

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON MAY 2, 2018

Vice-Mayor Reid called to order the regular work session of the Farmville Town Council held on Wednesday, May 2, 2018, at 11:00 a.m. in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia.

Present at the meeting were Vice-Mayor A.D. Reid, presiding, and Council members D.E. Dwyer, D.L. Hunter, J.D. Miller, T.M. Pairet, J.J. Davis and G.C. Cole.

Staff present were Town Manager, Gerald Spates; Assistant Town Manager, Scott Davis; Administrative Assistant, Jackie Vaughan and Town Clerk, Lisa Hricko.

Mrs. Hricko called the roll, noting Mayor D.E. Whitus absent.

Mr. Spates presented the May 2018 agenda items for discussion and review.

Consent Agenda— No discussion.

Bills—No discussion.

Request to amend town's Social Media Policy—No discussion.

Informational only—Verbal update on the progress of the Town's Comp Plan, Subdivision Ordinances and Zoning Ordinances—The closing date for the RFPs is Thursday, May 3, 2018, at 2:00 p.m. Mr. Davis, Assistant Town Manager advised Council that to date the town has not received any RFPs, but he anticipates receiving several prior to the closing date.

Town Manager's Annual Performance Evaluation—No discussion.

Continued—Request on behalf of Mr. and Mrs. Robert Martin for a conditional use Permit—Mr. Spates reported that the Farmville Planning Commission met and held a public hearing on the Martin's request for a conditional use permit. The Planning Commission voted 5 to 2 to recommend Council deny the Martin's request.

Mr. and Mrs. Robert Martin requested a conditional use permit to construct a multi-family dwelling on their property located on the corner of High and Appomattox Street.

Request on behalf of Steve Wall for an alley abandonment—Mr. Spates stated the 10-foot alleyway, if abandoned, reverts to the adjacent property owners: Mr. Steve Wall, Hotel Weyanoke, LLC and LU Two, LLC (Mr. Matt King). He added that the town has not established a policy on fees for the abandonment of alleyways. The Infrastructure Committee is recommending that Council approve the request with each property owner paying all fees associated with the

transaction. A public hearing is scheduled for Wednesday, June 13th before the regular Council meeting.

Request reappointments to Local Building Official Board—Mr. Spates reported that both Mrs. Pattie Cooper-Jones and Mr. Gary Atkins terms will end on May 31, 2018. They have both agreed to continue to serve for another term.

Update on RFP for auditing services—Mr. Davis, Assistant Town Manager and Mrs. Seal, Town Treasurer advised that they are currently working on the draft advertisement for the RFP for auditing services. Mr. Cole inquired about the current year's audit, and if a Letter of Engagement had been established. Ms. Seal stated the Letter of Engagement is ready but has not been signed. Mr. Cole requested that Council review and approve the Letter of Engagement with Creedle, Jones & Alga for auditing services for the fiscal year ending June 30, 2018.

Authorize Town Manager to sign Parking Lease Agreement with Third Street Brewery—Mr. Pairet, Chairman of the Infrastructure Committee gave an update from the Infrastructure Committee meeting. The Committee is recommending Council lease the Brewery eight (8) parking spaces at \$25 per space, per month and to not offer the Brewery a first right of refusal. The Committee plans to revisit the issue of signage for the parking lot. Mr. Pairet went on to say that Mr. Spates has contacted Mr. Nathan Harbin, with Harvey Design Land Architect, and they are working on a rendering of the train station parking lot. Mr. Spates spoke of the need to upgrade the parking lot, which will include paving and marking the lot, in addition to adding trees and signage.

Mr. Spates informed Council that Longwood University has requested to rent 20 parking spaces at the train station parking lot. The spaces will be used by their commuter students during construction. He suggested leasing them the spaces at the Farmers Market parking lot that were formerly being leased by Walk2Campus. Discussions continued on the matter of the train station parking lot and finding a solution to the parking issue.

At the Infrastructure Committee, Mr. Pairet shared a request from a downtown merchant. The request was for Council to consider reestablishing a grace period for a parking meter violation. Mr. Pairet stated some downtown merchants have requested Council consider an hour or 2 hour grace period from the time the parking ticket is issued. The grace period will allow the person to come to the Treasurer's Office to pay the violation at a reduce fee. Mr. Spates gave each member of Council a current parking ticket for their review.

AUTHORIZE TOWN MANAGER TO SIGN THE AGREEMENT WITH PRECISION CELL ANTENNA

On motion by Mr. Hunter, seconded by Mr. Dwyer and with a recorded vote with Council members Dwyer, Hunter, Miller, Pairet, Reid, Davis and Cole voting “aye,” the motion was approved to accept the recommendation of the Town Property/Building Committee and authorize the Town Manager to sign the necessary documents to enter into a Use Agreement with Precision Cell Antenna to place communication antennas on the Andrews Drive water tank.

BACKGROUND: At the April meeting, Council directed the Town Manager to continue negotiations with Precision Cell Antenna to enter into a Use Agreement to place cell antennas on the Town’s Andrew Drive water tank. The original request from Precision Cell Antenna was to build a cell tower on property located on Griffin Boulevard. Upon further consideration, Precision Cell Antenna rescinded the request. As part of the Use Agreement, the town will receive half the revenue from all the cell companies that locate on the tank.

Request on behalf of Piedmont Area Veterans Council—Mr. Spates requested Council withdraw the request on behalf of Piedmont Area Veterans Council to use the town owned building, formerly known as the Simpson Tax Office, from the agenda and refer the matter back to the Town Property/Building Committee for further consideration. Mr. Spates suggested that the Town do renovations to the building and use it as the Town’s Recreation Department office space. Several Council members spoke in support of the Recreation Department office being located within the Town limits.

Request for temporary water and sewer connections for RV campsites – Mr. Leon Lapp and Mr. Tim Tharp have requested temporary water and sewer connections for RV campsites on properties they own outside town limits. The RV campsites will be used to house the pipeline workers while in the area. Prince Edward County has granted a special use permit for the campsites for a period of no more than three (3) years. Mr. Spates stated that the Finance and Ordinance Committee plans to recommend Council authorize the Town Manager to establish the fee for the temporary out of town water and sewer connections for Lapps Associates, LLC, and Rock and Metal, LLC, at \$10,000 for each property owner, with each owner paying all cost associated with making the taps and both locations would have to pay the out of town water and sewer rates.

Authorize advertisement of a public hearing on the proposed 2018-2019 Town Budget – Council was presented with a copy of the proposed 2018-2019 budget for review. Mr. Davis, Chair of the Finance and Ordinance Committee, stated the Committee is in support of recommending Council finance several capital improvement expenditures through Benchmark Bank. He stated this proposed budget includes the following: a 10 year note to purchase new financial software and computers for the Treasurer’s Office with an interest rate of 2.49 percent; a five (5) year note at an interest rate of 2.999 percent to purchase four (4) police cars, intersection cameras and equipment for the golf course. Mr. Davis noted the Golf Course has \$25,000 remaining in the current budget that can be used immediately to go towards the purchase of the golf course equipment. He stated in addition, the proposed budget includes a three (3) percent salary increase for full time town employees, as well as a years of service bonus for employees. He noted the health insurance cost has increased for the coming year. Mr. Davis stated the proposed budget includes a five (5) percent increase in water and sewer rates. Mr. Cole stated the reason the town electing to borrow money is because the set-aside fund was used to purchase the fire truck. He requested that Council add additional funds to the projected loan to renovate the Haynes Street Park. He spoke of the equipment the Lion’s is purchasing for the Wilck’s Lake Park and stated that the Haynes Street Park needed to be upgraded with additional equipment. Mr. Spates suggested adding \$25,000 to the budget for the additional playground equipment. Mr. Cole suggested Mr. Hunter and Chris Bolt, Recreation Director, work together to find suitable equipment for each playground. Mr. Davis thanked Mr. Spates, Mr. Davis and Mrs. Seal for their work on the 2018-2019 budget.

Request on behalf of Mrs. Frankie Todt for a conditional use permit—Mrs. Todt has submitted a Home Occupation Application to bake cakes and provide items for catered events from her home located at 714 Second Avenue. The property is zoned Residential District R1A, and home occupations are an allowed use with a conditional use permit.

Standing Committee Reports—No discussion.

Town Manager and Staff Report—Mr. Spates spoke on the following matters: The Hotel Weyanoke will having their open house on Monday, April 7th from 10:00 a.m. to 2:00 p.m., and they have requested to close High Street from Main Street to Randolph Street. The Heart of Virginia Festival is Saturday, May 5th from 9:00 a.m. to 3:30 p.m. with activities beginning at 4:30 p.m. at Riverside Park. There will be no fireworks.

Mr. Spates asked Council to consider a request on behalf of Mrs. Robin Simpson, the new owner of the Mottley Lake property. Mrs. Simpson has requested the town waive a \$950.00 late payment fee. She stated the transaction to purchase the property was completed in June of last year and she assume the payments would be in June of each year. Mr. Spates stated that the Treasurer's Office called Mrs. Simpson regarding the missed payment and she immediately made the regular yearly payment. Council supported Mr. Spates' recommendation and agreed to waive the late fee.

The FERN project is moving forward. The first garden will be the island entryway on South Main Street. The Hotel Weyanoke is paying the estimated cost of \$21,000 for its installation. Mr. Davis congratulated Mr. Reid, Mr. Cole, Mr. Pairet and Mr. Whitus on being re-elected to Council on May 1st.

There being no other business, the meeting adjourned.

APPROVED:

ATTEST:

A.D. Reid, Vice-Mayor

Lisa M. Hricko, Clerk