Mayor Whitus called to order the regular work session of the Farmville Town Council, held on Wednesday, November 7, 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 Mayor D.E. Whitus, presiding, and Council members D.E. Dwyer, D.L. Hunter, B.R. Vincent, T.M. Pairet, J.J. Davis and G.C. Cole. Council member A.D. Reid arrived at 11:04 a.m.

Staff present were Town Manager, Gerald J. Spates; Assistant Town Manager, C. Scott Davis; Town Treasurer, Carol Anne Seal; Administrative Assistant, Jackie Vaughan and Town Clerk, Lisa Hricko.

Mrs. Hricko called the roll, noting Council member Reid as absent.

Presentation – Public Works Master Plan

Mr. Ryan Sunshine, Senior Project Manager with Thompson & Litton, presented a feasibility report summarizing the Public Works Master Plan. The report included the space needs for the main building, mechanic shop, storage, parking, parking bays, chemical storage room and a salt storage facility. He stated the design selected by staff has the current warehouse being used as storage and the new main building and mechanic shop would attach to the warehouse. He added that the design is contingent upon being able to relocate the Town’s salt storage bins. Mr. Sunshine provided an overview of the site plan, as well as the administration and maintenance building plan, and reviewed the space needs for the salt storage/swing building that included a small office space with restroom. He reported the total cost estimate for the public works facility is $7,064,809, and the total estimated cost for the salt storage/swing building is $1,847,069. He noted that the cost estimates include A/E fees and permitting.

Presentation – Farmville’s Credit Rating Overview and Peer Comparatives

Mr. Ted Cole, Senior Vice President with Davenport & Company, LLC, presented Council with Davenport’s financial profile of the Town of Farmville including statics on peer comparatives. The report addressed the Town’s tax-supported debt and utility debt. Bond rating and peer comparatives were also provided, along with the methodology the rating agencies use in determining a rating. Mr. Cole stated the Town is not currently rated by Moody, S&P, or Finch.
Previously, the Town had been rated Baa1 from Moody; however, that rating had not been reviewed in some time and was withdrawn in 2013. He said using the current methodology he projected that the Town of Farmville’s bond rating would be in the high single-A or low double-A category.

Mr. Cole provided Council with a summary of the Town’s General Fund Operations from 2012-2017 using the Town’s audits. He spoke on expenditures versus revenues. He noted that the Town’s existing tax-supported debt (non-utility debt) of about $10 million dollars is comprised mostly of the general obligation debt, with some lease financing. The annual payment on the debt is $1.5 million dollars for about the next six years, adding that in 2025 the payment drops to $934,538 continuing to step down and is paid off in 2027. Mr. Cole stated that does not mean that the Town should not take on any additional debt, but may want to consider an additional source of revenue if adding debt for a capital project. Mr. Cole spoke on debt affordability and said that about thirteen percent of the Town’s budget goes to existing debt service. He then addressed the existing water and sewer funds debt and financial profile. He said that the water and sewer debt is approximately three million dollars and will not be paid off until 2033. Payment on the debt service for the water and sewer is about $300,000 a year. He noted that the Town has stable cash flow in water/sewer accounts.

During the presentation Mr. Cole suggested the Town might want to consider the following:

• Adopting a fund balance policy;
• Adopting a policy establishing a minimum ten year payout ratio;
• Adopting a policy establishing a maximum debt to assessed value ratio;
• Adopting a policy establishing a maximum debt service versus expenditure ratio.

Mr. Cole acknowledged that having financial policies in place would help towards the Town receiving a higher bond rating. He also stressed the importance of financial policies being part of the Capital Improvement Plan. He added that adopting financial policies should not restrict the Council. Some debt policies would address a range instead of a set percentage, while others would include language acknowledging that things may arise resulting in the locality being out of compliance with debt policy. In closing, Mr. Cole offered to meet with staff for more depth conversations.
Mr. Reid entered the meeting at 11:30.

Consent agenda—no discussion

Bills—no discussion

Treasurer’s Report—no discussion

Continue - Request on behalf of Fred Pearson for a conditional use permit – Continued until the December Council meeting. Assistant Town Manager, Scott Davis stated that Mr. Pearson is out of town and will not be able to attend the November 14th Council meeting. He is asking that his request be considered at the December meeting.

Request on behalf of Melanie Adams for a conditional use permit – A public hearing is scheduled for November 14th. At the September 26th meeting, the Farmville Planning Commission held a public hearing and recommended Council approve a request on behalf of Melanie Adams for a conditional use permit allowing for a day school in the basement of her residence. The Commission suggested the following two conditions: 1) the structure housing the day school have regular inspections by the Town’s building official to make sure it meets all building and fire code requirements; and 2) the overall number of children be limited to four of her own plus four additional children. In the future she may ultimately add an additional four children, not of her own, which would require a license from the Commonwealth of Virginia. The property is located at 503 Milnwood Road, Parcel 023a14(02)-b-49. The property is zoned Residential District D-1 and allows for day schools and kindergartens with a conditional use permit.

Continue – Parking Meters – This matter will be continued. The Town Manager received the Parking Meter Study report from the Downtown Partnership this morning. He stated the Infrastructure Committee would discuss the report and make their recommendations to Council. The Infrastructure Committee had discussed changing over the parking meters to accept nickels, dimes and quarters. Mr. Spates stated it would cost approximately $13.75 per meter to change the meter heads. A nickel would allow six minutes, and a quarter would allow 30 minutes of parking.

Continue – Probation and Parole Expansion – Mr. Spates asked Council to continue. Mr. Scott Davis, Assistant Town Manager, is still in the process of gathering information.

Intersection of Oak, High and Griffin – Mr. Spates stated that he and several Council members had visited the intersection of Oak, High and Griffin to visualize the layout of the
recommendation from VDOT. There will be an agenda item for this matter on Council’s agenda for next week. Mayor Whitus opened the floor for comments from Mr. Adam Yoelin. Mr. Yoelin is a resident at the corner of Oak and High Street, and he addressed Council to ask that the decision about the intersection of Oak, High and Griffin be delayed until at least after the first of the year. Mr. Yoelin continued to ask that the matter be tabled due to the holidays, the amount of information given before Council, and the fact that he had not had time to research the information thoroughly. He also stated the intersection may be “broken”, but it is “fixed” and can wait until after the first of the year to be readdressed by Council. Mayor Whitus suggested the Infrastructure Committee continue discussions on the matter.

**Request on behalf of FACES Food Panty** - FACES Food Panty is constructing a new building next to the YMCA on Commerce Road. The cost of the project is $700,000. FACES is requesting the Town waive the cost of water and sewer tap fees and contribute to or help with site grading. The current value of the water and sewer tap fees for the site being outside town would be approximately $15,000, plus the cost for materials and the estimated grading cost of $20,000. There should only be one water and sewer tap and FACES would be responsible for the monthly bill.

**Discuss Holiday Hours** - No discussion

Mayor Whitus asked Council to consider canceling the December work session due to December being a busy month and the agenda is usually light. There will only be the regular Council meeting on December 12, 2018.

**Request authorization to advertise a public hearing on Ordinance #191** - Ordinance #191 would allow the Town to charge a fine of $5.00 in each criminal and traffic case where the defendant is convicted in either the General District Court or Circuit Court of Prince Edward County or Cumberland County. The violation must occur within the Town limits, and the fines must be used for funding software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system.

**Information – Recreation Programs** – For Council information only – during the retreat Council asked about the enrollment in the Town’s Recreation programs. Recreation Director, Chris Bolt, provided Council with enrollment information on each program.

**Standing Committee Reports**—no discussion
Comments from the Mayor and Council members—no discussion

Town Manager and Staff reports – Mr. Spates requested Mayor Whitus refer a request on behalf of a resident to install a street light at the intersection of Gilliam Drive and Sixth Avenue. The streetlight is going to cost $3,900 to install and $30 a month to operate. He added the other option was to install solar lights at $3,000. Mr. Spates asked Council to consider whether they wanted the residents to share the cost of installation. The existing poles are located behind the residents, and the electric line would have to be run to the intersection. The effected residents will be contacted to make sure they are in agreement with the installation of the light.

Mr. Spates asked Council that in lieu of the annual employee Christmas dinner, Council would have a Christmas open house. He spoke of the open house that was held in the past and how well it was received by the public. Mr. Spates stated that he would have individual department holiday luncheons for the employees instead. He has spoken to all the department heads, and they were all in favor of having individual luncheons. Mr. Spates explained that the open house would take place during the day from 10:00 a.m. – 3:00 p.m., the information could be placed on the water bills and light snacks would be served.

Mr. Spates gave a brief update on the airport project. The apron project is complete, and they have begun the boring of the runway. The boring of the runway will take about two years.

The new Draper Aden study is available, and Council should have a copy.

CLOSED SESSION – PUBLIC CONTRACT

On motion by Mr. Davis, seconded by Mr. Hunter, and with all Council members voting “aye,” the motion for Council to convene in closed session under Section 2.2-3711(A)(29) of the Code of Virginia, for the discussion of the award of a public contract involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

On motion by Mr. Davis, seconded by Mr. Hunter, and with all Council members voting “aye,” Council returned to the regular order of business.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and
WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

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

VOTE: Seven “ayes”, Zero “Noes”

MOTION: Davis
SECOND: Hunter

AYES: Dwyer, Hunter, Vincent, Pairet, Reid, Davis and Cole

NOES: None

ABSENT DURING VOTE: No one

ABSENT DURING MEETING: No one

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Clerk

There being no other business, the meeting adjourned.