scope of the comprehensive agreement shall include, but not be limited to:*
- a) *The delivery of maintenance, performance, and payment bonds or letter of credit in connection with any acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, or operation of the qualifying project;*
 - b) *The review of plans and specifications for the qualifying project by the responsible public entity;*
 - c) *The rights of the responsible public entity to inspect the qualifying project to ensure compliance with the comprehensive agreement;*
 - d) *The maintenance of a policy or policies of liability insurance or self-insurance reasonably sufficient to insure coverage of the project and the tort liability to the public and employees and to enable the continued operation of the qualifying project;*
 - e) *The monitoring of the practices of the private entity by the responsible public entity to ensure proper maintenance;*
 - f) *The terms under which the private entity will reimburse the Town for services provided;*
 - g) *The policy and procedures that will govern the rights and responsibilities of the Town and the private entity in the event that the comprehensive agreement is terminated or there is a material default by the private entity;*
 - h) *The terms under which the private entity will file appropriate financial statements on a periodic basis;*
 - i) *The mechanism by which use fees, lease payments, or service payments, if any, may be established from time to time upon agreement of the parties. Any payments or fees shall be set at a level that is the same for persons using the facility under like conditions and that will not materially discourage use for the qualifying project.*
 - i) *A copy of any service contract shall be filed with the Town.*
 - ii) *A schedule of the current use fees or lease payments shall be made available by the Contractor to any member of the public upon request.*
 - iii) *Classifications according to reasonable categories for assessment of user fees may be made.*

- j) *The terms and conditions under which the Town may be required to contribute financial resources, if any;*
- k) *The terms and conditions under which existing site conditions will be addressed, including identification of the party responsible for conducting assessment and taking necessary remedial action; and*
- l) *A periodic reporting procedure that incorporates a description of the impact of the project on the Town.*

No project shall proceed without an executed Interim or Comprehensive Agreement specifying:

- 1) *Project scope and deliverables;*
- 2) *Performance guarantees and warranties;*
- 3) *Risk allocation;*
- 4) *Cost and payment terms; and*
- 5) *Inspection, reporting, and dispute resolution mechanisms.*

ARTICLE VIII. NOTICE AND POSTING REQUIREMENTS

Thirty (30) days prior to entering into an interim or comprehensive agreement, the Town shall provide an opportunity for public comment on the proposals. A public hearing will be held for projects exceeding Fifty Thousand Dollars (\$50,000.00) in value. After the end of the public comment period, no additional posting shall be required based on any public comment received.

Once the negotiation phase for the development of an interim or comprehensive agreement is complete and a decision to award has been made by the Town, the Town shall post the proposed agreement in the following manner:

- 1) *Posting shall be on the Town's website or by publication, in a newspaper of general circulation in the area in which the contract work is to be performed, of a summary of the proposals and the location where copies of the proposals are available for public inspection.*
- 2) *In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of subdivision 11 of §2.2-3705.6 of the Code of Virginia shall not be required to be posted, except as otherwise agreed to by the Town and private entity.*
- 3) *Any studies and analyses considered by the responsible Town in its review of a proposal shall be disclosed to the Town Council at some point prior to the execution of an interim or comprehensive agreement.*

Once an interim agreement or a comprehensive agreement has been executed, the Town shall make procurement records available for public inspection, upon request.

- 1) *Such procurement records shall include documents initially protected from disclosure on the basis that the release of such documents would adversely affect the financial interest or bargaining position of the Town or private entity.*
- 2) *Such procurement records shall not include (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§59.1-336 et seq.) or (ii) financial records, including balance sheets or financial statements of the private entity that are not generally available to the public through regulatory disclosure and otherwise.*

ARTICLE IX. ADMINISTRATIVE PROCEDURES

- 1) *The Town Manager, in consultation with the Town Attorney, may establish further guidelines and templates consistent with the Act.*
- 2) *All PPEA proposals and agreements shall be consistent with the Town's procurement policy and Virginia law.*

ARTICLE X. DEFINITIONS

For the purposes of this ordinance, the following definitions shall apply:

- **Act:** *The Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (Va. Code § 56-575.1 et seq.), as amended.*
- **Comprehensive Agreement:** *A binding agreement between the Town and a private entity outlining the terms and conditions for the design, construction, financing, maintenance, or operation of a qualifying project.*
- **Conceptual Proposal:** *The initial submission by a proposer outlining the basic scope, objectives, financial approach, and qualifications related to a potential PPEA project.*
- **Conceptual Stage:** *The initial phase of project evaluation when the public entity makes a determination whether the proposed project serves a public purpose, meets the criteria for a qualifying project, assess the qualifications and experience of private entity proposer, reviews the project for financial feasibility, and warrants further pursuit.*
- **Detailed Proposal:** *A follow-up submission that includes in-depth technical, financial, legal, and operational details required for full evaluation of the proposed project.*
- **Interim Agreement:** *An agreement that authorizes preliminary activities such as design, environmental analysis, or permitting prior to execution of a Comprehensive Agreement.*
- **Material Default:** *Default by the private entity in the performance of its duties that jeopardizes adequate service to the public from a qualifying project.*
- **Private Entity:** *Any individual, corporation, partnership, limited liability company, joint venture, or other business entity submitting a proposal to the Town under the PPEA.*

- **Proposal:** A submission by a private entity that outlines plans for a qualifying project, including its scope, financial structure, and implementation plan.
- **Qualifying Project:** Any facility or infrastructure project that meets the criteria set forth in the Act and is intended for public use, including public buildings, utilities, transportation infrastructure, and safety facilities.
- **Responsible Public Entity (RPE):** The Town of Farmville, acting as the public authority empowered to receive, review, and enter into agreements under the PPEA.
- **Solicited Proposal:** A proposal submitted in response to a Request for Proposals (RFP) issued by the Town under the PPEA.
- **Unsolicited Proposal:** A proposal submitted by a private entity without a prior RFP, offered voluntarily for the Town's consideration under the PPEA.

2. This ordinance shall be in full force and effect upon passage.

Approved: _____

Mayor

Attest: _____
Clerk of Council

I certify that the above ordinance 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 Adam Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John Hardy _____.

REQUEST TO ADOPT RESOLUTION NO. 2025-08-02 – TO AMEND LAND LEASE FOR TENANTS OF THE FARMVILLE REGIONAL AIRPORT

No vote was taken on the request.

REQUEST TO ADOPT RESOLUTION NO. 2025-08-03 – MOU-JOINT EMERGENCY COMMUNICATIONS CENTER

Mr. Hunter made a motion to adopt Resolution No. 2025-08-03 – MOU-Joint Emergency Communications Center, seconded by Mr. Hardy, and with a recorded vote of Council members Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid voting “yes”, the motion passed.

Resolution No. 2025-08-03

A RESOLUTION TO AUTHORIZE THE TOWN OF FARMVILLE TO ENTER INTO A JOINT AGREEMENT WITH PRINCE EDWARD COUNTY TO ESTABLISH AND OPERATE A CONSOLIDATED EMERGENCY COMMUNICATIONS CENTER

WHEREAS, the Town of Farmville currently operates the Farmville Emergency Communications Center, which serves as the Primary Public Safety Answering Point (PSAP) for Prince Edward County and its public safety partners; and

WHEREAS, the Town and Prince Edward County recognize the value and efficiency of continuing a unified and cooperative approach to emergency communications services; and

WHEREAS, the Parties have negotiated and mutually agreed upon a Joint Emergency Communications Center Agreement, pursuant to the authority granted by Section 15.2-1300 of the Code of Virginia, to formalize the structure, governance, cost-sharing, and operations of a consolidated center, hereafter known as the Farmville/Prince Edward Emergency Communications Center; and

WHEREAS, this agreement affirms the Town’s role as fiscal agent, outlines the creation of an Administrative Board and an Advisory Board to oversee operations, and establishes a cost-sharing model based on call volume and existing contractual relationships;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

That the Town Council hereby authorizes the Mayor to execute the Joint Emergency Communications Center Agreement between the Town of Farmville and Prince Edward County, effective October 1, 2025, as presented.

This resolution shall take effect immediately upon adoption.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

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

The Honorable Sallie O. Amos: _____

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

The Honorable Daniel E. Dwyer: _____

The Honorable Tommy Pairet: _____

The Honorable Adam B. Yoelin: _____

The Honorable Donald L. Hunter: _____

The Honorable John F. Hardy: _____

**REQUEST TO ADOPT RESOLUTION NO. 2025-08-04 – AUTHORIZING THE USE OF
FY26 NG911 ADDITIONAL FUNDING GRANT TO SUPPORT ENHANCEMENTS TO E911
OPERATIONS**

Mr. Dwyer made a motion to adopt Resolution No. 2025-08-04, seconded by Mr. Reid, and with a recorded vote of Council members Pairet, Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting "yes", the motion passed.

BACKGROUND: Town of Farmville was awarded \$150,000 through the FY26 NG911 Additional Funding grant from the Virginia 9-1-1 Services Board. The funds will be used for allowable, supplemental enhancements to the Town's E-911 operations and communications systems.

Resolution No. 2025-08-04

A RESOLUTION TO AUTHORIZE THE USE OF FY26 NG911 ADDITIONAL FUNDING GRANT FOR ENHANCEMENTS TO E-911 OPERATIONS

WHEREAS, the Town of Farmville has been awarded \$150,000 in FY26 NG911 Additional Funding by the Virginia 9-1-1 Services Board; and

WHEREAS, the grant funds are to be used for eligible and allowable costs as outlined in the FY26 PSAP Grant Guidelines, and are intended to enhance existing E-911 services and technology; and

WHEREAS, the Town affirms that these funds will supplement and support, rather than supplant, existing public safety budgets and commitments; and

WHEREAS, the E-911 Dispatch Manager has identified key enhancement projects and retention efforts to strengthen the continuity and effectiveness of emergency communication operations;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

That the E-911 Dispatch Manager is hereby authorized to expend the \$150,000 awarded through the FY26 NG911 Additional Funding grant for the following eligible purposes:

- ESINET FY25 Charges – \$61,881
- Total Response Service Replacement (EMD) – \$22,016
- IT System Upgrades – \$11,933
- Relocate Recorder to Equipment Room – \$1,500
- Retention Bonuses (18 full-time at \$2,500 and 4 part-time at \$1,250) – \$50,000
- First Net/Star Link Redundancy – \$2,670

The Finance Director is authorized to make the appropriate budget entries to reflect this grant award and ensure all reporting, reimbursement, and audit requirements are met in accordance with VDEM and the Virginia 9-1-1 Services Board guidelines.

This resolution shall be effective upon adoption.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

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

The Honorable Sallie O. Amos: _____

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

The Honorable Daniel E. Dwyer: _____

The Honorable Tommy Pairet: _____

The Honorable Adam B. Yoelin: _____

The Honorable Donald L. Hunter: _____

The Honorable John F. Hardy: _____

TOWN MANAGER'S REPORT

Town Manager Davis provided updates on several items:

Storm Damage & Infrastructure

- A major storm caused three drainage infrastructure failures.
- Two (Hurd and Winston Streets) have been repaired.
- Blanton Street, with an arch-type pipe, is awaiting materials expected in ~3 weeks.
- No state emergency declaration was made but a VDEM grant-type application process is being pursued.
- Low point estimated costs exceed \$29,000.

Parking Issue on Buffalo Street

- Concern raised about emergency vehicle access on Buffalo due to narrow streets and both side parking.
- Solution provided as no parking on the south side of Buffalo between St. George and Appomattox Streets.

Fire Department

- Starting 24-hour shifts on August 31st.
- Hired one full-time firefighter and two firefighters from other localities are paid to fill in part-time but are not in designated positions.

Personnel Updates

- Public Works: 3 hires (Laborer 1 & 2, Equipment Operator).
- Police: 1 in recruit school; 3 officer vacancies (more possible).
- Farmville Area Bus: 1 bus driver moved from part- to full-time; 1 part-time hired; still hiring.
- Water Treatment: 1 operator position open but going through the hiring process.
- Dispatch: Supervisor position filled.

Hiring Expo

- Held at the train station; HR conducted on-site interviews.
- 13 scheduled interviews (3 no-shows), 8 walk-ins interviewed, ~40 applications handed out.
- Applicants showed interest in future positions (e.g. information technology, water plant, police).

Health Insurance Update

- 101 employees are currently enrolled; 4 more may join soon.
- 2 were previously on the reimbursement plan; no employees have left because of the change in the reimbursement.
- Final count for eligibility locks in by September or October.
- Younger hires often don't opt in due to existing coverage under parents' insurance.

Splashpad Project (Deputy Town Manager Julie Moore provided an update.)

- Initial construction bid was canceled after discovering the site is in a floodplain.
- Elevation certificate is now being obtained.
- Final drawings are expected on Friday; plan to re-bid next week.

Discussion was held with questions asked by the Council:

- Anticipated cost of construction
- Comparison of costs from the original prefab concept and possible cost savings
- Need for changing area questioned and the use of a standardized building plan
- Cost requested for both options

Ms. Moore provided an update on the lead and copper pipe survey. Two meter technicians are visiting homes, knocking on doors, and leaving door hangers. This is a legitimate effort, not a scam. Technicians wear identifiable Town shirts. Residents may call the Finance office to confirm the technicians' presence in their area. If residents prefer, they can check under their own homes, send a photo, and receive a \$20 utility bill credit. There are approximately 2,000 accounts still needing to respond. The survey is ongoing, with a roughly three-year window before any unknowns must be addressed through replacements.

COMMENTS BY MAYOR AND TOWN COUNCIL

Mr. Hardy thanked everyone who attended and for their willingness to help by providing input.

Mr. Hunter reminded everyone to consider the challenges the Farmville Police Department is facing, particularly the loss of officers due to other areas offering significantly higher starting salaries.

Mr. Yoelin thanked Darian Lipscomb for his attendance and input concerning the airport. He also sent out a reminder to all about Farmville Police Department's Blue Christmas fundraiser being held at The Fishin' Pig Restaurant all day on August 14, 2025.

Mrs. Amos emphasized the need for earlier and more proactive community engagement beyond formal public hearings. She suggested using town halls or workshops to gather input sooner, which could prevent wasted time and allow for necessary adjustments. She stressed the importance of listening to community members, especially since many don't attend the regular meetings, and involving stakeholders in decisions that affect them.

Mayor Vincent concluded the comments by reflecting on the relatively quiet period since the last meeting. He expressed appreciation for public participation, emphasizing its importance and thanking attendees. The airport's role and value to the Town of Farmville was mentioned, particularly concerning how it's partially funded by taxpayer money and whether it directly benefits its residents. He acknowledged local government challenges with proactive engagement, attributing partly to the part-time nature of public service, but stressed the need to be more engaging in the process with the stakeholders.

CLOSED SESSION – 2.2-3711 A.1. DISCUSSION OF APPOINTMENTS TO THE FARMVILLE PLANNING COMMISSION AND BOARD OF ZONING APPEALS

On motion by Mr. Yoelin, seconded by Mr. Hunter, and with Council members Yoelin, Hunter, Hardy, Amos, Reid, Dwyer, and Pairet voting "yes", Council went into closed session under the provisions of Paragraph A.1 of Section 2.2-3711, for the discussion of appointments to the Farmville Planning Commission and Board of Zoning Appeals.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed session 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 session 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 ayes, No noes

MOTION: Yoelin

SECOND: Hunter

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

NOES: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk of Council

APPOINTMENT TO THE FARMVILLE PLANNING COMMISSION

Mr. Pairet made a motion to appoint Sydney French to the Farmville Planning Commission for Ward E with a term ending June 30, 2029, seconded by Mr. Hunter, and with a recorded vote of Council members Hardy, Amos, Reid, Dwyer, Pairet, Yoelin, and Hunter voting "yes", the motion passed.

BACKGROUND: Jerry Davenport's term expired on June 30, 2025, and he did not seek reappointment. Mr. Davenport was the Planning Commission representative from Ward E.

RECOMMENDATION TO THE CIRCUIT COURT APPOINTMENT TO THE BOARD OF ZONING APPEALS

Mr. Pairet made a motion to recommend to the Circuit Court appointment of Shaunna Hunter-McKinney to the Board of Zoning Appeals to fill Zachary Preston's unexpired term of February 28, 2027, seconded by Mr. Hardy, and with a recorded vote of Council members Amos, Reid, Dwyer, Pairet, Yoelin, Hunter, and Hardy voting "yes", the motion passed.

BACKGROUND: Zachary Preston resigned from the Board of Zoning Appeals on June 10, 2025.

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Dwyer, and with all Council members voting “aye”, the meeting was adjourned at 7:54 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

DRAFT



Town of Farmville

Agenda Item Summary

MEETING DATE: September 10, 2025

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

BACKGROUND: Deputy Town Manager/Finance Director Julie Moore will provide a verbal report.

RECOMMENDATION: Approve the August 2025 Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. Finance Report - August 2025
2. Rescue Squad 2025-2026-Expenses-August 25
3. Rescue Squad 2025-2026-YTD Expenses thru August'25
4. Variable Revenue-Aug'25 Charts

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

FUND NUMBER	FUND TITLE	BALANCE 8/01/2025	NET CHANGE	BALANCE 08/31/2025
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 2,067,942	\$ (855,486)	\$ 1,212,456
15	ST MAINT FUND	305,402	(93,983)	211,419
40	WATER FUND	1,495,178	763,734	2,258,912
42	SEWER FUND	1,954,415	86,541	2,040,956
44	TRANSPORTATION FUND	1,038,407	155,456	1,193,863
45	AIRPORT FUND	<u>(51,326)</u>	<u>(1,407)</u>	<u>(52,733)</u>
TOTAL	UNRESTRICTED FUNDS	\$ 6,810,017	\$ 54,855	\$ 6,864,873
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	\$ 3,418,927	\$ (905,714)	\$ 2,513,213
10	ENHANCED 911-WIRELESS	386,146	11,685	397,831
10	E911-RESERVE	133,416	17	133,433
10	SET ASIDE ACCOUNT	2,844,172	161,468	3,005,640
10	E-CITATION	34,319	871	35,190
10	MEDICAL COMPENSATION	81,913	58	81,971
10	BOA - LEASE PURCHASE	134,754	522	135,276
40	BOA - LEASE PURCHASE	292,227	1,082	293,309
42	COUNCIL RESTRICTED	2,554,079	13,205	2,567,284
70	NARCOTICS FUND	14,265	2	14,267
70	TASK FORCE	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	RESTRICTED FUNDS	\$ 9,894,218	\$ (716,804)	\$ 9,177,414
TOTAL ALL FUNDS		\$ 16,704,235	\$ (661,949)	\$ 16,042,287

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500
VIP ACCT - GOLF SALE PROCEEDS	1,031,698
VIP ACCTS - UNRESTRICTED	828,143
LGIP ACCT - UNRESTRICTED	2,830,944
CHECKING ACCT-BENCHMARK-AIRPORT	345,869
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	<u>1,825,719</u>
TOTAL UNRESTRICTED FUNDS	\$ 6,864,873

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

LGIP ACCT - ARPA -COVID FUNDS	\$	2,513,213
MONEY MARKET - BENCHMARK - 911 WIRELESS		59,003
VIP ACCT - WIRELESS		338,828
INTEREST CHECKING-BENCHMARK-E911 RESERVE		133,433
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT		1,339,186
LGIP ACCT - SET ASIDE ACCOUNT		1,200,816
VIP ACCT - SET ASIDE ACCOUNT		465,638
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT		35,190
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION		81,971
VIP ACCT - BOA - LEASE PURCHASE		428,585
VIP ACCT - FUND 42 - COUNCIL RESTRICTED		1,129,427
LGIP ACCT - FUND 42 - COUNCIL RESTRICTED		1,437,857
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE		14,267
INTEREST CHECKING-BENCHMARK-TASK FORCE		-
TOTAL RESTRICTED FUNDS	\$	9,177,414

RESPECTFULLY SUBMITTED:

Julie Moore

Julie A. Moore, CPA, CFE, CGFM

AUGUST MONTHLY COST-RESCUE SQUAD

2025

<u>DATE</u>	<u>VEHICLE</u>	<u>DESCRIPTION OF SERVICE</u>	<u>Man</u>	<u>LABOR</u>	<u>MATERIAL</u>	<u>EQUIPMENT</u>	<u>FUEL</u>
			<u>Hours</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>
12-Aug	Rescue 10	Replaced fuse wo 26-00330	2	\$47.77			
	Rescue 13	Replaced batteries, slean shore line plug wo 26-00330, po 26-00773	2	\$47.77	\$379.90		
12-Aug	Rescue 4	Inspection wo 26-00233	4	\$117.00	\$20.00		
13-Aug	Rescue 1 medic	Inspection wo 26-00234	4	\$112.50			
5-Aug	Rescue 14	Headlight out wo 26-00283	6.5	\$140.62	\$27.22		
11-Aug	Rescue U 3	Inspection wo 26-00231	2	\$47.77	\$20.00		
11-Aug	Rescue Trailer	Inspection wo 26-00232	2	\$47.77	\$20.00		
14-Aug	Rescue 11	Inspection wo 26-00235	2	\$69.23	\$20.00		
13-Aug	Rescue 11	Turbo Actuator failure wo 26-00172	2	\$47.77	\$3,364.95		
26-Aug	Rescue 12	loose door handle wo 26-00432	4	\$107.94			
4-Aug	Trash Crew	Weekly trash pick up	3	\$67.61			
11-Aug	Trash Crew	Weekly trash pick up	3	\$67.61			
12-Aug	Grass Crew	Grass cutting	8	\$153.50			
18-Aug	Trash Crew	Weekly trash pick up	3	\$67.61			
25-Aug	Trash Crew	Weekly trash pick up	3	\$67.61			
26-Aug	Grass Crew	Grass cutting	6	\$103.42			
		Cut Grass				\$310.00	
		Fuel Cost					\$1,013.90

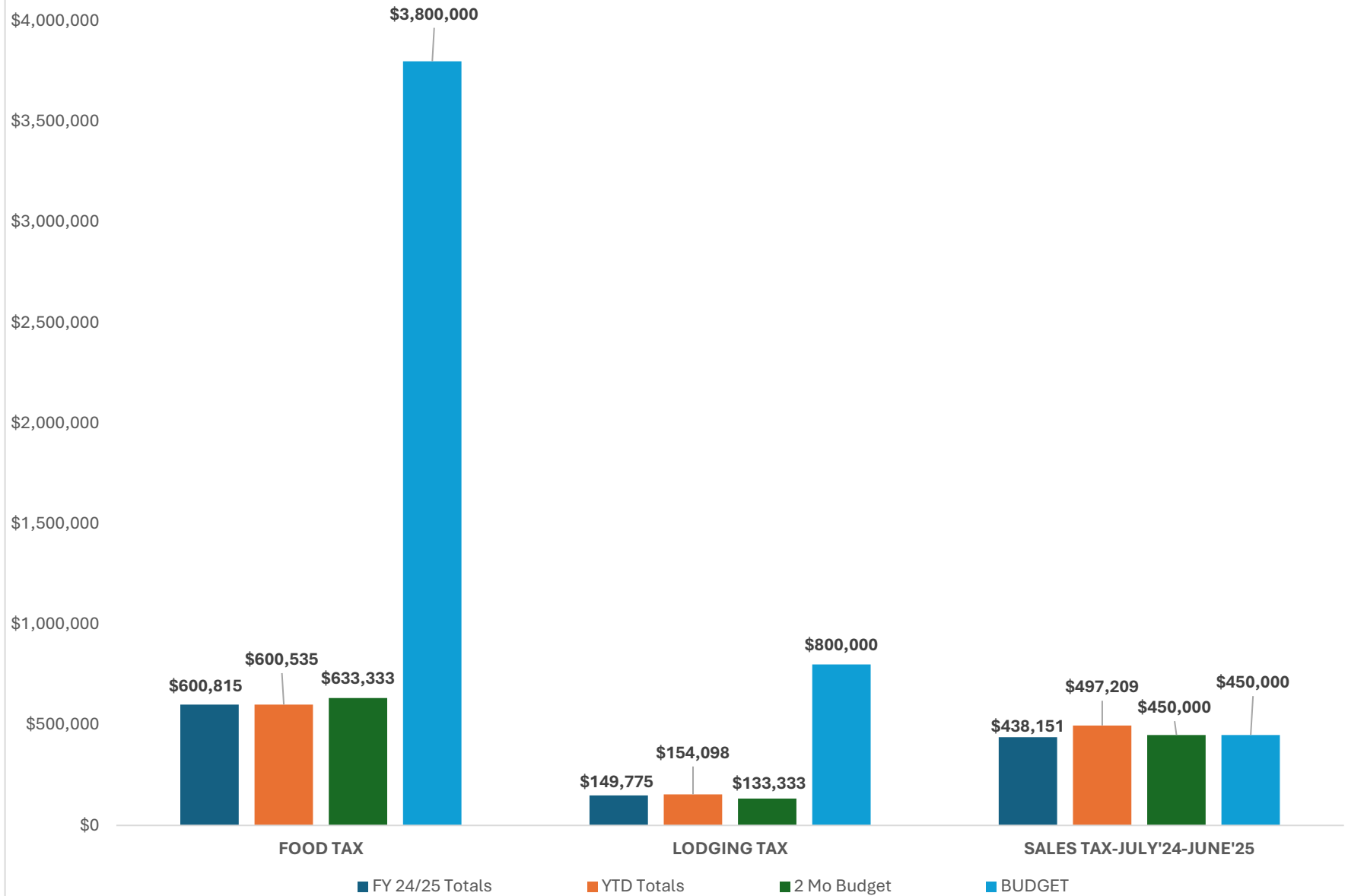
Total Labor Cost		\$1,313.50
Total Material Cost		\$3,852.07
Total Equipment Cost		\$310.00
Total Fuel Cost		<u>\$1,013.90</u>
Total August		\$6,489.47

YTD Total		\$11,375.99
------------------	--	-------------

Year-to-Date Costs - Rescue Squad
July 2025 - June 2026

	<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	835.63	1,313.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,149.13
Materials	2,785.55	3,852.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$6,637.62
Equipment	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$620.00
Fuel	<u>955.34</u>	<u>1,013.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$1,969.24</u>
	\$4,886.52	\$6,489.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,375.99

VARIABLE REVENUE - August 2025





Town of Farmville

Agenda Item Summary

MEETING DATE: September 10, 2025

ITEM NUMBER: 11.a. – Discussion: General Obligation Bond to Finance Fire Station Renovations and Ladder Truck

BACKGROUND: The Town Manager will provide a verbal report.

The topic was discussed at the September 3rd Work Session.

A representative from Davenport is scheduled to attend and provide a presentation.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Farmville, VA Financing Process Memo 08.08.25

To: Town Council
Town of Farmville, Virginia (the “Town”)

From: Davenport & Company LLC (“Davenport”)
Financial Advisor to the Town

Date: August 13, 2025

Subject: 2025 General Obligation Bond Financing Process

Background

The Town is moving forward with two (2) major public safety projects totaling approximately \$15.1 million, including a \$13.0 million renovation and expansion of a fire station (the “Fire Station Project”) and a \$2.1 million purchase of a new ladder truck (the “Ladder Truck”). Given the magnitude of these projects, the Town is planning to issue debt during FY 2026 to provide funding for both projects..

In February 2025, Davenport provided information to Town Council and Staff on the debt financing options available to fund these projects. Based on that information and related discussions, the Town decided to move forward with a Public Issuance of General Obligation Bonds (the “2025 G.O. Bonds”).

This financing approach requires that the Town hold a Public Hearing, adopt a Bond Resolution, apply for Credit Ratings, and develop an offering document (the “Preliminary Official Statement” or “POS”) that provides information to aid potential investors in their decision-making process. Davenport, with the assistance of Town Staff and Bond Counsel, has developed a financing schedule that addresses each of the necessary tasks above and would allow the Town to close on the 2025 G.O. Bonds and receive the funds for these projects by December 2025.

No action is required of Town Council at today’s meeting. This memo is purely informational and is intended to provide Town Council with an overview of the bond issuance process.

Major Tasks

Town Council Action

Tentatively scheduled for September 10th (with a back-up date of October 8th), Town Council will need to hold a Public Hearing and adopt a Bond Resolution authorizing the issuance of the 2025 G.O. Bonds. The Bond Resolution will also establish parameters for the issuance of the 2025 G.O. Bonds, including a Not-To-Exceed (“NTE”) Par Amount. The NTE Par Amount is discussed in further detail in the “Preliminary Sources and Uses / NTE Par Amount” section on the following page.

Applying for Credit Ratings

For a Public Issuance of bonds, one or more Credit Ratings is necessary. The Town is not currently rated by any of the National Credit Rating Agencies and has not needed a Credit Rating since it has no outstanding publicly issued debt. Because the Town is not currently rated, the Town has the opportunity to request “confidential” Credit Ratings and choose which Credit Rating(s) to make public after learning the outcomes. As a part of this process, Davenport will take the lead in developing a Credit Presentation that will serve as the basis for the discussions to be held with the National Credit Rating Agencies, which are anticipated to occur in early October with results to be received in early November.

Major Tasks (Continued)

Development of POS

The POS is the bond offering document required by regulators and is prepared by Bond Counsel. It serves as a means to disclose relevant financial, economic, and demographic information about the Town that may be relevant in the decision-making process of potential investors. An initial draft of the POS has already been completed by Bond Counsel, and Town Staff and Davenport are in the process of reviewing it. The POS will continue to be developed over the course of this financing process and will need to be finalized prior to the Bond Sale (tentatively scheduled for November 18).

Preliminary Sources & Uses / NTE Par Amount

The preliminary sources and uses below reflects the estimated Total Bond Proceeds that would be necessary to provide \$15.1 million for the Fire Station Project and Ladder Truck as well as the payment of all anticipated issuance costs. The Total Bond Proceeds will be made up of the 2025 G.O. Bonds' Par Amount and either a Bond Premium or Original Issue Discount, depending on the market at the time of the Bond Sale.

The notices published for the Public Hearing and the Bond Resolution will include a NTE Par Amount (i.e., the maximum amount of bonds that the Town is authorized to issue), which can be different from the Total Bond Proceeds required. To maintain flexibility for the Town in a market producing Original Issue Discounts, the NTE Par Amount should account for the potential that the Town may need to issue a Par Amount that is higher than the approximately \$15.5 million of necessary Total Bond Proceeds. The calculation below outlines the potential NTE Par Amount that the Town could consider for the Public Hearing and Bond Resolution.

The actual amount of bonds issued will only be as much as is necessary to provide the Town with \$15.1 million for the projects after the payment of issuance costs.

1 Sources of Funds	
2 Total Bond Proceeds	\$ 15,580,000
3	
4 Uses of Funds	
5 Fire Station Project	\$ 13,000,000
6 Ladder Truck	2,100,000
7 Estimated Issuance Costs ⁽¹⁾	400,000
8 Underwriter's Discount ⁽²⁾	80,000
9 Total Uses of Funds	\$ 15,580,000

Calculation of NTE Par Amount	
Total Bond Proceeds Required	\$ 15,580,000
Contingency for Potential Discount Structure ⁽³⁾	820,000
NTE Par Amount	\$ 16,400,000

(1) Preliminary estimate. Includes fees for Bond Counsel, Credit Ratings, Davenport, Printing, and Paying Agent. Assumes all ratings are made public.

(2) Estimated as approximately \$5 per \$1,000 of par amount issued. The actual Underwriter's Discount will be determined on the Sale Date.

(3) Accounts for a 5% discount.

Financing Schedule

As noted previously, the Public Hearing and consideration of adoption of the Bond Resolution are scheduled for the September 10th Town Council Meeting. Should additional time be desired before making a final decision on the NTE Par Amount and other parameters included in the Bond Resolution, those actions could take place at the October 8th Town Council meeting with no delays to the balance of the financing schedule.

Timing	Action
September 10	Town Council Meeting - Town Council holds Public Hearing. - Town Council considers adopting a bond resolution and form of financing documents.
October 8	Town Council Meeting - Town Council holds Public Hearing, if not done previously. - Town Council considers adopting a bond resolution and form of financing documents, if not done previously.
Early October	Meetings with National Credit Rating Agencies.
Early November	- Confidential ratings received from National Credit Rating Agencies. - Town Staff/Davenport coordinate to determine which ratings are made public. - Ratings made public. - Preliminary Official Statement finalized and distributed to potential bidders.
November 18	Tentative Bond Sale Date (Interest Rates Locked In).
Week of December 8	Tentative Closing Date (Funds Available to Town).

For a detailed Financing Schedule, please refer to [Appendix A](#).

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Current Market Estimate (Based on an A-Rated G.O. Credit)

	A	B	C	D
	Preliminary Estimates*	20-Year	25-Year	30-Year
1 Key Assumptions				
2 Pricing Date		11/18/2025	11/18/2025	11/18/2025
3 Closing Date		12/10/2025	12/10/2025	12/10/2025
4 First Interest Payment		5/1/2026	5/1/2026	5/1/2026
5 First Principal Payment		11/1/2026	11/1/2026	11/1/2026
6 Final Maturity		11/1/2045	11/1/2050	11/1/2055
7 Term		19.9 Years	24.9 Years	29.9 Years
8 TIC/Interest Rate		4.20%	4.54%	4.74%
9 AIC		4.49%	4.79%	4.96%
10 Sources				
11 Par Amount	\$	14,775,000	\$ 15,010,000	\$ 15,195,000
12 Premium		800,596	568,576	381,287
13 Total Sources	\$	15,575,596	\$ 15,578,576	\$ 15,576,287
14 Uses				
15 Project Fund	\$	15,100,000	\$ 15,100,000	\$ 15,100,000
16 Estimated Fixed Costs of Issuance		400,000	400,000	400,000
17 Underwriter's Discount		73,875	75,050	75,975
18 Additional Proceeds		1,721	3,526	312
19 Total Uses	\$	15,575,596	\$ 15,578,576	\$ 15,576,287
20 Estimated Debt Service (By FY)				
21 2026	\$	278,369	\$ 286,204	\$ 291,953
22 2027		1,144,605	1,037,858	969,662
23 2028		1,141,855	1,036,733	967,912
24 2029		1,142,980	1,034,858	965,662
25 2030		1,142,855	1,037,108	967,787
26 2031		1,146,355	1,038,358	969,162
27 2032		1,143,480	1,033,733	969,787
28 2033		1,144,230	1,038,108	969,662
29 2034		1,143,480	1,036,358	968,787
30 2035		1,146,105	1,038,483	967,162
31 2036		1,142,105	1,034,483	969,662
32 2037		1,141,480	1,034,358	966,287
33 2038		1,143,980	1,037,858	967,037
34 2039		1,144,480	1,034,983	966,787
35 2040		1,142,980	1,035,733	965,537
36 2041		1,142,818	1,037,345	964,993
37 2042		1,143,562	1,034,630	964,933
38 2043		1,146,280	1,034,889	968,293
39 2044		1,145,781	1,037,845	965,031
40 2045		1,142,591	1,033,869	965,416
41 2046		1,141,481	1,037,763	969,156
42 2047		-	1,033,375	965,500
43 2048		-	1,036,000	964,750
44 2049		-	1,036,375	967,375
45 2050		-	1,034,500	968,250
46 2051		-	1,035,250	967,375
47 2052		-	-	969,625
48 2053		-	-	965,000
49 2054		-	-	968,375
50 2055		-	-	964,625
51 2056		-	-	968,625
52 Total Debt Service	\$	23,151,855	\$ 26,187,052	\$ 29,310,160

* Current Market as of 8/6/2025. Assumes A1 General Obligation credit rating. Preliminary, subject to change.

Appendix A

Detailed Financing Schedule

Town of Farmville, Virginia

General Obligation Bonds, Series 2025 (Competitive Sale)
(Fire Station Renovation and Equipment)

Financing Schedule

As of: August 8, 2025
Public Hearing: September 10
Pricing Date: November 18
Closing: Week of December 8

July 2025							August 2025							September 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24/31	25	26	27	28	29	30	28	29	30				

October 2025							November 2025							December 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23/30	24	25	26	27	28	29	28	29	30	31			

Green - Town Council Meetings

Holidays are denoted in red.

Town Council meetings are held on the second Wednesday of each month at 6:00pm, unless otherwise noted.

Town Council work sessions are held on the first Wednesday of each month at 6:00pm.

The agenda deadline for Town Council Meetings is typically the Thursday prior to the meeting.

Working Group ("WG")

Role	Entity	Defined
Issuer	Town of Farmville, Virginia	Town
Financial Advisor	Davenport & Company LLC	DAV
Bond Counsel	Haneberg Hurlbert PLC	BC
Underwriter	TBD	UW
Paying Agent	TBD	PA
Printer	TBD	P

Date	Task	Responsibility
Early July	Working group call to discuss financing schedule and updates on project amount / timing.	WG
Early July	First draft of Financing Documents distributed.	BC
August 7	Agenda Packet deadline for August 13 Town Council Meeting.	WG
August 13 6:00pm	Town Council Meeting (Agenda Deadline August 7) - Town Council considers adopting PPEA Policies. - Davenport presents updated financing schedule and information on borrowing logistics.	WG

Town of Farmville, Virginia

General Obligation Bonds, Series 2025 (Competitive Sale)
(Fire Station Renovation and Equipment)

Financing Schedule

As of: August 8, 2025
Public Hearing: September 10
Pricing Date: November 18
Closing: Week of December 8

July 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Green - Town Council Meetings

Holidays are denoted in red.

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Town Council work sessions are held on the first Wednesday of each month at 6:00pm.

The agenda deadline for Town Council Meetings is typically the Thursday prior to the meeting.

Date	Task	Responsibility
Mid-August	Reach out to Rating Agencies to set up meetings in October.	DAV
Late August	Working group comments on Financing Documents due to Bond Counsel.	WG
TBD	First Notice of Public Hearing Published.	BC
Early September	Second Draft of Financing Documents distributed.	BC
TBD	Second Notice of Public Hearing Published.	BC
September 4	Agenda Packet deadline for September 10 Town Council Meeting.	BC
September 10 6:00pm	Town Council Meeting (Agenda Deadline September 4) - Town Council holds Public Hearing. - Town Council considers adopting a bond resolution and form of financing documents.	Town
Mid-September	Credit Presentation Review Meeting.	Town/DAV
Late September/ Early October	Credit Rating Presentation Finalized.	DAV

Town of Farmville, Virginia

General Obligation Bonds, Series 2025 (Competitive Sale)
(Fire Station Renovation and Equipment)

Financing Schedule

As of: August 8, 2025
Public Hearing: September 10
Pricing Date: November 18
Closing: Week of December 8

July 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Town Council meetings are held on the second Wednesday of each month at 6:00pm, unless otherwise noted.

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The agenda deadline for Town Council Meetings is typically the Thursday prior to the meeting.

Date	Task	Responsibility
October 2	Agenda Packet deadline for October 8 Town Council Meeting.	BC
October 8 6:00pm	Town Council Meeting (Agenda Deadline October 2) - Town Council holds Public Hearing, if not done previously. - Town Council considers adopting a bond resolution and form of financing documents, if not done previously.	Town
Early October	Credit Rating Meetings.	Town/DAV
By November 3	Receive Confidential Credit Ratings.	Town/DAV
By November 5	Ratings made public.	Town/DAV
By November 7	Finalize and mail POS.	BC
November 18	Sell the 2025 G.O. Bonds.	WG
Balance of November	Working group coordinates to complete documentation ahead of closing the 2025 G.O. Bonds.	WG
Week of December 8	Close on the 2025 G.O. Bonds.	WG

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Town of Farmville

Agenda Item Summary

MEETING DATE: September 10, 2025

ITEM NUMBER: 11.b. – Brown Edwards Memorandum to Farmville Town Council

BACKGROUND: Attached is the required communication from the auditors, which should occur before the audit begins.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. 2025 PCL - Town of Farmville - Final

Communication with Those Charged with Governance During Planning

To the Honorable Members of Town Council
Town of Farmville, Virginia
Farmville, Virginia

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Farmville, Virginia (the “Town”) for the year ended June 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you at your request to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*, and the Uniform Guidance

As stated in our engagement letter dated March 17, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the Town’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Town’s financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the Town’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Town’s compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Town’s compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI referenced in our engagement letter, which supplement the basic financial statements, is to apply certain limited

procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the supplemental information referenced in our engagement letter, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope and Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

While planning has not concluded and modifications may be made, we have identified the following significant risk of material misstatement as part of our audit planning:

Management override: management and/or those charged with governance are in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding internal controls, even where such internal controls might otherwise appear to be operating effectively. Although the level of risk of management override of internal controls will vary from entity to entity, the risk is, nevertheless, present in all entities.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the governmental entity's internal control is not

undertaken for the purpose of expressing an opinion on the effectiveness of internal control. Management is responsible for designing and maintaining an effective internal control environment.

We began our audit in June 2025 and plan to issue our report in November 2025. John Aldridge is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate amount of misstatements, which if detected and not corrected, would not cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us unless clearly inconsequential in connection with your evaluation of our audit test results.

Inquiries Concerning Fraud

As part of the planning process, we assess the risk of misstatements in the financial statements, whether from fraud or error. Your consideration of the following questions is valuable in planning our engagement.

- Are you aware of any fraud, suspected fraud, or allegations of fraud?
- Are there departments or processes where you think fraud could easily occur and remain undetected?
- Are you comfortable with the integrity of management?
- Are you aware of any illegal acts or noncompliance with laws or grant agreements?
- Are you confident that personnel possess appropriate skill sets, and are committed to providing high quality financial information?
- Are there particular areas in the financial statements where you have concern that misstatements could occur?
- Are there any circumstances that you believe should be of interest to your auditors, but of which management is unaware or might have reason to not fully disclose to us?
- Are you satisfied that those charged with governance are actively involved in the governmental entity's assessment of the risks of fraud and the programs and controls established to mitigate those risks?
- Are there any significant unusual transactions that the entity entered into during the year?
- Do you have any concerns about the entity's related-party relationships and transactions?

If your consideration of these questions yields no concerns, we do not require that you respond to us. However, if you have any concerns or would like to simply discuss these (or any other) issues relating to the audit, please contact us at:

John Aldridge, Partner
(540) 345-0936
jaldridge@becpas.com

Chris Murray, Director
(434) 948-9000
cmurray@becpas.com

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. We are not aware of any circumstances that have impaired our independence with respect to our engagement as described in our engagement letter.

This information is intended solely for the use of those charged with governance and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
September 2, 2025



Town of Farmville

Agenda Item Summary

MEETING DATE: September 10, 2025

ITEM NUMBER: 11.c. – Request for Letter of Recommendation for the Farmville Downtown Partnership

BACKGROUND: The Town Manager will provide a verbal report.

Emily Gantt and Jake Romaine from the Farmville Downtown Partnership spoke at the September 3rd Work Session about a grant they wish to pursue. FDP wants to transform the Downtown Plaza into an interactive play area for community members and visitors. A letter of recommendation was requested from the Town.

RECOMMENDATION: Authorize the Town Manager to provide a letter of recommendation to Farmville Downtown Partnership.

FISCAL IMPACT:

ATTACHMENTS:

1. Railroad Play Plaza One Pager

T-Mobile Hometown Grant

Project Title: Railroad Play Plaza

Location: High Bridge Caboose Plaza → Downtown core (315 N Main St and adjacent blocks)

Applicant: Farmville Downtown Partnership

Grant Program: T-Mobile Hometown Grants — capital placemaking & activations that strengthen small-town vitality

1) Project Snapshot

Create a colorful, train-themed “play plaza” that turns an under-utilized area into a signature, year-round gathering space. The project layers durable ground-paint games (giant chess/checkers board, hopscotch, four-square, track-style pathways), wayfinding + storytelling panels (rail history + local landmarks), moveable seating & planters, and plug-and-play event infrastructure so the space works for everyday use and special events.

Community benefits:

- Activates a key block that links Main Street businesses with the High Bridge Trail
 - Encourages multi-generational play, wellness, and social connection
 - Supports small businesses with increased foot traffic and linger time
 - Low-maintenance, high-visibility placemaking that complements long-term downtown plans
-

2) Scope & Key Elements

- Ground-paint game zone: integrated train-track motif, chess/checkerboard, hopscotch, four-square, “balance trail” dots, and selfie markers.
- Moveable amenities: stackable café chairs/tables, benches with back support, ADA-friendly clear paths
- Greenery: planter clusters with climate-appropriate perennials; optional pollinator boxes.

- Story/Wayfinding: small panels that share local rail history and guide visitors to shops & attractions.

Event-ready: access to power (existing), shade umbrellas, simple storage bin for game pieces

3) Budget (Preliminary)

Item	Est. Cost
Site prep & striping cleanup	\$3,500
Ground paint + sealant (durable, non-slip)	\$12,000
Planters, soil, perennials	\$6,000
Signage/wayfinding/story panels	\$4,000
Storage & game pieces (giant chess, checkers)	\$2,500
Contingency (10%)	\$3,450
Total Estimated Project	\$31,450

4) Timeline (Proposed)

- Sept 30: Submit application
 - Fall/Winter: Award window & contracting (per program cadence)
 - Early Spring: Final designs, procurement, and permitting
 - Late Spring/Early Summer: Paint & installation; ribbon-cutting
-

5) Alignment & Readiness

- Advances FDP's Transformational Strategies: TS1 College Town Connections & TS2 Destination Downtown Farmville
 - Complements Town capital planning and the Downtown Master Plan process
 - Shovel-ready concept; scalable by budget; strong volunteer base and business partners
-

6) What We're Asking of Town Council

1. Letter of Support for FDP's T-Mobile Hometown Grant application (by Sept 20, if possible).
2. Permission to improve/activate designated public right-of-way areas (paint, planters, seating) per final layout.
3. Coordination on installation & maintenance (light, shared tasks); FDP to lead activation & programming.
4. In-kind support as available (e.g., traffic cones/barricades on paint day, disposal, small materials)









Town of Farmville

Agenda Item Summary

MEETING DATE: September 10, 2025

ITEM NUMBER: 11.d. – Discussion: Employee Compensation

BACKGROUND: The Town Manager will provide a verbal report.

The topic was discussed at the September 3rd Work Session. Council members were provided with several reports for review which included information received from surveys of other localities on police salaries.

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS: None