Appomattox Town Council Regular Meeting Agenda

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

Monday, November 09, 2026

6:30 PM – Town Council Regular 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

Adoption of Agenda

Proclamations

1. Proclamation recognizing the week of November 8-14, 2026, as Nurse Practitioners' Week in the Town of Appomattox.
2. Proclamation recognizing November 11, 2026, as Veterans Day in the Town of Appomattox.

Citizen Comment

Unfinished Business

3. Discussion on a request by the Appomattox County Volunteer Fire Department for a letter of commitment from Town Council to purchase a new fire truck. This item originated from citizen comment at the Town Council Workshop Meeting on October 27, 2026.

New Business

4. Council Action Form to make an addition to the Town of Appomattox's Water and Sewer Policy to add a bulk water purchase rate.
5. Amy Porter, Human Resources Generalist, will present information for Town Council to consider Christmas holiday bonuses for Town staff for December of 2026.

Council Standing Committee Reports

Town Manager's Report

Mayor's Comments

Council Comment

Adjournment

File Attachments for Item:

1. Proclamation recognizing the week of November 8-14, 2026, as Nurse Practitioners' Week in the Town of Appomattox.

Proclamation

NURSE PRACTITIONERS' WEEK
November 8-14, 2026

NURSE PRACTITIONERS' WEEK PROCLAMATION
TO DESIGNATE THE WEEK OF NOVEMBER 8-14, 2026, AS
NURSE PRACTITIONERS' WEEK

WHEREAS, nurse practitioners (NPs) are advanced practice registered nurses who have master's, and often doctorate degrees and extensive clinical training in the diagnosis and management of common and complex medical conditions; and

WHEREAS, nurse practitioners provide high-quality primary, acute and specialty health care services while emphasizing health promotion, disease prevention, health education and counseling, partnering with patients to improve their health; and

WHEREAS, nurse practitioners work to expand health care access in communities across our state, promote health equity in care and improve health outcomes for all; and

WHEREAS, psychiatric mental health nurse practitioners support the increasing demand for mental health and substance abuse services by diagnosing and educating patients, prescribing medications and managing treatment plans; and

WHEREAS, there are more than 385,000 licensed nurse practitioners in the United States, and more than 17,500 licensed NPs in Virginia; and

WHEREAS, more than 3,500 nurse practitioners in Virginia are practicing with autonomous licenses, thereby increasing access to patient care in the Commonwealth; and

WHEREAS, the confidence that patients have in nurse practitioners delivered health care is evidenced by the more than 1 billion visits made annually to nurse practitioners across the country; and

WHEREAS, nearly six decades of research demonstrates the high quality of care provided by nurse practitioners; and

WHEREAS, better utilization of nurse practitioners through modernized state laws and improved policies creates better health through a more accessible, efficient, cost-effective and higher quality health care system; and

WHEREAS, the Town of Appomattox is proud to recognize and honor the service of nurse practitioners to our Commonwealth.

Be It Resolved, therefore, that I, Richard Conner, as Mayor of the Town of Appomattox, in recognition of this event, do hereby proclaim the week of November 8-14 as NURSE PRACTITIONERS' WEEK

And invite all citizens to join me in recognizing the countless contributions Nurse Practitioners have made over the past half century and will continue to make to the health and well-being of citizens.

Dated this 9th day of November, 2026

Attest: _____
Mayor

File Attachments for Item:

2. Proclamation recognizing November 11, 2026, as Veterans Day in the Town of Appomattox.

Proclamation

VETERANS DAY
November 11, 2026

***WHEREAS**, Veterans Day is a day intended to honor and thank all who have served in the United States Armed Forces. The men and women who have served in the Army, Navy, Air Force, Marines, and Coast Guard; and*

***WHEREAS**, the signing of the armistice ending World War I at the 11th hour of the 11th day of the 11th month in 1918 has been observed by the United States for over 100 years, first as Armistice Day and now as Veterans Day; and*

***WHEREAS**, Congress, in 1954, passed Public Law 380 formally changing Armistice Day to Veterans Day to expand the significance of the existing holiday so that a grateful nation, on a day dedicated to the cause of world peace, may pay proper homage to all its veterans who have contributed so much to the cause of peace and the preservation of our way of life; and*

***WHEREAS**, the Appomattox is the home of veterans, and the employer of veterans, the people of Appomattox feel a special connection to Veterans Day and its honorees;*

***NOW, THEREFORE, I**, Richard Conner, Mayor of the Town of Appomattox, Virginia, do hereby proclaim **November 11th, 2026**, as **VETERANS DAY** in the Town of Appomattox and urge all residents and Appomattox employers to recognize and honor the service and sacrifice of Veterans to the cause of world peace.*

Dated this 9th day of November 2026

Attest: _____
Mayor

File Attachments for Item:

3. Discussion on a request by the Appomattox County Volunteer Fire Department for a letter of commitment from Town Council to purchase a new fire truck. This item originated from citizen comment at the Town Council Workshop Meeting on October 27, 2026.

Outlook

Re: Fire Truck – Letter of Support

From Jonathan Garrett <f12avfd@gmail.com>
Date Sun 11/1/2026 11:46 AM
To Dianne Tanner <dtanner@appomattoxva.gov>
Cc Michael Campbell <mcampbell@appomattoxva.gov>

1 attachment (257 KB)
AES Proposal Document-Fire BID 44297 (1).pdf;

I just simply need council to consider an agreement by choosing to issue a letter to support the fire dept financially through funding an amount of $220,000 for the replacement of Engine 2. This may be in the form of annual payments to ensure we meet the minimum payment required annually by our financial institution however this will add approximately $35,000 in interest annually thus resulting payming more than $220,000. Please confirm that I will be on the agenda and plan to speak to Council once again and answer any questions the Council may have. I have attached the contract that has been signed needed to hold the truck.

On Fri, Oct 30, 2026 at 10:51 AM Dianne Tanner <dtanner@appomattoxva.gov> wrote:

> Good morning,
>
> I wanted to reach out to obtain any documents you wish to attach to the Town Council agenda item (for the requested letter of support by the Town Council for the fire truck) which will be placed on the agenda for the meeting on November 9, 2026.
>
> In accordance with Code Section 2.2-3707(D) of the Code of Virginia, 1950, as amended, the agenda/notice shall be posted at least three working days prior to the meeting.
>
> Since Tuesday is a holiday and the Town office will be closed, it is my intention to post the Town Council agenda by close of business on Monday, November 2, 2026.
>
> Please let me know if you have any questions.
>
> Thanks,
> Dianne
>
> Dianne Tanner
> Deputy Town Clerk/Chief FOIA Officer
> Town of Appomattox
> Phone: (434) 352-8268
> Fax: (434) 352-2126
> dtanner@appomattoxva.gov

From: Jonathan Garrett <f12avfd@gmail.com>
Sent: Wednesday, October 28, 2026 8:13 AM
To: Michael Campbell <mcampbell@appomattoxva.gov>
Cc: Dianne Tanner <dtanner@appomattoxva.gov>; Catherine Kline Douglass <catherine@efa-law.com>
Subject: Re: Fire Truck – Letter of Support

Mr. Campbell,

I apologize for any confusion. In years past, on at least two prior occasions that I can recall, the fire department has not drafted this agreement; rather, it has been prepared by the Town and provided to our financial institution.

The letter simply states that the Town Council has agreed to provide the dollar amount of $XXX,XXX (Insert Agreed Upon Value). It also typically includes the annual donation the department receives from the Town, as well as the pass-through funds from state aid to localities. This document serves as the "collateral" needed to secure the necessary financing for this purchase. The bank needs to know when these funds will be available, but the letter is intended to assure the bank that the department is capable of making the required payments for this project with the Town's support.

Please let me know if you have any further questions.

On Wed, Oct 28, 2026 at 6:57 AM Michael Campbell <mcampbell@appomattoxva.gov> wrote:

> Good morning, Jonathan,
>
> I hope you're doing well. Could you please send me a copy of the proposed letter of support we discussed at last night's workshop?
>
> We'd like to have an opportunity to review it with the Town Attorney ahead of the November 9 Council meeting. The sooner we can get a copy, the better, so we have plenty of time to review it and be prepared for the meeting.
>
> Thanks, Jonathan. I appreciate your help!
>
> Mike
>
> **Michael Campbell**
> **Town Manager, Town of Appomattox, VA**

Proposal for Furnishing Apparatus

Oct 24, 2026

Department: Appomattox Volunteer Fire Department

Attn: Chief Jonathan Garrett

719 Confederate Ave. Appomattox Va. 24522

Upon an order being placed by you, and final acceptance by Pierce Mfg the apparatus and equipment herein named will be manufactured for the following prices:

Bid # 44297	Price
Pierce Kenworth Pumper 152 Body	553186
[Prepayment Discount]	

Total : **$553,186.00**

Any discount(s),whether implied or explicit, will be applied upon delivery, acceptance, and final invoicing of Apparatus.Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control notpreventing, within about 45 calendar days after receipt of this order and the acceptance thereof by Pierce Mfg. Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

Persistent Inflationary Environment: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID:WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts our order ("Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"),then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month. Atlantic will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order.

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due.

Cancellation: In the event this proposal is accepted, and a purchase order is issued then cancelled or terminated by Customer before completion, Atlantic Emergency Solutions may charge a cancellation fee of 30% of the purchase price.

Terms: The terms of this proposal will be governed by the laws of the Commonwealth of Virginia. Atlantic Emergency Solutions requires an authorized individual from the above stated Customer sign and date this proposal and have it referenced on any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by Customer. No additional terms or conditions will be binding upon Atlantic Emergency Solutions unless agreed to in writing and executed by a duly authorized officer of Atlantic Emergency Solutions.

This proposal is valid December 1 2026

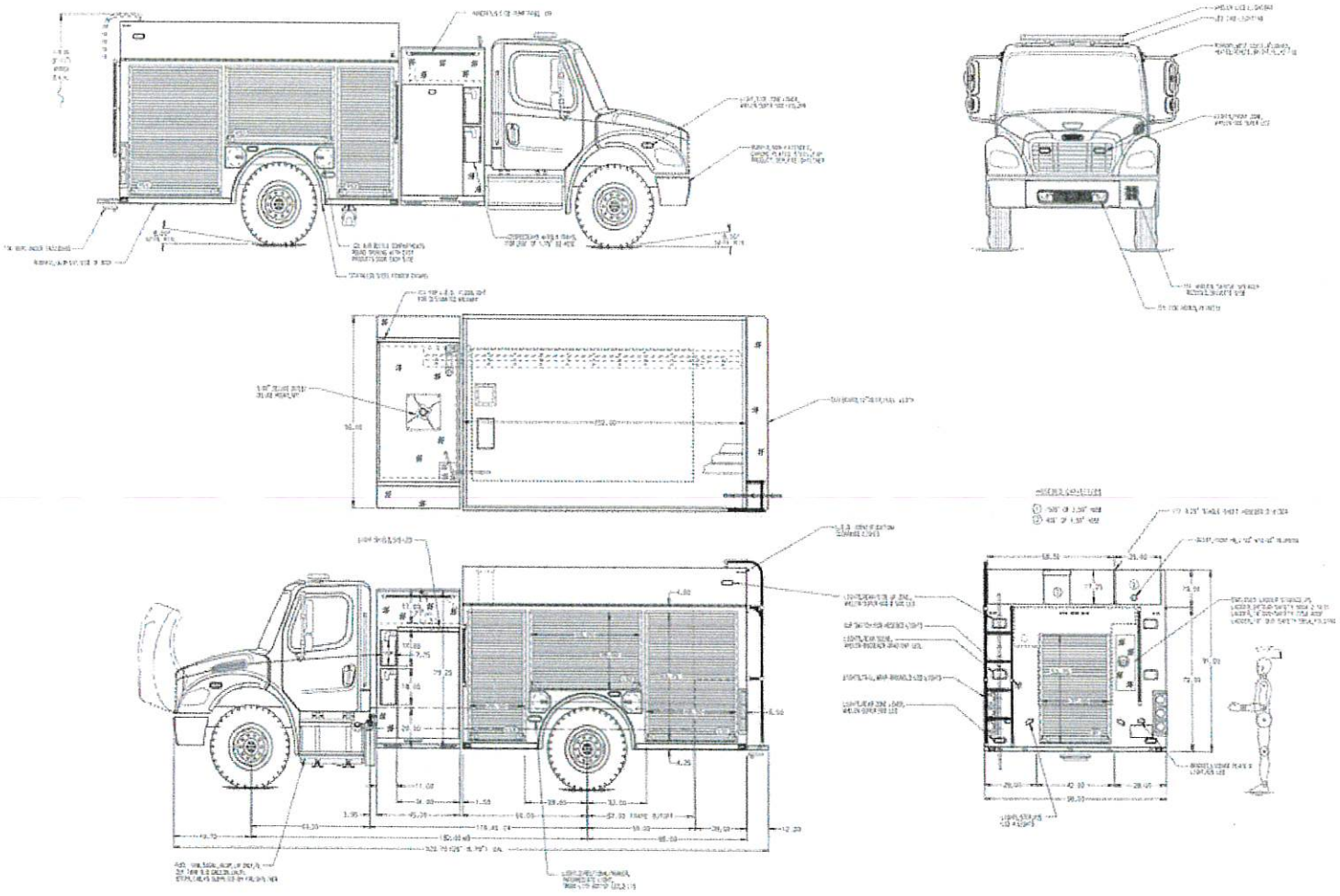
Sincerely,

Randy Smith Account Mgr.

845 Third Street Vinton, Va. 24179
Cell 276-732-0909
rsmith@atlanticemergency.com

Atlantic Emergency Solutions:	Customer:
X_____	X_____
Name:_____	Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

CAPITAL PROJECT
ENGINE 2



Concept drawing shown. Not actual specifications.

Prepared by
Lucas Ward

Presented by
Jonathan Garrett

A Statement from the Chief

As we look to the future of our operations, ensuring that our community and our personnel have the reliable tools they need to protect the Appomattox community is our highest priority. Our current 1998 fire engine has served both our municipal and rural areas faithfully for nearly three decades, but it is reaching the end of its dependable operational life. Over the last year, our department responded to a historic, record-setting number of 483 incidents. This heavy call volume highlights the critical need for modern, versatile apparatus that can withstand intense wear and deliver the high-level performance our citizens depend on every time the alarm sounds.

To maintain our standard of being constantly "at the ready," we are seeking a dedicated Capital Improvement Plan to replace this aging asset with a modern fire engine. A new, strategically designed apparatus will provide the advanced capabilities necessary to navigate both the fire suppression needs within the Town and the tight spaces and terrain of our more rural County communities. Investing in this replacement is an essential step to safeguard our volunteer firefighters, optimize our response efficiency, and guarantee that the Appomattox Volunteer Fire Department remains fully equipped to serve our community for decades to come.



Financial Overview

The cost is estimated to be from 450,000 - 570,000 depending on availability and the costs related to purchasing a stock unit, a demo unit, or building a truck. At this juncture we would be seeking $550,000 to support replacement of the truck and updating loose equipment for tne truck as necessary. We would ask the County to consider funding $330,000 and the town fund $220,000.

Key Events

- Delivery of Ladder 1
- Partial forgiveness on Ladder 1 loan
- Payoff of Engine 1
- Multiple successful fundraisers

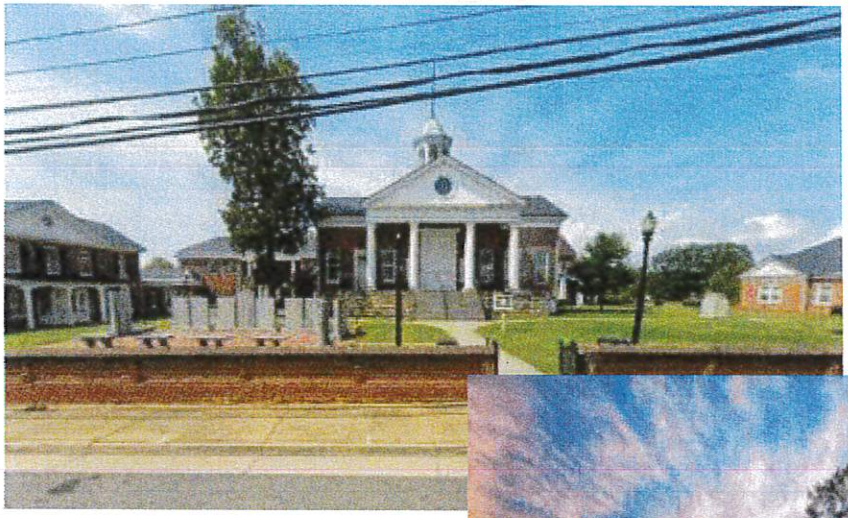
Notable Fundraisers

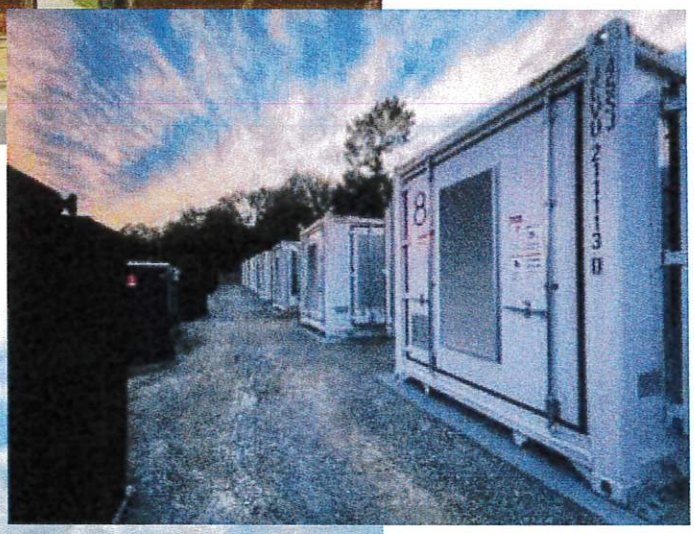
Mailer: $26,510.00
Reverse Raffle: $9,674.78
Railroad Festival: $6,626.15
Osborne Express: $8,975.47

Position of Need

Engine 2 is a key apparatus in AVFD's fleet.

It is paramount in the the response to brush and wild fires. However, it is also a cornerstone in providing water supply to our historic buildings, commercial buildings, and critical infrastructure.









Appomattox
Vol. Fire Dept.
Va.
Est. 1927

AVFD Eng. 2 Replacement





FIRE FINANCING FY2020 - FY2027

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2020	Fire Programs			10,000
FY2020	Donations	27,000		
FY2020 Totals - $37,000				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2021	Fire Truck	240,000		
FY2021	Fire Programs			15,000
FY2021	Donation	27,000		
FY2021 Total - $282,000				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2022	Fire Programs			15,000
FY2022	Donation	27,000		
FY2022	Face Mask		41,550	
FY2022 Total - $83,550				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2023	Air Compressor		81,730	
FY2023	Fire Programs			15,000
FY2023	Donation	27,000		
FY2023 Total - $123,730				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2024	Fire Programs			15,000
FY2024	Donation	27,000		
FY2024 - $42,000				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2025	Fire Programs			15,000
FY2025	Donation	40,000		
FY2025	Fire Truck		300,000	
FY2025 - $355,000				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2026	Fire Programs			15,000
FY2026	Donation	40,000		
FY2026 - $55,000				

YEAR	Item	Town Funded	ARPA	Grant Pass-Thru
FY2027	Fire Programs			Not available yet
FY2027	Donation	55,000		
FY2027 - $55,000				

	Town Funded	ARPA	Grant Pass-Thru	
GRAND TOTAL	$510,000	$423,280	$100,000	$1,033,280

*CD Matured and transferred to VIP in June 2026 - $57,002.22

Cash & Investments AVAILABLE FOR CURRENT BUDGET

Balances reported at September 30, 2026.

ACCOUNT BALANCES BY FUND

GENERAL FUND

Total Cash	$ 6,846,932
Fund Policy Requirement 100% of Operating Budget	$3,446,600
Total Available for Current Budget	$ 3,400,332
Current FY27 Budget	$ 3,446,600
Current Policy Deficit	$ 46,268

WATER FUND

Total Cash	$ 1,293,410
Fund Policy Requirement 35% of Operating Budget	$287,350
Total Available for Current Budget	$ 1,006,060
Current FY27 Budget	$ 821,000
Current Policy Balance	$ 185,060

SEWER FUND

Total Cash	$ 2,264,550
Fund Policy Requirement 35% of Operating Budget	$408,975
Sewer Revenue Bond (until Nov. 2060)	$125,196
Total Available for Current Budget	$ 1,730,379
Current FY27 Budget	$ 1,168,500
Current Policy Balance	$ 561,879

1017

1 Joint Meeting
Appomattox Town Council & Appomattox County Board of Supervisors
February 23, 2010

The Appomattox Town Council met jointly with the Appomattox County Board of Supervisors on Tuesday, February 23, 2010 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia.

Town of Appomattox – Present: Paul D. Harvey, Mayor; Council Members: Bryan J. Baine, N. H. "Jimmy" Mayberry, C. Lewis McDearmon, Jr., John T. "Plicky" Williams, Jennifer Jamerson-Scruggs; Bart S. Van Nieuwenhuise, Town Manager; Roxanne W. Paulette, Clerk of Council.

County of Appomattox – Present: Board Members: Gary Tanner, Thomas Conrad, W. H. Craft, Samuel Carter, Jerry Small; Johnny G. Overstreet, County Attorney; Aileen T. Ferguson, County Administrator; Vicky Phelps, Administrative Assistant.

Others: Timmy Garrett, Cory Osborne, Freddy Godsey, J. B. Burks, Mary Lou Spiggle, Bill & June Goodrich, Cliff Harvey, Duffy Taylor, Barry Watkins, Paul Spiggle, Stephanie James, Lucy Harvey, Benny Harvey, Bobby Wingfield, Johnnie Roark, Peter Zdgiebloski, Ray Perkins, Wilson Staples, Carlton Duck.

Mayor Harvey called the Appomattox Town Council to order.

Chairman Tanner called the Appomattox County Board of Supervisors to order.

Mayor Harvey welcomed the Board of Supervisors and all guests to the meeting and thanked them for attending.

Items discussed:
Appomattox Heritage and Recreational Trail
Johnnie Roark, County Planner gave an overview of the project. There is currently $300,000 in hand and an engineering firm (LPDA) from Charlottesville has been chosen to conduct the design/planning/survey portion of the project. The design portion is under control and being taken care of through the $300,000 currently in hand. The construction portion of the project is another story. During April – June, the County will find out the status of the remaining grant. All money must be hand before construction can begin. Donations can include culvert pipes, footbridges, etc. The materials needed: Fine rock, base gravel – compacted stone. The path must be built to a VDOT standard. There will be signage along the trail that tells the story of Appomattox.

Mr. Roark stated that Wal-Mart has been great to work with. Mr. Roark also commented that the County will start contacting private landowners in a month or so.

The Town of Appomattox is hoping to include approximately $12,000 in the FY 2011 budget to help offset construction costs for the trail.

Appomattox Community Park
Spout Spring Ruritan Club, Appomattox County, civic groups and citizens have made donations to the Concession Stand at the Appomattox Community Park.

The Town of Appomattox made a $10,000 donation for the concession stand in the FY 2010 budget.

Aileen Ferguson, County Administrator gave an update on the construction of the concession stand. The completion goal of April 2010 is still close. To date - $107,572.09 has been raised. Private donations are approximately $47,000. The project has incurred costs of $91,224.46. There is still a lot of fund raising to be done.

Mayor Harvey stated that if revenue allows the town would like to make a yearly donation to the Appomattox Community Park.

Mr. Baine mentioned that there was an apparent plan to install sidewalks to the soccer fields. Town Staff will check into that.

Both bodies concurred that the entire project is a win/win for the community.

Public Safety

The County and Town have been cooperating on this item for years. It is everyone's desire to see this cooperation continue to be a success. The County and Town have a formal agreement on the cooperation for the Police side of public safety. The current agreement allows the use of State 599 funds from the Town to be used by the County to provide police service in the Town limits. This funding from the State has been decreasing over the last several years. The current amount funded in the Town's budget is $45,785.00 and the current reduced funding from the state is $44,097.00. The common held premise of this cooperation is that the Town's funding would help support one officers full personnel cost. The current State suppose does not cover the full cost.

Police Protection/Agreement:
From the town's perspective, it is their desire to see it continue.

Ms. Jamerson-Scruggs stated that the she thinks the joint effort is a positive movement in the right direction. The Town will be discussing the possibility of making up the difference between the 599 funding from the state and the original budgeted amount by the Town at its March 8, 2010 Regular Council Meeting.

Bart Van Nieuwenhuise, Town Manager explained the timeline of the police agreements between the Town and the County.

Mrs. Ferguson, County Administrator provided a timeline and the current FY 2010 cost of one officer, gas and automobile insurance. The cost for FY 2010 is $54,784.00.

Mr. Carter stated that the 599 funding has been dropping significantly. Mr. Carter asked what the town looking for in the framework of the agreement. The town stated one officer. There is currently a gap of approximately $10,687.00 for that one officer.

The budget for FY 2010 (County) is $54,784 less HB 599 Funding FY 2011 (Town) $38,561 leaving a difference of $16,223.

The Town stated a need for more police protection and/or presence in the Town. A possible modification to the agreement to cover this issue may be discussed in more detail in the future.

Councilman Williams reiterated the need for police presence. Cars and radars could possibly be utilized in a different manner. The Town of Appomattox on any given day has the most populated area of the county. There should be more police presence in Town than there has been.

Councilwoman Jamerson-Scruggs recommended that reporting from the Sheriff's Office be discussed during the Finance Committee's preparation of the FY 2011 budget.

Councilman Baine stated that in the agreement there speaks of one deputy being in the corporate limits or on real estate owned by the Town unless an emergency arises.

Councilwoman Jamerson-Scruggs asked Mrs. Ferguson about #6 of the agreement mentioning a specific amount due from the Town to the County. Mrs. Ferguson pointed Ms. Jamerson-Scruggs to the most current contract only requiring the Town to pay to the County the funds received from the State. Mr. Mayberry stated that we should be open minded realizing that everything is going up and costing more and if the Town is going to ask for more protection it should be willing to pay more.

Fire Department:

The agreement on the Volunteer Fire Department is an informal agreement predicated on documented call response of 25% within the town limits. The call response computation is one developed many years ago. The County and Town has cooperated on this premise for years. The current cooperation includes an annual amount from the town, funding reserves for major equipment purchases and participating in funding major retrofits of equipment. It is everyone's desire for the cooperative effort on Public Safety to continue and grow.

Discussion on the current status of the agreements and cooperative efforts can promote the continued success of this vital area.

Mayor Harvey asked Mr. Garrett, Fire Chief to provide figures of current calls regarding the 75-25% split. The agreement has been in place since approximately 1983.

Mr. Tanner stated that we should do what is in the best interest of the Fire Department.

Mayor Harvey reiterated that you cannot pay too much for police protection or fire service.

Chairman Tanner adjourned the County meeting.

On a motion by Councilman Mayberry, seconded by Councilwoman Jamerson-Scruggs, Council voted to adjourn the joint meeting between the Town and County at 6:45 p.m. All members present voting aye. Motion carried.

Roxanne W. Paulette, CMC
Roxanne W. Paulette
Clerk of Council

Paul D. Harvey
Mayor



FUND BALANCE POLICY

General Fund

Unassigned Fund Balance

- The Town of Appomattox will maintain an Unassigned General Fund Balance at a level that provides sufficient working capital and a comfortable margin of safety for emergencies and unexpected declines in revenue.
- The Town shall not use the Unassigned General Fund Balance to finance recurring operating expenditures.
- The Town will maintain an Unassigned General Fund Balance equal to 100% of General Fund revenues. In the event the Unassigned General Fund Balance is used to provide funding for unforeseen emergency needs, the Town will restore the Unassigned General Fund Balance to the minimum of 100% over five years.
- Funds in excess of the targeted 100% fund balance may be considered to supplement the Priorities and Initiatives Plan, capital projects, or as additions to fund balance.

Committed Fund Balance

- Committed fund balance includes amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision making authority – Town Council. Formal Council action includes the annual adoption of the Town's Budget Resolution, Council Resolutions appropriating funds and/or resources, Budget amendments, and any carry forward appropriations of unexpended funds at fiscal year end.

Assigned Fund Balance

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity, or by the Town Manager or his designee.

Restricted Fund Balance

- Restricted fund balance includes amounts that have constraints place on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Non-Spendable Fund Balance

- Non-spendable fund balance includes amounts that cannot be spent because they are either not in a spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

Enterprise Funds

Water Fund

- Minimum ending fund balance shall not be less than 25% of total fund appropriations with a target balance of 35% of total fund appropriations.
- Funds in excess of required fund balance may be considered for capital projects, non-recurring expenditures, or funding of necessary reserves.
- A rate review will be conducted at least every two years.

Sewer Fund

- Minimum ending fund balance shall not be less than 25% of total fund appropriations with a target balance of 35% of total fund appropriations.
- Funds in excess of required fund balance may be considered for capital projects, non-recurring expenditures, or funding of necessary reserves.
- A rate review will be conducted at least every two years.

Adopted 8-9-2021

File Attachments for Item:

4. Council Action Form to make an addition to the Town of Appomattox's Water and Sewer Policy to add a bulk water purchase rate.

TOWN OF APPOMATTOX
TOWN COUNCIL ACTION FORM

Order of Business:
- ☐ Consent Agenda
- ☐ Public Hearing
- ☐ Presentation-Boards/Commissions
- ☐ Unfinished Business
- ☐ Citizen/Councilor Request
- ☒ Regular Business
- ☐ Reports of Council Committees

Action:
- ☐ Approve and File
- ☒ Take Appropriate Action
- ☐ Receive & File (no motion required)
- ☐ Approve Ordinance 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Bulk Water Purchase Rate Changes

ISSUE: Currently, each bulk water purchase is charged $50, regardless of the amount of water acquired by customer. For example, a 1000-gallon tank and a tractor trailer full of water are charged the same amount.

RECOMMENDATION: Add section in the Town's Water and Sewer Policy that states:

Bulk Water Purchases

Customers wishing to purchase bulk water from the Town of Appomattox shall comply with the following requirements:

1. Scheduling: Customers shall contact the Town of Appomattox Utility Department at least thirty (30) minutes in advance to schedule an appointment for bulk water purchases.

2. Designated Location: All bulk water purchases shall take place at the Appomattox Fire Department, located on Confederate Boulevard, Appomattox, VA unless otherwise preapproved for a different location.

3. Metering: All bulk water dispensed shall be metered by authorized Town of Appomattox employees. Customers shall not obtain bulk water without Town personnel present to meter the water.

4. Rates and Charges: A minimum charge of fifty dollars ($50.00) shall apply to all bulk water purchases of up to 2,000 gallons. Any water purchased in excess of 2,000 gallons shall be billed at the Town's applicable prorated out-of-town water rate, in addition to the minimum charge.

SUMMARY:

Y	N		Y	N	
□	□	Councilor Timothy W. Garrett	□	□	Councilor Danielle Ulmer
□	□	Councilor Jack Hensley	□	□	Councilor Mary Lou Spiggle
□	□	Councilor James Boyce,Sr.	□	□	Mayor Richard Conner (If required)
□	□	Councilor McKinley Cardwell			

Rev. January 2023

Water Usage	Rate
0–2,000 gallons	$50.00 minimum
Each additional 100 gallons over 2,000	$1.43

5. Rate Adjustments: Charges for bulk water exceeding 2,000 gallons shall be subject to adjustments consistent with any future changes to the Town's adopted out-of-town water rates.

TIMING: Following Town Council's approval

BACKGROUND: This amendment is intended to formally incorporate the Town's existing bulk water purchasing procedures into the Water Policy, as these practices are already in place. The proposed change will also update the bulk water rates to reflect the revised fee schedule and ensure consistency between current operations and the adopted policy.

ENCLOSED DOCUMENTS:

STAFF/SPONSOR: Tori Rothgeb, Facilities Project Director

FOR IN MEETING USE ONLY

MOTION:_____

_____

Roll Call

SUMMARY:

Y	N		Y	N	
□	□	Councilor Timothy W. Garrett	□	□	Councilor Danielle Ulmer
□	□	Councilor Jack Hensley	□	□	Councilor Mary Lou Spiggle
□	□	Councilor James Boyce,Sr.	□	□	Mayor Richard Conner (If required)
□	□	Councilor McKinley Cardwell			