



# **Appomattox Town Council Regular Meeting Agenda**

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

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**Monday, July 08, 2024**

## **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**

### **Mayor's Comments**

### **Closed Session**

Closed session, pursuant to Code of Virginia Section 2.2-3711(A)1 for the purpose of discussing prospective candidates for employment with consultants, specifically being vacancy A.

### **Closed Session**

Closed session, pursuant to Code of Virginia Section 2.2-3711(A)1 for the purpose of assignment, appointment, promotion, and performance or resignation of specific public officer, appointee, or employee of any public body, specifically being Employee A.

### **Adoption of the Consent Agenda -July 8, 2024**

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.

June 10, 2024 Regular Meeting and June 25, 2024 Workshop Meeting

### **Unfinished Business**

### **New Business**

Proclamation honoring 2023-2024 FFA Chapters.

**Council Standing Committee Reports**

**Citizen Comment**

**Town Manager's Report**

**Council Comment**

**Adjournment**

**File Attachments for Item:**

3. June 10, 2024 Regular Meeting and June 25, 2024 Workshop Meeting

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**June 10, 2024**

The Appomattox Town Council held a Regular Council meeting on Monday, June 10, 2024, 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: Carlton Duck, Alive Media; Kim Ray, Treasurer; Rob Fowler, Interim Town Manager; Christy Torrence, Interim Clerk of Council; Kaylee Simpson; Charles Conrad; Nickcole Maynard-Errami, Human Resources Director; Eric and Dorothy Van Opstal; Don Jones; Katrina Slagle; Stan Slagle

Mayor Conner called the meeting to order at 6:30 p.m.

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

Mayor Conner welcomed everyone to the meeting.

Public Hearing:

Katrina A. Slagle does hereby request a Conditional Use Permit to operate a small private practice serving the community providing mental health, medication management, counseling and wellness care by appointment located at 667 Lee Grant Avenue in an existing single-family structure. Tax Map Identification Number 64A5 A 85. The property is zoned R-1, Limited Residential and the proposed use is permitted by a Conditional Use Permit.

Mrs. Slagle spoke to Council stating that she is a mental health nurse practitioner and has been in the nursing field for 32 years. She said that statistically speaking 1 in 5 will experience a mental health condition and only 50% will get help. Aspire Mental Health and Wellness will be the first full service mental health center in Appomattox, staffed with a licensed mental health counselor and a psychiatric practitioner with prescriptive authority.

Rob Fowler informed Council that the Appomattox Town Planning Commission unanimously approved the Conditional Use Permit and forwarded to Town Council for final approval.

Eric and Dorothy Van Opstal stated objections to a residential property being changed to conditional use. They stated that they are not opposed to the service that they are trying to offer but they don't want it in that location.

Don Jones spoke on behalf of Liberty Baptist Church. The church is supportive of the conditional use and have offered up their parking lot for the business to use.

Mayor Conner read a letter from Bryan Baine stating that while he is opposed to rezoning the property, he will support the conditional use permit.

Mr. Simpson asked Mr. Fowler if the conditional use permit was attached to the property. Mr. Fowler said it would be approved for the Slagle's only—if she closed the business, it reverts to single family residential automatically.

Unfinished Business:

Mr. Fowler informed Council that, due to health concerns, Nathan Harbin would no longer be able to finish the depot landscaping project. He suggested regrouping and rebidding the work. He would like to look for landscapers who have in-house designers. If Council agrees, he will pursue.

With consensus from Council, Mr. Fowler will pursue landscapers.

New Business:

On a motion by Mr. Simpson, seconded by Mr. Boyce, the Council voted to approve the conditional use permit as presented for a period of 24 months. All members present voting aye. Motion carried 6-0.

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Council voted to give all Town employees July 5, 2024 off with pay for employee appreciation. All members present voting aye. Motion carried 6-0.

Adoption of the Consent Agenda:

On a motion by Mr. Garrett, seconded by Ms. Spiggle, the Town Council voted to adopt the consent agenda as presented for June 10, 2024. All members present voting aye. Motion carried 6-0.

Council Standing Committee Reports:

ARPA: None

Finance and Planning Committee: None

Physical Development Committee: None

Citizen Comment:

Don Jones updated on some tourism news. July 5-11 Virginia State District Youth League softball and baseball tournaments are being held in Appomattox. This will bring in 12 teams, 300 children, along with coaches and families.

Town Manager's Report:

Mr. Fowler referred to the report that was emailed to Council on Friday, June 7 and updated Council on the following:

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**Regular Council Meeting**  
**June 10, 2024**

- Had lunch with Public Works employees and received feedback from them on what they would like to see in a Public Works director.
- The town attorney said that there is some confusion with the property maintenance code and it has to be tweaked a little.
- Discussed bids for ADA compliance audit. Mr. Simpson said that all bids looked similar, and he would like to defer to Mr. Fowler to decide. Ms. Spiggle said we should move forward as fast as possible. Mr. Simpson asked if we could use ARPA funding to have the study done. Mrs. Ray responded with yes, ARPA money can be used.

On a motion by Mr. Simpson, seconded by Mr. Garrett, the Town Council voted to use ARPA funding to have the ADA compliance analysis performed.

ROLL CALL VOTE: Allen – yes, Boyce – yes, Spiggle – yes, Garrett – yes, Puckette – yes. Simpson – yes. Motion carried 6-0.

- Provided staff with VRSA site assessment. Staff is actively working to correct what we can. Mr. Simpson asked if we have a maintenance contract for dehumidifiers. Mr. Fowler will check into it.

Council Comments:

Spiggle-Reminded everyone about the fireworks on June 29.

Simpson-

- Lee Grant was never meant to be a connector route in town. The solution lies in working with county and state to build a road that mirrors the bypass. This should be added to the comprehensive plan.
- 100<sup>th</sup> Anniversary is coming up. If we want to plan an event we need to start now. Would like to discuss at the next meeting to determine a reasonable amount of money to spend. We also need to check with Historical Society and Experience Appomattox.
- The county administrator responded regarding a joint meeting. She is working on a date that works for everyone, possibly August or September.

Allen-Would like for staff to check into Safe Way to School grants or similar grants for Highland Ave. A crosswalk is needed from Confederate to Church St (Jamerson Building Supply to middle school). Asked staff to check into this.

Boyce-Lee Grant Ave holes need to be filled.

Puckette-nothing

Garrett-nothing

Adjournment:

On a motion by Mr. Garrett, seconded by Mrs. Puckette, the Council voted to adjourn at 7:40 pm. All members present voting aye. Motion carried 6-0.

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Christy Torrence  
Interim Clerk

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Richard C. Conner  
Mayor

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 100<sup>th</sup> 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.

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

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.

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Christy Torrence  
Interim Clerk

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Richard C. Conner  
Mayor

**File Attachments for Item:**

4. Proclamation honoring 2023-2024 FFA Chapters.

A PROCLAMATION HONORING  
**THE APPOMATTOX COUNTY HIGH SCHOOL  
2023-2024 FFA CHAPTER**

**WHEREAS**, the Appomattox Sr. FFA received top honors at the 98<sup>th</sup> Virginia FFA Convention; and

**WHEREAS**, a 4 day in person convention took place in Blacksburg, VA; and

**WHEREAS**, the Appomattox Chapter placed first in the National Chapter Award contest, out of 217 chapters and 33,300 FFA members across the Commonwealth; and

**WHEREAS**, the National Chapter Award contest is grounded in three divisions, Growing Leaders, Building Leaders, and Strengthening Agriculture; and

**WHEREAS**, Appomattox was selected for its extensive program of activities, notably during the 2023-2024 school year were its leadership training program, degree recognition event, agriculture placement program, and its dynamic relationship with the Appomattox FFA Alumni Association; and

**WHEREAS**, this milestone was accomplished under the direction of the 2023-2024 Chapter FFA officer team.

**THEREFORE**, I urge all citizens of Appomattox County to join me in recognizing and celebrating the chapter's achievement and wish the members of the chapter continued success.

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Richard C. Conner, Mayor, Town of Appomattox