



Appomattox Regular Council meeting Agenda

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522

Monday, May 08, 2023

6:30 PM – Regular Council meeting

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

Call to Order and Welcome to Visitors

Prayer & Pledge of Allegiance to the Flag of the United States of America

Mayor's Comments

Scheduled Public Appearances

Adoption of the Consent Agenda - May 8, 2023

All matters listed under consent agenda are considered routine by the council and will be approved or received by one motion in the form listed. Items may be removed from the consent agenda for discussion under the regular agenda upon motion of any council member and duly seconded.

- [1.](#) Approval of April 2023 meeting minutes.

Unfinished Business

New Business

Council Standing Committee Reports

Citizen Comment

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

1. Approval of April 2023 meeting minutes.

1 | **Appomattox Town Council**
Budget Work Session
April 10, 2023

The Appomattox Town Council held a Budget work session on Monday, April 10, 2023, at 5:45 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia.

Members present: Jane T. Allen, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson, and Claudia G. Puckette, Mayor Richard Conner

Others present: Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the budget work session to order.

Discussion/Topics:

1. Mr. McGhee discussed with Council the possibility of conducting an Architectural and Engineering Study of the Town Office building. The study will take a complete look at the entire building—HVAC, windows, and the possibility of an elevator and expanding office/space downstairs. The estimated cost is \$23,500. There is the possibility of using ARPA funding.

Town Council wants input after a study is completed. Mr. Garrett stated an elevator could cost \$400-500,000. Nathan Simpson would like Council to consider other options of buildings.

2. Additional Deputy-Mrs. Ray explained she needs direction from Council if they would like to include the funding in the FY2024 budget or use ARPA funding. After much discussion, Council agreed to take the next 6 months to meet with the County of Appomattox and come up with 5-year plan (CIP) for emergency (Public Safety) services.

The Council reached consensus to table the topic of an additional deputy and consider a budget amendment at a later date, if necessary.

3. Mr. McGhee explained how difficult it has become to give merit raises. Mrs. Casto explained the methodology for suggesting a 7% Cost of Living Adjustment increase for Town employees/positions. Mr. Simpson stated his concurrence with 7% but indicated a desire to look at the compensation for the Public Works Department. Mr. Garrett stated a desire to see a 9% scenario. Staff will prepare a scenario for 9%, look at public works with starting hourly rate of \$19/hour and address any compression issues that might arise.

Jane T. Allen, Mary Lou Spiggle, Timothy W. Garrett, and Claudia G. Puckette were all ok with 9% and minimum \$19/hr.

4. DONATIONS

Mrs. Ray discussed with Council the Community Funding requests received for FY2024 and advised she needed input for budgeting purposes \$10,000 Railroad Festival; \$10,000 Experience Appomattox and \$15,000 American Civil War Museum

The American Civil War Museum requests \$15,000 per year for five (5) years. The Historical Society sent in a letter of support for the American Civil War Museum.

The Council discussed their views regarding whether the American Civil War Museum is a business or non-profit organization. Mrs. Ray advised that the American Civil War Museum is considered a non-profit 501(c)3 organization. The American Civil War Museum charges admission and has a gift shop. Providing the funding for the museum could open the town up to future donations to all the other non-profit organizations in the town.

The Council also discussed the need to raise the amount of funds needed for Christmas decorations. Mr. Elder explained due to the downtown revitalization project, more lighting poles would need to be decorated.

The Council discussed a joint effort between The Town and the Appomattox Tourism Committee to revamp the tourism website. Mr. Simpson explained this would only be contingent if the Appomattox Tourism committee agrees to take the lead on the project.

The Council also held a brief discussion of creating a methodology (a percentage of the budget) for donations. The Council recognizes the Fourth of July Fireworks and Christmas decorations as community donations. All other requests would be charitable donations.

Council discussed at length their views on fiscal responsibility, the number of current town projects and those on the horizon. They also discussed the term double taxation and the Town and County each funding/donating the same amount to the same organizations.

The consensus of Council appears to be to continue funding the Appomattox Railroad Festival at \$10,000; the Appomattox Tourism Committee—Experience Appomattox, as the Town's marketing campaign for \$10,000; and \$3,500 contingent upon a joint agreement to revamp the tourism website. These amounts will be considered charitable donations for FY2024.

5. Tax Rates/Water and Sewer Rates-The Council discussed the Town's real estate tax rate currently \$0.11/\$100 of the assessed value. To reduce the tax rate by .01 (penny) the Town's revenue would decrease by \$15,000. Council discussed lowering the tax rate as a way to encourage people to move into the Town and to incentivize growth. Mrs. Ray, Treasurer, explained the new reassessment is scheduled for 2026. The Town will need to

3 | **Appomattox Town Council**
Budget Work Session
April 10, 2023

consider those reassessments and choose to lower, equalize or raise the real estate tax rate.

The personal property tax rate of \$0.45/\$100 of the assessed value will reduce the Town's anticipated revenue for FY2024 by \$3,000. If the rate were raised by \$0.01 (penny) it is anticipated the Town would lose only \$400.

Council also discussed the water and sewer rates proposed by the recent study performed by Hurt & Proffitt.

The consensus of Council appears to be leaving the real estate tax rate at \$0.11/\$100 of the assessed value; the personal property rate at \$0.45/\$100 of the assessed value; increasing the water rate by 3% every 3 years, beginning July 1, 2025.

The next meeting will be the final budget meeting.

There was a discussion regarding a quorum for April 25, 2023. Several members have medical conflicts and out of town engagements. Council gave consensus to hold the April Workshop on April 18, 2023 at 5:45 pm and 6:30 pm instead of April 25, 2023.

With no further business the budget work session was adjourned.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council**
Regular Council Meeting
April 10, 2023

The Appomattox Town Council held a Regular Council meeting on Monday, April 10, 2023 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

Members present: Jane T. Allen, James J. Boyce, Sr., Claudia G. Puckette, Mary Lou G. Spiggle, Timothy W. Garrett, Nathan A. Simpson

Others: Reverend Carlton Duck, Charles Conrad, Kim Ray, Treasurer; R. Terry McGhee, Town Manager; Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order and welcomed the visitors.

Reverend Duck led the Prayer and Pledge of Allegiance to the Flag of the United States of America.

Mayor's Comments: Mayor Conner reported the Council has held several productive budget meetings. The council is doing serious work of the people.

Scheduled Public Appearances: none.

Adoption of the Consent Agenda:

On a motion by Mr. Boyce, seconded by Mr. Garrett, Council voted to approve the April 10, 2023 agenda as presented. All members present voting aye. Motion carried 6-0.

Unfinished Business: none

New Business

On a motion by Mr. Simpson, seconded by Mr. Garrett, Council voted to approve the purchase of a sewer camera identified in the Sewer Capital Improvement Plan for FY2023 for \$65,560.00; \$60,000 from the CIP, \$5,560 from the operating sewer budget. Roll call vote: Allen-yes, Boyce-yes, Garrett-yes, Puckette-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

Council Standing Committee Reports:

Finance and Planning Committee: Mrs. Puckette reported excellent progress on the budget process.

Physical Development Committee: Mr. Garrett reported Mr. McGhee will give an update on the renovations at the depot during his manager's report.

Citizen Comment: none

2 | **Appomattox Town Council**
Regular Council Meeting
April 10, 2023

Town Manager's Report:

Mr. McGhee reported on several items from his written Manager's Report dated April 7, 2023:

- Continued to research the type of data needed to encourage a walk-in/medical care center in Appomattox.
- Town is still waiting on USDA/RD approval of the Church Street waterline.
- Spoke to Council about writing a letter of support for the Vo Tech Center for the ACA's welding and other programs. The council came to consensus for Mr. McGhee to write the letter of support.
- Staff held a kick-off meeting for the new Town website.
- The progress on the train depot has slowed due to matching soffit patterns. The Town is researching ADA complaint ramps so that the depot can remain open during the replacement of the TREX decking.
- Mr. Fowler is working with a few owners along Confederate Ave to "sweep" their properties.

Council Comment: none

Closed Session:

On a motion by Council Member Spiggle, seconded by Council Member Garrett, Council voted to convene in Closed Session pursuant to §2.2-3711 (A) 3 of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically such property being located on 1771 South Church Street.

ROLL CALL VOTE: Allen – yes, Boyce – yes, Garrett – yes, Puckette – yes, Simpson – yes, Spiggle – yes.

The meeting was re-opened to the public.

Council Member Garrett made the following motion:

WHEREAS, the Council of the Town of Appomattox 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 Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Appomattox Town Council hereby certifies that to the best of each members knowledge: (1) Only public business matters lawfully exempted from open meetings requirements by Virginia law were discussed in the closed meeting to which

3 | **Appomattox Town Council**
Regular Council Meeting
April 10, 2023

this certificate resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by this council.

The motion was seconded by Council Member Puckette and Council by the following recorded vote adopted the motion:

ROLL CALL VOTE: Allen – yes, Boyce – yes, Garrett – yes, Puckette – yes, Simpson – yes, Spiggle – yes.

Mayor Conner reminded the public/council members of the date change for the Workshop meeting from April 25, 2023 to April 18, 2023 at the same time.

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, Council voted to adjourn at 8:10 pm. All members present voting aye. Motion carried 6-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council**
Budget Work Session
April 18, 2023

The Appomattox Town Council held a Budget work session on Tuesday April 18, 2023, at 5:45 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia, with Mayor Conner, presiding. (late arriving)

Members present: Jane T. Allen, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson (late arriving), and Claudia G. Puckette

Others present: Mr. Bill Jamerson, Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mr. Garrett, Vice-Mayor called the budget work session to order.

Mrs. Ray provided a one sheet document exhibiting all the changes thus far. She explained the overall General Fund increases and amounts needed from savings/revenue. The biggest differences are in the General Fund due to the renovation of the depot. Some of the expenses will be before June 30, 2023 and some will be after June 30, 2023.

The Water Fund proposed use of undesignated funds for FY2024 is less than FY2023.

The Sewer Fund proposed use of undesignated funds for FY2024 is less than FY2023.

The water and sewer rates will also be advertised for a public hearing before an effective date of July 1, 2023.

Mrs. Ray needs to know if there are any other items to be considered for the proposed FY2024 budget.

The Council discussed alcohol related activities at events which received town funding/sponsorship. Council agreed the only approach for the Town at this time would be to address the special event permit for any future events.

Council had a general discussion of the total budgeted amounts in the General fund, Water fund, and Sewer fund. Mr. McGhee explained the cost-of-living allowance covers all employees. The funding proposed also addressed any compression issues created in the public works department by addressing the minimum hourly rate and the proposed budget will increase the hourly rate to \$15.00 per hour for part-time employees.

Mrs. Casto explained the timeline for the public hearing, scheduled for May 23, 2023. The informative packets of the proposed FY 2024 annual budget for the Town of Appomattox will be available on May 3, 2023. Adoption of the FY 2024 budget is scheduled for June 12, 2023.

The Town Council thanked Mrs. Ray and staff for their hard work on the budget.

Mayor Conner asked Mr. Bill Jamerson if he would like to speak to Council.

Mr. Bill Jamerson said he came here hoping to address the Mayor and Council. Several weeks ago, I was told that you'd be having a meeting tonight at 5:45 pm. I asked Mr. McGhee when Council would be discussing the museum and was informed it had been voted down at the last meeting. That kinda knocked me down a little bit. How was it voted? 5-1, 3-2 or what? Has anyone bothered to call Dr. Havens in Richmond to let him know his formal request had been denied? Have those things happened? Was it taken to a vote? By consensus? What happened to it since it was a formal request?

Mr. McGhee said the request has not been responded to and we do not notify requestors until the budget is approved.

Mrs. Ray explained that tonight, the Town Council is still in the planning process.

Mr. Jamerson further said whether it has been voted on, consensus or not, was it even talked about? I take that personal-of all the volunteers that have spent countless hours over the last 3 ½ years trying to get the organization back to where it use to be. I think the people that have given \$200,000-600,000, it's a real kick in the teeth and that the Council to not do something. For a pledge of 15 years or 5 years, it's a non-profit. To not do anything is just horrible. I ask you to reconsider even if it is \$5,000 for a one-year commitment. People in this town and community have committed \$600,000 and for the town not to even give a \$1. I have talked to some of you about how important this is to the community, and nobody operates on the income that comes in the door. It's individuals, businesses, and corporations that support these things. I just think/beg you to find \$5000 somewhere to make some commitment to the museum. It's just terrible. It's terrible. I am hurt personally and for all the people who have put time in this. I go back to when Dr. Paul Harvey started this. I've spent hours and hours and it seems like there is no appreciation for it. It hurts. I beg you to find at least \$5,000.

Mayor Conner thanked Mr. Jamerson for his comments.

Mr. McGhee asked Council if they had any additional items for staff?

Mr. Simpson asked if "we" (council) wants to give the American Civil War Museum \$5,000 for a year? There was not a motion or a second to Mr. Simpson's request.

Council discussed Mr. Jamerson's request. Questions were asked regarding ways to determine the impact of the American Civil War Museum on the meals tax, lodging tax, and other taxes. Staff explained that it is very difficult to know the impact of those sources of revenue because of one location. Council discussed the "Welcome Center" initiative taken around three (3) years ago to help encourage tourists to visit downtown. At the conclusion of that initiative, the Council expressed their support of the welcome center.

3 | **Appomattox Town Council**
Budget Work Session
April 18, 2023

Again, Council discussed donations to the organizations also funded by the County for the same amount, funding for public safety, and the term double-taxation, when it is using revenue generated by separate governing bodies for the same charitable organizations. At the conclusion of the final budget meeting, there was not a consensus by Council to budget funds for the American Civil War Museum for FY 2024.

Mrs. Puckette called for the point of order. Mr. Simpson made a motion, seconded by Mrs. Puckette, Council voted to close the budget meeting. All members present voting aye. Motion carried 6-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor

DRAFT

1 | **Appomattox Town Council
Workshop Meeting
April 18, 2023**

The Appomattox Town Council held a Workshop meeting on Tuesday, April 18, 2023 at 6:30 p.m. at the Appomattox Town Hall, Council Chambers, 210 Linden Street, Appomattox, Virginia with Mayor Conner presiding.

Members present: Jane T. Allen, James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Nathan A. Simpson, and Claudia G. Puckette.

Others present: Kim Ray, Town Treasurer; R. Terry McGhee, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Conner called the meeting to order.

DISCUSSION:

On a motion by Mrs. Puckette, seconded by Mr. Garrett, Council voted to advertise a public hearing notice for the FY2024 Annual Budget for the Town of Appomattox on Tuesday, May 23, 2023 at 6:30 pm, with a planned adoption on June 12, 2023.

All members present voting aye. Motion carried 6-0.

COUNCIL COMMENTS:

Timothy W. Garrett – Reminded Council of our Vision & Mission Statements. We need to be reminded of that. We are going to disagree about things, but we need to stick together and move our town forward.

Mary Lou Spiggle - none

Nathan A. Simpson – none

James J. Boyce – Thanks for the prayers and concerns for surgery on Thursday, April 20, 2023.

Jane T. Allen - none

Claudia G. Puckette - none

STANDING COMMITTEE REPORTS:

Finance and Planning-Mrs. Puckette reports the FY2024 Annual Budget is headed to public hearing.

Physical Development-Mr. Garrett is getting a few phone calls regarding the amount of time the Jamerson-Lewis contractor is spending in the truck.

2 | **Appomattox Town Council**
Workshop Meeting
April 18, 2023

Mr. McGhee raised this issue with the contractor and the architect. It is a great observation by the public. We are trying to get things back on track. There were a few miscommunications regarding the soffits not matching up. The resolution is to run entire lengths for the soffits.

Mr. Conner had a request to put a rail-cam on the depot. I referred them to Mr. McGhee.

ARPA-none

STAFF REPORTS:

Mr. Elder had one item but could not attend tonight. Mr. McGhee will cover the item in his report.

Kim Ray-She provided the March 2023 financial report-75% of the year. The General Fund is running about \$400,000 ahead of projected revenues. The Water Fund is still waiting for the Church St Waterline project to close with USDA/Rural Development. The Sewer Fund is also healthy and there are about \$200,000 in projects to do before June 30, 2023.

Mrs. Ray explained the ARPA funding worksheet - Captured everything at the top of the sheet. The Sheriff's Office is moving along with the purchase of the vehicle. The dates are December 31, 2024 for obligation of projects and December 31, 2026 for all projects to be paid.

On behalf of Mr. Elder, Mr. McGhee said as far as the real estate acquisition, he has spoken with the manager about asking price and the survey should be done this week. Rob was asked about the decals on the tanks and indicated it was not a sign. Also, know that a sign that has been sitting for 2 years is basically grandfathered in. If it is moved, you lose the grandfathering clause.

Mr. McGhee also reported on the following items:

- Christy and Rob received a request for a trailer at Iceland's. Mrs. Briceland isn't happy with him or Rob currently. She explained that the Town allowed this to occur during the Railroad Festival. Mr. McGhee explained there is a difference between 3 days and 6 months. Mrs. Allen agreed, she understands that all campgrounds are full at this time.
- The Church Street Waterline is slowly moving. It is still in the Atlanta office for approval.
- The train depot floor joists all need to be replaced on the back side of the depot at the cost of \$36,000 including the material and labor. The roofer still needs to work on mockups, and they are due to the architect. Yesterday, the Town received the Historical paint analysis. It goes back to 1923. It had 4 colors in 1923. The same colors as now would be no charge. If the Town wants to go back to the 4 original colors, there will be a price change. He asked them to put together a price/quote for that.

3 | **Appomattox Town Council**
Workshop Meeting
April 18, 2023

- The Architectural/Engineering study for the Town Office building does qualify for ARPA funding-price is around \$23,500.
- Jeff has requested \$65,000 - \$75,000 in additional ARPA funds for a mobile generator through EVA.
- Just a heads up-the Appomattox Chamber of Commerce is without a head/leader currently. They are in a very difficult spot at this moment.

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Mr. Boyce, Council voted to adjourn at 7:10 pm. All council members present voting aye. Motion carried 6-0.

Roxanne W. Casto, MMC
Clerk

Richard C. Conner
Mayor