

**SPECIAL CALLED COUNCIL MEETING OF THE FARMVILLE TOWN COUNCIL  
HELD ON FEBRUARY 11, 2015**

At the special called Council meeting of the Farmville Town Council held on Wednesday, February 11, 2015 at 5:00 pm in the Town Manager's Conference Room, located at 116 North Main Street, Farmville, Virginia, there present were Mayor D.E. Whitus, presiding and Council members D.E. Dwyer, D.L. Hunter, S.B. Thompson, A.D. Reid, J.J. Davis and G.C. Cole. Council member T.M. Pairet arrive at 5:05 pm.

Staff present was Town Manager, Gerald Spates; Town Attorney, Andrea Erard and Town Clerk, Lisa Hricko.

Mayor Whitus called the meeting to order. The purpose of the special called meeting is for the Town Attorney to review with the Mayor, members of Town Council, and the Town Manager the roles, responsibilities and powers of the Mayor, members of Town Council and the Town Manager as defined in the Town Charter and the Code of Virginia, as amended.

Ms. Erard presented a power point presentation that provided an overview of the Town Charter and addressed some of the functions of a "municipal corporation", as defined by the Code of Virginia, as amended. She identified portions of the Town Charter that are outdated and suggested Town Council may want to consider submitting proposed amendments to the General Assembly at the beginning of next year's session.

The presentation highlighted:

- Mayor's role – the Mayor presides over all meetings of Council, with no power to vote, except in case of a tie. He/she has the power to veto actions by Council provided specific procedures are followed within a specified timeframe. The veto may be overridden by two-thirds vote of the members of Council. The Mayor makes recommendations to Council and may be authorized by Council to perform duties/tasks.
- Council's role – the primary role of Council is to set the community's policies and goals. Council approves the budget and set tax rates. Council focuses on major community goals and projects and addresses the localities long term future through land use, capital improvement plans and strategic planning. Council hires a professional administrator to provide advise on proposed policies and to handle the day-to day administration.
- Town Manager's role – the primary role of the Town Manager is as a chief administrative officer. The Town Manager shall be the administrative head of the governing body for

the proper management of all the affairs of the locality. The Town Manager is responsible for the budget, resolutions, ordinances, employees etc.

It was suggested that Ms. Erard present various topics to discuss prior to each monthly Council meeting. Recommended future topics include Freedom of Information and establishing policies and procedures for setting the agenda and Council meeting protocol.

At 6:00 pm, a motion was made and seconded that the special called meeting be adjourned.

APPROVED:

ATTEST:

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David E. Whitus, Mayor

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Lisa M. Hricko, Clerk