

1 | **Appomattox Town Council**
Workshop Meeting
June 25, 2024

The Appomattox Town Council held a Workshop meeting on Tuesday, June 25, 2024 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, and Claudia G. Puckette.

Absent: Nathan A. Simpson

Others present: Carlton Duck; Kim Ray, Town Treasurer; Rob Fowler, Interim Town Manager; Christy Torrence, Interim Clerk of Council; Nickcole Maynard-Errami, Human Resources Director

Mayor Conner called the meeting to order.

DISCUSSION #1:

Mr. Fowler referred Council to the proposals received by firms interested in managing the recruitment and hiring process of the new town manager. He suggested the Berkley Group might be a better fit since they already have a relationship with Council. Ms. Spiggle mentioned that she thought having a local group was important. Mrs. Maynard-Errami said either government agencies, MGT or SGR would be good choices. She mentioned that MGTs Layne Bailey was a town manager in VA. She also mentioned that Berkley Group wasn't on the ICMA list and both government agencies were. Both government agencies were vetted by ICMA-the International City/County Manager Association which is very reputable.

On a motion by Mrs. Puckette, seconded by Ms. Spiggle, Council voted to authorize Mr. Fowler to contact Berkley Group and negotiate their contract down to \$25,000 to manage the recruitment process for the new town manager.

ROLL CALL VOTE: Allen – yes, Boyce – yes, Spiggle – yes, Garrett – yes, Puckette – yes. Motion carried 5-0.

On a motion by Ms. Allen, seconded by Mr. Garrett, Council voted to authorize the Human Resource Director to post the town manager vacancy on all free online sites. All members present voting aye. Motion carried 5-0.

DISCUSSION #2:

Mrs. Maynard-Errami presented Council with a job description for the Public Works Director position for their review. A brief discussion was held.

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On a motion by Mrs. Puckette, seconded by Ms. Spiggle, Council voted to authorize the Human Resource Director to move forward with advertising for the position as presented. All members present voting aye. Motion carried 5-0.

DISCUSSION #3:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, Council voted to adopt an Appropriations Resolution of the Appomattox Town Council adopting the Fiscal year 2024-2025 budget. All members present voting aye. Motion carried 5-0.

COUNCIL COMMENTS:

Spiggle-Liberty Baptist Church will have a celebration at the high school Saturday. After the celebration, the Town will sponsor fireworks.

Puckette – none

Boyce- none

Allen - none

Garrett- none

Richard Conner- Wants to have a strategy session in July. Let's start thinking about the 100th anniversary.

Mrs. Allen said that the Historical Society wants to be included.

STANDING COMMITTEE REPORTS:

Finance and Planning/ARPA-none

Physical Development-none

STAFF REPORTS:

Kim Ray-Provided the June 2024 financial report. Auditors will be here on Tuesday to begin. The water rate will increase on the next bill.

Nickcole Maynard-Errami-Provided a report with recommendations and requests. Gave an update on CompEase project that will kick off July 2. A supervisors meeting is scheduled for June 26 to discuss ADP time and attendance tracking. An all-employee meeting is scheduled for June 28 to update employees on COLA (3%). Asked that the Personnel Committee meet to work on the employee handbook.

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Rob Fowler-

- Update sent to Council via email on June 21. Will be meeting with RSG next week, along with Ms. Spiggle to discuss the ROSE project and depot landscaping.
- ADA compliance assessment will take place the first week in July.
- Tori and David are doing a great job.

ADJOURNMENT:

On a motion by Mr. Garrett, seconded by Mrs. Allen, Council voted to adjourn at 7:33 pm. All council members present voting aye. Motion carried 5-0.

Christy Torrence
Interim Clerk

Richard C. Conner
Mayor