

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Morris Room, Fluvanna County Administration Bldg.
132 Main Street, Palmyra, VA 22963
April 2, 2025
Regular Meeting 5:00pm**

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
John M. (Mike) Sheridan, Columbia District

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 5:02pm, Chair Fairchild called to order the Regular Meeting of April 2, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the April 2, 2025 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Morgan Maupin, Sheriff’s Office, Deputy Sheriff in Training, Started March 24th
- Andrew Tanner, Emergency Services, EMT-ALS, Started March 24th
- Chris Payne, Public Works, Grounds Maintenance Worker, Started March 24th
- Justin Brown, Emergency Services, EMT-BLS, Started March 26th
- Brittany Ronquest, HR Department, Human Resources Generalist, Started March 31st
- Ally Van-Luven, Emergency Services, EMT-BLS, Started March 31st

Hands on Fluvanna at Fluvanna Library

Fluvanna H.S. SGA & Choir both visited the Library on Friday, March 28. Fluco Choir performed for our Friday Morning Story Time - singing a variety of songs and reading a story. SGA created a Mini Putt Putt Golf course for the kids to use during Spring Break this week. THANK YOU to these great volunteers!!

Hands on Fluvanna Day – Pleasant Grove Playground

On March 28, FCHS students volunteered from 9:30am - noon spreading mulch at the Pleasant Grove Park playground. Thanks to Noah, Ashley, Naveah, Lauren, and Izzy for your work! Brendan Krett was on site for any help the students needed.

Hands on Fluvanna Day - Dog Park

On March 28, FCHS students volunteered from 9:30am - noon spreading mulch at the Dog Park. Thanks to Mia, Ruby, Logan, Art, Tavin, and Jack for your work! Matt Stancil operated the tractor to move mulch faster and was on site for any help the students needed.

Hands on Fluvanna Day - Route 15 Cleanup

On March 28, FCHS students volunteered from 9:30am - noon picking up litter along Route 15 from Little Creek Road to Open Door Road. Thanks to Makayla Damron, Natalie Gomez, Annaly Correa, Delaney Feury, Avery Abel, and Kate Best for your work! FCHS camera crew was Julian McGee, Nick Pounsberry, and Paul Addington. Also, thanks to VDOT for the safety truck and picking up full trash bags. Aaron Spitzer walked and picked up trash with the students in case they need anything and Malinda Payne provided safe transportation.

Hands on Fluvanna Day - Other Projects

On March 28, FCHS students volunteered from 9:30am – noon. Spreading mulch at the playgrounds at Carysbrook Sports Complex. This site was monitored by Public Works. Spreading mulch in the Village of Palmyra. This site was monitored by Public Works. Spreading mulch and picking weeds at the Community and Butterfly Gardens at Pleasant Grove Park. This site was monitored by the Master Gardeners and the Extension Office.

Fluvanna County Parks and Recreation Annual EASTER EGG HUNT!

The Annual Pleasant Grove Park Easter Egg Hunt will be held at the Pleasant Grove House Museum Lawn. Saturday, April 19, 2025. Hunt begins promptly at 10am, and ends when the last egg is found. Please bring your own basket.

Fluvanna County Tire Drop Off and Hazardous Waste Collection

Saturday, April 26, 2025, Hazardous Waste Collection 10am - 2pm and Tire Drop Off 9am - 11am. Proof of Fluvanna County Residency Required! Must Present Valid ID. Arrive Early! Limited Collection Capacity! When the trucks are full, we will close. 15 TIRES PER RESIDENT - ALL TIRES MUST BE OFF RIMS! Safe Disposal of Tires, Gasoline, Paints, Thinners, Solvents and Light Bulbs. Questions, Call FCPR at (434) 589-2016.

Spotlight on Business

The grand opening of the Winery at Hardware hills Vineyard will be April 5, 2025, Ribbon cutting at 4:00pm. Enjoy live music from Back 40 East from 4:00pm to 6:00pm.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Apr 9	7:00 PM	BOS Special Meeting – Public Hearing for Equalized Real Estate Tax Rate	Circuit Court
Wed	Apr 16	6:00 PM	Regular Meeting – Public Hearing for FY26 Budget & CY25 Tax Rate	Circuit Court
Wed	Apr 23	6:00 PM	BOS Special Meeting – Adopt FY26 Budget & CY25 Tax Rate	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:11pm, Chair Fairchild opened the first round of Public Comments.

- Don Reynard, 3531 Union Mills Rd, commented on reassessments and land use.
- Patti Reynard, 3531 Union Mills Rd, commented on land use.
- Tom Diggs, 947 Jefferson Dr, spoke in favor of fully funding the Sheriff’s Budget Request.
- James Kelley, 363 Manor Blvd, commented on upcoming school events.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:20pm.

6 – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
James River Water Authority (JRWA) – Fluvanna Representative	Eric Anderson (I)		Reappt	04/19/2025	04/18/2029
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
Rivanna River Basin Commission (RRBC) – Fluvanna Representative	A. Reese Peck		Appt	04/01/2025	03/31/2029
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7 – PRESENTATIONS

VDOT Quarterly Report and Secondary Six Year Plan Review – Willie Gordon, Asst. Residency Administrator/Louisa Residency

Mr. Gordon gave an update on VDOT projects in the county including, road maintenance, construction projects, and traffic study results. The Board pointed out various road issues to be corrected. Mr. Gordon then reviewed the proposed Secondary Six Year Plan in advance of the Authorization to Advertise the Secondary Six Year Plan agenda item on April 16.

Tourism Strategic Plan – Progress Update – Jennifer Schmack, Director of Economic Development Background and Strategic Framework

- Tourism's Role: Supports quality of life, attracts businesses, and boosts local economy.
- Plan History: Initial Strategic Plan was adopted in 2018. The plan was revised with input from EDTAC and community stakeholders, and approved by the Board of Supervisors on December 6, 2023.
- Vision: Fluvanna will be recognized as a welcoming destination, preserving small-town charm, rich history and natural beauty.
- Mission: Leverage natural, historic, and recreational assets to create economic benefits.
- Key Focus Areas: Marketing, Infrastructure Development, Business Capacity Building, and Communication and Awareness.

Goal 1: Build upon successful tourism marketing strategies and branding, e.g., tourism logo, rack card, and video.

1. Enhance the county's brand as an accessible adventure and event destination. Leverage the County's considerable outdoor recreational assets. Focus specifically on the Rivanna & James River experiences for visitors and residents.
2. Identify and secure funding for materials and programs above to be used in specific marketing and outreach, e.g. rack cards, website and social media.

Progress made:

- ✓ Established the Find Fluvanna brand integrating outdoor recreation, history and cultural tourism to include Find Fluvanna website, Rack Cards, Visitor Guide, Social Media (Facebook, Instagram and Pinterest), and Find Fluvanna tourism video
- ✓ Applied for and received additional \$18,000 in Virginia Tourism Corporation marketing leverage grants to further expand on the Find Fluvanna marketing efforts

Goal 2: Evaluate needs of tourism infrastructure opportunities by focus areas: Outdoor Recreation, Arts, History, Black History and Culture, and Agribusiness.

1. Design consistent signage at county gateways (and crossways) denoting tourism opportunities. (e.g., Rivanna River Kayaking Trips, Rosenwald Schools, etc.) Seek grant (and/or sponsorship) funding to pay costs.
2. Research B&Bs ordinance updates, and pursue changes if needed. Provide listings.
3. Complete broadband in County. Firefly currently at approx. 80% completion. Will be complete by 2025, dependent on Dominion. Funding secured.
4. Update county website with tourism dedicated webpage.

Progress made:

- ✓ EDTAC Presented the Gateway Sign Proposal to Board of Supervisors for consideration in February 2025, next step is to secure funding to create a VDOT Master Plan for Design and Signs, to include gateway and Tourist Oriented Destination Signs (TODS)
- ✓ Short Term Rental Ordinance adopted by BOS in July 2024
- ✓ Find Fluvanna website was created in October 2023

Goal 3: Increase the capacity of businesses and tourism activities in Fluvanna County.

1. Conduct an organizational review to include comparisons of similar organizations.
2. Perform an analysis of staff time, personnel costs, advertising and overhead expense to recommend if more staff are needed, e.g. PT Coordinator, Partnership with Chamber, etc.
3. Earmark portion of meals and/or lodging tax collected to offset funds for tourism staff to implement tourism strategies.
4. Research grant opportunities through Rural Development, Virginia Tourism Corporation, Virginia Department of Housing and Community Development, etc. for product development and thematic programming.
5. Leverage local and regional community and governmental partnerships with, but not limited to: Chamber, Rotary, Historical Society, Rivanna Conservation Alliance, Master Naturalist, and local Scout groups.

Progress made:

- ✓ Small Business Development and Tourism Specialist position was created and funded in the FY 24 budget
- ✓ Transient Occupancy Tax implemented in January 2024. \$35,729 was collected in calendar year 2024

- ✓ Applied for and received \$79,000 in Virginia Tourism Corporation grants - 2022 ARPA Tourism Recovery Program \$60,000, 2024 Spring Marketing Leverage Grant \$13,000, and 2024 Fall Microbusiness Marketing Leverage Grant \$5,000
- ✓ Leveraged and Formed New Local and Regional Partnerships:
 - Partnered with Fluvanna Historical Society to request General Lafayette Trail Markers and promoting events in Wilmington and Columbia resulting in more than 500 attendees, with some coming from outside the area and state
 - EDTAC partnered with the Historical Society to support the restoration of the Courthouse project
 - Economic Development provided visitation and trend data for the successful VA250 preservation grant request
 - New regional partnership to create a new Virginia Tourism Corporation central Virginia tourism region
 - Partnered with Arts of Fluvanna to secure Virginia Tourism Grant Funding for new website and marketing materials to support growth of Studio Tour
 - Partnered with Palmyra Arts Fest and the Fluvanna Historical Society to promote and grow festival and tours of the Courthouse, Old Stone Jail and Historic Palmyra Village
 - Partnered with Fluvanna Family Fall Festival to support and promote new event
 - Partnered with RVA Racing to support and promote State Mountain Bike Championship
 - Established new relationship with Historic Brems Stewards to explore future opportunities for partnerships

Goal 4: Create increased opportunities for current and potential tourism small businesses in the county through more effective and broader communication and awareness campaigns.

1. Provide training for businesses to learn how to master social media, website and other marketing techniques. Find communication specialist to do workshops to enhance business owners' skillset for effective marketing and increased sales.
2. Encourage use of a community calendar, e.g., "FindFluvanna.org", as a county-wide resource to promote the activities and events of tourism focused businesses, including hospitality and retail. Encourage residents to use the calendar as a first look to find things to do across the county.
3. Create tourism newsletter to highlight and promote tourism focused businesses and activities in Fluvanna County. Continue outreach to residents by promoting the newsletter in, and encourage sign ups to FAN mail (Fluvanna Area News), a weekly email featuring local events.
4. Provided assistance to coordinate marketing/advertising within cross themed programming among entities in the county and facilitate tours and events when possible.

Progress made:

- ✓ Partnered with Dorazio Communications to host Marketing Your Business workshops hosted by: Hardware Hills Winery, Women in Business, Cunningham Creek Winery
 - Working on new workshops this year to include AI for Business Owners, Review Management, and Websites
- ✓ Find Fluvanna website includes an events calendar
- ✓ Created monthly newsletter in April 2024

Looking Forward – Next Steps and Priorities

- Expand Marketing Efforts: Build on Find Fluvanna success and pursue new grants.
- Strengthen Infrastructure: Secure funding for VDOT Master Plan to complete the Gateway Signs project.
- Boost Business Capacity and Community Engagement: Expand training and partnerships for growth.
- New Tourism Assets and Events: Develop self-guide tours, agritourism, and local events.
- Continual Review: Monitor progress and adjust strategies to meet evolving community and visitor needs. Plan for comprehensive review and update of the strategic plan within three years.

8 - ACTION MATTERS

Reappropriation of CIP - FY25 Fluvanna Middle School Track Project Funding – Don Stribling, Executive Director FCPS is requesting that the remaining funding \$149,661.25 in the CIP FY25 FMS Track project line be reappropriated to the FMS Stadium and Track complex projects starting with the three paving projects listed below:

FMS Track Paving Project		
\$7,500 Parking Lot patching and edging at track like a curtain to a garage.	\$17,500 Grade roadway going to the track and pave 2.5 inches of SM9.5A topping mix compacted to 2 inches. Pave inside of the gated areas from brick building to the track. Pave a sidewalk going to the stairs up to the tennis courts.	\$13,000 Grade the area in-between the bleachers and fence to the white building and the handicap sidewalk to the bathrooms. Pave walking path to steps beside handicap sidewalk. Topping asphalt 2.5 inches compacted to 2 inches.

Additional FMS Track and Field Project Requests		
Bleacher Inspection	Bleacher mechanical updates	Bleacher cleaning
Update Press Box/Scoreboard	Updated fencing for entrance	Storage building roofing
Update concession stand	Addition of cameras/WIFI	ADA access to bleachers

MOTION:	Defer a reappropriation of the FY25 FMS Track project to the FMS Stadium and Track project for the remaining amount of \$149,661.25 until the May 21, 2025 meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

General Reassessment Request for Proposal (RFP) Options – Eric Dahl, County Administrator

For the contract for General Reassessment Services of Real Property, the term of the contract is completed through the 2025 Reassessment. The County at minimum needs to issue an RFP for General Reassessment Services of Real Property for 2027 and 2029. The County needs to decide if wants to change the frequency of the reassessment schedule before issuing the RFP:

1. Under the County’s current reassessment schedule, a General (Administrative Review) Reassessment would be completed for 2027 and the General (Full) Reassessment would be completed for 2029.
2. The County could decide it wants to make changes as well to the reassessment schedule, for example doing a General (Full) Reassessment more frequently (ex. 2027 and 2029) and excluding a General (Administrative Review) Reassessment. Any increase in doing a General (Full) Reassessment on a more frequent basis would add additional costs beyond what has been occurring previously. These amounts are not included in the FY26 Budget.
3. As a completely different option, the Board could determine it no longer wants to utilize a third-party general reassessment firm and bring those services in-house with an Assessors office. This would add additional costs beyond what has been occurring previously. These amounts are not included in the FY26 Budget.

Based upon the 3 options above, staff recommends the County continue with Option #1 above. Issuing an RFP with the same schedule frequency will give the County a better comparison in costs to our current contract with Pearson’s Appraisal Service, Inc. As a reminder, Pearson’s Appraisal Service, Inc. is no longer providing general reassessment services, so at minimum a new general reassessment services firm will be selected.

If the Board of Supervisors approves a biennial assessment, the Board shall adopt an ordinance after a public hearing in accordance with following code section.

§ 58.1-3253. Biennial general reassessments; annual or biennial assessment.

B. In lieu of the method now prescribed by law, the governing body of any county or city may, by ordinance duly adopted, provide for the annual assessment and equalization of real estate for local taxation, or the biennial assessment as authorized by subsection A. If so made, all real estate shall thereafter be assessed as of January 1 of each year, except as provided in Chapter 30 of this subtitle.

MOTION:	Approve staff to create an Invitation for Bid request proposal for maintaining the County’s current reassessment schedule, with a General (Administrative Review) Reassessment for 2027 and the General (Full) Reassessment for 2029; General (Full) Reassessment for 2027 and the General (Administrative Review) Reassessment for 2029; and General (Full) Reassessment for 2027 and the General (Full) Reassessment for 2029.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for April 2, 2025:

- Minutes of March 5, 2025 – Caitlin Solis, Clerk to the Board
- Minutes of March 12, 2025 – Caitlin Solis, Clerk to the Board
- FY25 Public Works Insurance Claim - 2016 Dodge Journey - 0209 – Linda Mills, Purchasing Officer
- FY25 Public Works Insurance Claim - 2023 Chevrolet Silverado - 0918 – Linda Mills, Purchasing Officer

- Addendum to Creative Marketing and Design Services Term Contract- DEIGRA, Inc. – Dan Whitten, County Attorney
- Addendum to Creative Marketing and Design Services Term Contract- Dorazio Communications, LLC. – Dan Whitten, County Attorney
- CRMF Request - FCPS - Abrams Academy Units – Don Stribling, FCPS Executive Director

MOTION:	Approve the consent agenda, for the April 2, 2025 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

Land use – The Board of Supervisors briefly discussed the Land Use program.

- Mr. Sheridan requested staff find the SLEAC presentation given in 2016 for the Board to review.

12 - NEW BUSINESS

None.

13 - PUBLIC COMMENTS #2

At 6:51pm, Chair Fairchild opened the second round of Public Comments.

- Kathleen Kilpatrick, 1034 Red Bank Rd, Commented on the origin of the land use program.
- Don Reynard, 3531 Union Mills Rd, commented on the free lunch program.
- Patti Reynard, 3531 Union Mills Rd, commented on land use.
- Tracy Smith, 2 Sandy Beach Ct, extended an invitation to the FLDP project presentations.

With no one else wishing to speak, Chair Fairchild closed the second round of Public Comments at 7:05pm.

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

	At 7:05pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Department of Emergency Services; Commonwealth Attorney’s Office; Prospective Industry – prospective business update in the Columbia, Cunningham, and Fork Union Districts; and Legal Matters – Employees of the Department of Emergency Services.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 8:10 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

- Once the Board exited closed session a motion was made to approve the maximum salary of the Victim/Witness Manager in the Commonwealth Attorney’s Office.

MOTION:	Approve the Maximum salary of the Victim/Witness Manager up to \$75,000.00 dollars.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

BUDGET WORK SESSION

- The Board briefly discussed any budget changes since March 19, 2025.

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, April 2, 2025 at 8:15pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

APPROVED