

1 | **Appomattox Town Council**
Workshop Meeting
November 25, 2025

The Appomattox Town Council held a Workshop Meeting on Monday, November 25, 2025, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Vice Mayor Timothy W. Garrett, presiding.

Members present: Richard Conner, James J. Boyce, Sr., Timothy W. Garrett, McKinley Cardwell, Jack Hensley, Nathan Simpson, and Mary Lou Spiggle.

Others present: Michael Campbell, Town Manager; Dianne Tanner, Deputy Town Clerk; David A. Carter, Town Utilities Director; Kimberly Reed, Treasurer; Brooke Moore, Deputy Town Treasurer; and Carlton Duck, Alive Media.

Vice Mayor Timothy W. Garrett called the Workshop meeting to order at 6:30 p.m.

Vice Mayor Timothy W. Garrett read into the record the first item listed on the Workshop Agenda, a presentation of the FY25 Financial Audit Report by Hailey Fox, Manager of Browns Edwards. Ms. Fox gave Council a high-level overview of the information contained in the two binders containing the FY25 Financial Audit Report and congratulated the Town on a clean FY25 audit.

Vice Mayor Timothy W. Garrett turned the meeting over to Mayor Richard Conner.

Mayor Richard Conner read into the record the second item listed on the Workshop Agenda, a presentation by David A. Carter, Town Utilities Director, to address Council on Town utilities and inflow and infiltration. Mr. Carter provided an update on utility items involving Confederate Boulevard and the INI project on the SPR basin which is necessitated by the conditions on Confederate Boulevard. Mr. Carter provided details of a grant the Town has received, with the current process involving surveying and base mapping that should be completed in the next sixty to ninety days. This will allow the process to proceed to the engineering phase of the project. The goal is to abandon sewer infrastructure on the south side of Confederate Boulevard which runs along the old Garment Factory. This will allow the Town to have sewer infrastructure on one side of the road versus having it on two sides, thus facilitating easier maintenance by Town utility staff. The new line will be terracotta instead of concrete. Pulling of HDP piping is anticipated with some pipe bursting. Engineering reports are expected to be completed within the next six months.

Mr. Carter addressed the following questions from Council:

Council Member Nathan Simpson inquired if the Town had selected a contractor yet. Mr. Carter advised that CHA is the current contractor, since they had started the INI project. Michael Campbell, Town Manager, also added that CHA is one of the on-call consultants who had previously submitted a 300-page report, making them a perfect fit. Council Member Nathan Simpson asked if CHA had started work on the Master Utilities Plan. Mr. Campbell advised that that work had not started yet.

2 | **Appomattox Town Council**
Workshop Meeting
November 25, 2025

Vice Mayor Timothy W. Garrett asked Mr. Carter how the INI work would affect projects on Patricia Ann Lane. Mr. Carter advised that there should be no impact since the Town was moving forward with a larger diameter pipe, with seventy-five, possibly one hundred percent of the work being confined to Confederate Boulevard. Vice Mayor Garrett inquired of Mr. Carter about the laterals coming from Patricia Ann Lane to the other side of Confederate Boulevard. Mr. Carter explained that the line is deep on Confederate Boulevard so it should not be an issue to pull those lines, with adequate flow to pull those laterals, with there being a limited number of laterals needed.

Council Member Nathan Simpson inquired if the plan was to burst that to ten inches. Mr. Carter advised the plan is to possibly go to twelve but with a minimum of ten.

Mayor Richard Conner inquired if the line ran under the bus shop. Mr. Carter advised it ran along the upper side, closest to Jamersons.

Council Member Nathan Simpson inquired if they would have to cut and cover the laterals. Mr. Carter advised that the laterals coming across would have to be open cut, with the plan involving replacement of current manhole structures leading to both open cutting and asphalt work being done. Overall, the whole entire length should not require open cutting because piping will be pulled under Confederate Boulevard. Michael Campbell, Town Manager, added that it will be a disruptive project.

Council Member Nathan Simpson asked if the work would be slated for 2027. Mr. Carter advised that the timeline would be dependent on the engineering report. Michael Campbell, Town Manager, added that the timeline is more driven on funding, as this is a 3.5-million-dollar project. He stated that the typical timeline, excluding the grant process, within six to eight months the Town should have plans that could go to bid and then it is figuring out how to pay the contractor. Mr. Carter told Council that they are continually monitoring, as there could be the possibility for imminent failure, and have plans in place if something should happen to those sections.

Council Member James J. Boyce, Sr. asked about the grant and what the grant covered. Mr. Carter explained that the grant obtained was a smaller grant of one hundred thousand dollars which helps cover half of the surveying and base mapping and assist in covering the engineering report. The Town Manager, Michael Campbell, elaborated that the one hundred thousand dollars came from SERCAP. He explained that the survey alone was fifty thousand dollars, which was higher than anticipated, and the grant will not take the Town past the preliminary engineering. Once the survey is done the Town should have a proper estimate on the preliminary engineering for bid documents and one of the first things that would be done is to reach back out to SERCAP and request additional funding. There is no guarantee that SERCAP will be able to assist with funding, but it is anticipated that would be able to assist some. SERCAP would be able to assist the Town in finding a larger funding source. If the Town is lucky, it is possible that the Town gets a 50/50 EDA grant. The Town has been working with Amanda with SERCAP and he expressed his appreciation for the assistance provided by them.

3 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Council Member Mary Lou Spiggle asked if that meant the project would not move forward at all until the Town has the engineering study in place. The Town Manager, Michael Campbell, explained not officially that the only thing that could be done now is if there were a line break. The bright side of this is if we get to ten inches, that alone would be a significant increase in capacity, and this project will set the Town up for economic development in the future. Mr. Carter explained that the line services more than just Confederate Boulevard, with impact at Farmers Bank, Tractor Supply, the hotel, the industrial park dump into those manholes, so it services the west side of Town.

Mayor Richard Conner asked David Carter about the sidewalk on Lee Grant and what the current status was with that work. Mr. Carter told Council that project was ninety-eight percent complete. The concrete work is done, the asphalt should be done, there are a few items to iron out and there is a passing zone that needs to be added to the sidewalk in one area to adhere to code. The Town is almost ready to sign off on the project.

Council Member Nathan Simpson asked David Carter what a sidewalk passing zone is. Mr. Carter explained this issue is created when the sidewalk is only three feet in width instead of five feet. The Town Manager, Michael Campbell, elaborated that this issue is one of the items that lead to his meeting with Hurtt and Proffitt. When you have sidewalk that is not five-foot (with three feet being the absolute minimum) code requires a passing zone every two hundred feet so that it is wheelchair accessible. It is basically a bump out. They had not designed any of these with the project, but the driveway aprons count. When get down the road there is no longer a driveway apron, necessitating the bump out. Mr. Campbell indicated that the project is substantially complete.

Vice Mayor Timothy W. Garrett asked about the status of the flashing twenty-five mile per hours signs and getting those installed. The Town Manager, Michael Campbell, advised that this was being efforted with VDOT and we are waiting for an answer. Vice Mayor Garrett indicated that he wanted two of these signs, one at each end of the road, and to continue the double yellow lines that are already on Lee Grant because traffic tends to drift over into the other person's lane of travel. The Town Manager, Michael Campbell, said he would add that requested item to the list of things to discuss with Robert Brown with VDOT. Mr. Campbell advised that it would take some discussion since thermoplastic is expensive and that would be what you need to put down. Council Member Mary Lou Spiggle added that is was a hazard issue.

Mayor Richard Conner read into the record the third item listed on the Workshop Agenda, a presentation by Bill Harvey, the President of the Appomattox Club. Mr. Harvey provided Council with an overview of the organization structure, hospitals, and services offered by the Shriners in treating children with no costs to their families.

Mayor Richard Conner opened the public hearing for the approval an ordinance amending Section 32 of the Town Code of Appomattox to add, Chapter 32, Article III, Division 1, Section 32-104 -Adoption by reference of State motor vehicle and traffic laws. Mayor Conner opened the floor for any public comment on the proposed ordinance. There was no one present who wished to speak on the ordinance. Mayor Conner gaveled the public hearing closed.

4 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Council Member Nathan Simpson made a motion to adopt the ordinance amending Section 32 of the Town Code of Appomattox to add, Chapter 32, Article III, Division 1, Section 32-104 - Adoption by reference of State motor vehicle and traffic laws, with the motion being seconded by Council Member James J. Boyce, Jr., with no further discussion. All members present voting aye. Motion carried 6-0.

Council Comments:

Council Member James Boyce, Jr.: Just the season we are in, Thanksgiving season, just thankful for life and the opportunity to live it.

Council Member McKinley Cardwell: Um, number one, I just want to just be thankful for all the people who kind of work in the unseen, um...just around this town. You know, just the more that kind of look at it, it kind of seemed like our Public Works people putting up all of the decorations. I walked in the bank one morning, next thing I walked out, and everything's just completely lit up all throughout Main Street. So that was really cool. And then that also having the fire department help out with getting up the lights. Um, so definitely good stuff there. I didn't know if this was a standing committee thing. I think it's more of a special committee type thing, but I wanted to give y'all...um, if you want to take one and pass it down. These are the kind of Council for a Day overviews information for everyone. Um, this is kind of like what we're planning. We wanted to have...to make sure that everything was going to be concise. Everything was going to get finalized. Stuff like that. So, we have a whole entire game plan. Uh, Michael and Dianne have the...have.... essentially have the project plan so they where it's going to start and how it's going to end. Um, we're looking at that. Um, the most important part, just for my comments here tonight is we are missing four of the community educator spots. Um, on page two....oh no, it's not page two it's page...oh sorry, the last page. Yes, the last page it is. Um, those are the community educators. So they are unbiased professionals who primarily grade and perform program development. So these are...these are essentially educators. If you have a person in your family who is a retired educator or someone who's not currently working as an educator. Um, who lives in town, even who lives in the county, um...we would love to have them come out to us and everything. This gives us an unbiased perspective. Um, the people that we have for the six school representative chairs. Um...um, Danielle Ulmer is on that and we are still in the process of selecting another one from the Middle School. We had, uh, two teachers who had come to us from Cornerstone Christian Academy, from their seventh and eighth grade areas. And, so, they have said that they would like to, uh, essentially be part of the program of development. And then we have two ladies who are over, um, homeschool co-op...um, the type of groups who would love to get out this information. Um, Nancy and Erica. Um, so yeah, this right here is going to be...um....um....really a committee that is built up of a completely educators. Um, I will not have a vote in this. I'll just be presenting all of my ideas and they will correct, sharpen, the sword and, um, basically I do all that stuff. Um, but we're really trying to get the interest of all the school systems to make sure that they really know, uh, what is happening....um, all of the opportunities that they have and then have that for the community educators to make sure that we have some unbiased opinions and I'm going to get into all the essay grading done once everyone has submitted.

5 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Council Member Mary Lou Spiggle: McKinley, have you contacted high school or the primary school? This...the schools that.... this list of volunteers...teachers are not representing any of the schools. I'm assuming the high school?

Council Member McKinley Cardwell: Oh, yeah. Yeah. So, um....

Council Member Mary Lou Spiggle: So, you have asked them and how does that work?

Council Member McKinley Cardwell: Oh, yes. So, yeah. So, basically, um...of the community educators, basically we're just looking for...you know, people who used to be in the school system, but now they're not. So, basically, they don't have any say as to like, you know...oh, I have this favorite student who's in my class, yada...yada...yada. So, I mean, basically they are just grading off the merits of the essay themselves.

Council Member Mary Lou Spiggle: So, you're looking for retired teachers, more or less?

Council Member McKinley Cardwell: Yeah. Yeah. Or retired, or even people who have just....I'm switched out of that. Um...

Council Member Mary Lou Spiggle: Um, have you asked...is Marie Milton aware of this? Cause, I would think she would.

Council Member McKinley Cardwell: Oh, yeah. People have been bringing up a lot of names. So, Marie is definitely on my list. Seriously, if you want to...if y'all want to bring up names to me, that'd be great. I would love to...

Council Member Nathan Simpson: What are you looking for? Is this going to be like a...they are selecting the students and grading the essays and helping throw the event, or...

Council Member McKinley Cardwell: Oh yes. So, uh, the public...um private and the home school, um...school reps...um, basically, they are part of the program development and they're also part of getting kids interested, pumped up, ready for it and actually helping out with the submission part of it. The community educator side of it is to look at it from not a student focus but more of how is the program developing? Are we really...are we really thinking about this...is this going to be in the best interest of the public schools, the private schools, and the home schools so that they have a well-rounded area and then that they'll be doing the actual grading of the essays if we get a large slot.

Council Member Nathan Simpson: Who's going to be at the meetings? Because you've got more people than seats.

Council Member McKinley Cardwell: Yeah. Yeah. Exactly. So, um, we're actually going to be hosting most of that in the conference room. Um, anyone between the names...uh, well, it's going to be me, Dianne, um....the next three are not required to be there. Um, and then after that, basically, the way that it works is that, um, I've actually chosen basically a group of six and group of six so that if people are not able to make it, we still have a good quorum of say.

6 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Council Member Nathan Simpson: Oh, I see.

Council Member McKinley Cardwell: Yeah. Yeah, exactly. So, so, so it's not like a, oh my gosh, if I miss this meeting, the world goes, the world goes away.

Council Member Nathan Simpson: Do you need money?

Council Member McKinley Cardwell: Um, we are, um, looking at a budget projection definitely below a thousand and everything. Right now, I have it at \$525.

Mayor Richard Conner: May I suggest that you look at the mentors in the community that have mentored folks into business and other opportunities?

Council Member McKinley Cardwell: Yep.

Mayor Richard Conner: They educate in a different way than the formal education system. Or even the homeschool and private education systems.

Council Member Nathan Simpson: How many kids would this be?

Council Member McKinley Cardwell: Um, so we have... having a selection...so it'll basically look like us. Um, it will be a group of seven students. The one to get the top essay will be the Mayor. The runner up will be the Vice Mayor. And the rest of it will be Council members. But basically, they'll be able to do mock... they'll be able to run a mock session, uh, for the meeting. Um, and we are...I'm going to work with Michael on staff to make sure that when we should id these prompts, they are non-political non-controversial prompts. And so essentially...basically it is like if you were in these positions what would you prioritize? So, it's not...it's not an enactment it is a motion to prioritize something. So, should we prioritize building more sidewalks? Should we prioritize repairing sidewalks? Stuff like that.

Council Member Nathan Simpson: Could we just let the Middle School run an election?

Mayor Richard Conner: I mean, you've got to....

Council Member McKinley Cardwell: Well, they have more of like the class...like I mean...like the presidencies and all that suff. So, I...if that...if that does pique their interest and the...and the school systems want to do that, then I mean...like I mean...like go for it. But I think this is something just on, uh, the basis of the merit of the essay...of like how do you...how do you feel passionate about your community and stuff.

Town Manager, Michael Campbell: I think this is more in line with, you know, a student United Nations rather than a high school president type thing.

Council Member McKinley Cardwell: Yeah, so....

Mayor Richard Conner: Yeah. So yeah, just realize all this comes out of....

7 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Council Member Mary Lou Spiggle: I was on the committee last year...chair, but I don't see my name on here, but I'm not going to...

Council Member McKinley Cardwell: Yeah, I can appreciate your sentiment. We...

Council Member Mary Lou Spiggle: I'm willing to help if you want me to.

Council Member McKinley Cardwell: Oh, yeah. Absolutely. Sir...

Council Member Mary Lou Spiggle: I don't need my name up in lights.

Council Member Nathan Simpson: So...so...and you're on this committee with me, but we still have unspent budgeted funds that were line items for the Centennial. I think we have \$5,000 left or something. Could we move twenty-five hundred to this committee and then we could get the kids like a plaque or something? Because like five hundred bucks...you'll spend that on milk and cookies.

Council Member McKinley Cardwell: Yeah. Um, I mean...I mean...I mean hey I really get a Walmart shop over the years.

Council Member Mary Lou Spiggle: To my left and my right would spend that much on milk and cookies for one night.

Council Member Nathan Simpson: We could get a great engraved gavel is what like I would get for model United Nations. Get that for the Mayor. That's like sixty bucks or something.

Council Member McKinley Cardwell: Yeah.

Town Manager, Michael Campbell: Yeah, we do have obviously a fund balance. Um, I think that part of that is supposed to be...uh, or is intended for a picnic. That we're going to do this Spring.

Council Member Nathan Simpson: I think we were just going to budget. I mean, it doesn't...we're not going to spend all the money anyway.

Town Manager, Michael Campbell: No, no, we...I mean certainly can do both. I just know that. I believe those funds are also for our picnic.

Council Member Mary Lou Spiggle: Town picnic.

Mayor Richard Conner: This is something that doesn't need action tonight.

Town Manager, Michael Campbell: Absolutely. No.

Mayor Richard Conner: So, we'll....

8 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Town Manager, Michael Campbell: And ultimately with the amount of money it would be one of those things where I mean you don't...I wouldn't have...you wouldn't necessarily have to vote if you just tell me that that is what you all want as a body.

Council Member Nathan Simpson: I just would rather you not...like if we're going to do this just do it right. Don't just spend like five hundred dollars for one trip to Walmart probably.

Council Member McKinley Cardwell: Yeah. So...

Mayor Richard Conner: I concur to that.

Council Member Mary Lou Spiggle: It wouldn't cover it.

Council Member Nathan Simpson: I don't know, maybe two trips to Walmart. I don't know.

Mayor Richard Conner: Is that all McKinley?

Council Member McKinley Cardwell: Uh yeah. I believe that's all. The other thing was just the clarifying question. I'll....I'll....I'll...to you about...about the...

Council Member Mary Lou Spiggle: Did you want to, uh...I mean you were saying that you have four empty spaces. Did you want any of us to think about...you mostly want someone either no longer works as a teacher. Doesn't mean she's retired or...or if you can't and you don't and how about regular teachers who are currently teaching.

Council Member McKinley Cardwell: Yeah. I mean like basically anyone who doesn't have a bias to oh you know my little Timmy's going to be you know giving this little essay and everything. Like if they were to have that kind of things...

Council Member Mary Lou Spiggle: I can't...I know that could happen but say I have a granddaughter-in-law who teaches fifth grade. And she just started this year and she may be interested. But if you limit it to ones who are no longer teaching then that will let her out and I won't talk to her.

Council Member McKinley Cardwell: Oh yeah, gotcha.

Council Member Mary Lou Spiggle: So, I mean, just tell us what you really want us to look for. So we can fill these slots.

Town Manager, Michael Campbell: McKinley could if...I'm sorry, but would you mind if I made a suggestion?

Council Member McKinley Cardwell: Yeah, sure. Absolutely.

Town Manager, Michael Campbell: I think...I think what he is shooting for is obviously retirees would be perfect. Also, we have...I'm sure I'm certain we have educators that live in Appomattox who work in other school districts.

9 | **Appomattox Town Council**
Workshop Meeting
November 25, 2025

Council Member Mary Lou Spiggle: Absolutely.

Town Manager, Michael Campbell: Dr. Garrett would be a prime example. Uh, you know, so those folks would meet what he's...

Council Member Mary Lou Spiggle: But there's lots of teachers that travel to different areas because they didn't have a position for them in Appomattox or chose not to.

Council Member McKinley Cardwell: Yes. Yeah. So...so if they have a vested interest. I just don't want a conflict of interest. And basically, that's it.

Council Member Mary Lou Spiggle: So you want us to come up with suggestions and text to you or whatever.

Council Member McKinley Cardwell: Absolutely. I would not mind that at all.

Mayor Richard Conner: Thank you, Mr. Cardwell. Mr. Garrett?

Vice Mayor Timothy W. Garrett: The only thing I have. David, with the leaf pickup. How's that going, Mike?

Town Manager, Michael Campbell: I mean, I've received no complaints. And, so, that's what...that's the only thing I would hear.

Vice Mayor Timothy W. Garrett: Have you hit through Town today?

Director of Utilities, David A. Carter: Yes. So we have had a couple of breakdowns on equipment. We had to switch over to the old truck. So we are pushing forward. We've made rounds yesterday and today. Uh, I do not know if they made the full entire round because this time of year, leaves, as soon as you go down a street they will dump them right back out on you. So we have to make a full entire round of all the streets in town before we go back. So if we start on Morton Lane and someone dumps a pile right behind it, we don't come back until we make an entire...

Vice Mayor Timothy W. Garrett: I just saw a bunch of leaves all though town the whole weekend.

Council Member Mary Lou Spiggle: Did you pick up Council Member Garrett's leaves?

Director of Utilities, David A. Carter: I personally did not.

Council Member Mary Lou Spiggle: Or someone in Public Works because I'm getting phone calls about and want to know who I call Tori or....

Vice Mayor Timothy W. Garrett: Sounds like you...that's working.

Council Member Mary Lou Spiggle: He has an awful lot of leaves.

10 | Appomattox Town Council
Workshop Meeting
November 25, 2025

Town Manager, Michael Campbell: So, the need for equipment. Yeah.

Council Member Nathan Simpson: Put it in the CIP.

Vice Mayor Timothy W. Garrett: Up here in front, from the middle school to the light, it's a bunch of those valve access covers still flopping. Who's supposed to look after fixing that? Is that VDOT or is going to be...the... who?

Director of Utilities, David A. Carter: No, it's Town infrastructure. So if they are flopping around, I mean the valve boxes, they're going to make chatter.

Vice Mayor Timothy W. Garrett: No, this...I have been here a right good while. They ain't never chattered like these have. Every time you drive across them, seems like it's moving a half inch.

Director of Utilities, David A. Carter: These are your American made...

Vice Mayor Timothy W. Garrett: All they need is some backfill with asphalt.

Director of Utilities, David A. Carter: Right. So, it's just the lids making the noise. So, the lids are sitting in the top and when the car is going over, ...

Vice Mayor Timothy W. Garrett: The lid fits in and is shaking and moving. You just look at them.

Director of Utilities, David A. Carter: I will.

Vice Mayor Timothy W. Garrett: That's all I got.

Council Member Mary Lou Spiggle: Speaking about trucks breaking down, my daughter informed me that the garbage truck broke down in front of her townhouse, which is the one right behind the bus shop. And it took them an awful lot of time and effort to get two trucks to drag it away. To haul it away and get it fixed. But thankfully, they had picked up our garbage already.

Mayor Richard Conner: Mr. Hensley?

Council Member Jack Hensley: I have nothing.

Mayor Richard Conner: Mr. Simpson?

Council Member Nathan Simpson: Um, just one thing. The....we had talked about this back in the beginning of budget cycle, I think. Um, the mail drop off box. Did we ever replace that?

Town Manager, Michael Campbell: No.

Council Member Nathan Simpson: Okay.

11 | **Appomattox Town Council**
Workshop Meeting
November 25, 2025

Town Manager, Michael Campbell: No, we have multiple projects, some of them substantial that were funded in the budget. That I have essentially had on a spending freeze.

Council Member Nathan Simpson: Okay.

Town Manager, Michael Campbell: Um pending.

Council Member Nathan Simpson: Sure.

Town Manager, Michael Campbell: I can get a little bit into that in my Manager comments, but um, it's...these things need to be done. They will be done. I'm not not doing what you've asked. Which...which you guys have voted for, but there's...there is some logic behind why we have deferred some of the things. We're in...we're in November, almost December, and we haven't tackled some of these projects yet.

Council Member Nathan Simpson: Okay. That's all I have.

Mayor Richard Conner: Thank you. Ms. Spiggle?

Council Member Mary Lou Spiggle: Nothing, except I wish everybody a very joyful, happy, thankful Thanksgiving. It's two days away. Actually, day...what...day and a half away. Don't eat too much.

Mayor Richard Conner: That's the plan. Council standing committee reports?

Council Standing Committee Reports: There were none (finance nor infrastructure).

On a motion by Council Member McKinley Cardwell, seconded by Vice Mayor Timothy W. Garrett, the Council voted to convene in closed session for the purpose of assignment, appointment, promotion, and performance or resignation of specific public officer, appointee, or employee of any public body, specifically being an appointee to the Economic Development Authority Board pursuant to Virginia Code Section 2.2-3711(A)(1)."

Roll call vote: Hensley-yes; Boyce.-yes; Garrett-yes; Cardwell-yes; Simpson-yes; Spiggle-yes. Motion carried 6-0

A motion was made to certify the closed session by Council Member Mary Lou Spiggle, seconded by Council Member Nathan Simpson, to certify that to the best of each member's knowledge, the only subjects just discussed or considered in the preceding closed meeting were those: (i) lawfully exempted from the FOIA Act's open-meeting requirements and (ii) properly identified in the motion that convened the closed meeting, pursuant to Virginia Code Section 2.2-3711(A)1."

Roll call vote: Hensley-yes; Boyce.-yes; Garrett-yes; Cardwell-yes; Simpson-yes; Spiggle-yes. Motion carried 6-0.

Town Manager Comments:

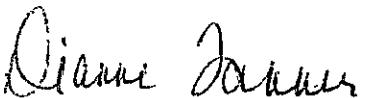
Town Manager, Michael Campbell: Okay. So, earlier during the audit and other points, I addressed a spending freeze. What I mean by that is that we haven't proceeded with a few of our projects for two reasons. One, right now, this is not shocking news. I think I told you when I came Kathy asked for two hundred thousand for the Master Utility Plan, but that could be much more and probably wasn't going to be less. As of right now, the scope and fee proposed by CHA is two hundred and ninety thousand dollars. I have a meeting with Kathy and Kim Payne to discuss if there's things that we want to either trim or add and then we will come up with a final fee. And then this thing with Confederate Boulevard, with us getting through preliminary engineering, with these two items, I really wanted to know where we're going to land before.... I think it's like one hundred and fifty thousand. There're things that we need to do, but it's priorities, right? We need to do the...we're approved to do the HVAC in the building, but, with that being said, we're not freezing to death and we are not dying of heat exhaustion. That was one of the capital improvement things that's on there. So, along with another multitude of things. Yeah. So that's my brief right now. The scope is...the scope and fee is at the two ninety for the Master Utilities Plan. Not entirely unexpected. Maybe there is something we can trim off of there. And I believe...I believe that's all I have. I would also like to add, if you hadn't heard directly from staff, I have heard from folks, and people appreciate that the office is closed tomorrow. We are also efforting and getting down the stretch on an Employee Handbook. I know it's been a slog, but it's just a lot. Essentially the one that we had is not even...the existing one is not even something that we're building off of. It's just going in the trash. We are making some headway, especially with policies and procedures within Public Works. There will be some major changes with that. We will be bringing that to y'all hopefully sooner rather than later. So, I'd like to think we would...it would be very nice to be able to get the Handbook approved in February, or something like that. Lastly, I started thinking budget in October and now I'm working on it with staff. So, we're....we're just the very outset of budget work for the next fiscal year. And, just as a heads up, part of that is, as usual, but a little addendum. Part of that is compensation and career progression. So, one thing I would love to be on record is...is that we're efforting towards one thing that has been...that has been underutilized in Public Works is the fact that we have Techs one, two, and three...right? And that is a mechanism in which we can...people can be encouraged to get additional licenses and training. It's also a retaining thing. Because, you know, we don't have... You know Danny's been here a long, long, long time and I don't want him to leave. But we need to give these new guys the opportunity to stay. And the way career progression is supposed to work, it doesn't...just because we have a one, two, and three doesn't mean one person's a three, one person's a two, one person's a one. They can all work their way into a three. That being said, the wastewater and the treatment plant side, they don't have that. So, they're gonna...that's going to be a thing that we are going to do for them. Because we have one of our newer hires and he already has his license. He's getting ready to get a higher license. He's just a go-getter. He's...we're going to fire up testing in the lab again, and he's probably going to run that. It's going to be wonderful. So, just kind of prepping y'all for budget season and understanding that, um, you know. It's a balancing act with the money to make sure that everything works properly, that we're being good

13 | Appomattox Town Council
Workshop Meeting
November 25, 2025

stewards, and at the same time we are doing the things that we need to do to recruit and retain employees because Public Works is still very understaffed.

Adjournment:

By a Motion from Vice-Mayor Timothy W. Garrett, seconded by Council Member McKinley Cardwell, the Council voted to adjourn at 8:36 p.m. All members present voting aye. Motion carried 6-0.



Dianne Tanner, Deputy Town Clerk



Richard C. Conner, Mayor