



Appomattox Town Council Workshop Meeting Agenda

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

Tuesday, July 28, 2026

6:30 PM – Town Council Workshop Meeting

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

Call to Order

Discussion Items

1. CivicPlus will provide Town Council with a presentation regarding the upcoming mandatory agenda and website migrations.
2. Discussion by Council of the PPTRA for 2026 personal property tax invoices and recommendation by Town Council of any necessary action to be taken by Town staff.
3. The Town Treasurer is bringing forth information contained the Council Action Form for Town Council to discuss the FY26 One-Time Bonus of 2% payable to the County of Appomattox for 2 Deputies and towards the Sheriff's stipend.
4. Discussion and approval by Council of a resolution authorizing the Town Manager to sign and release Deed of Trusts Securing Deferred Loans for the Downtown Revitalization Grant program. A Deed of Trust Securing Deferred Loans for Baines is attached as there has been a request to release the lien.
5. Discussion item per the attached Council Action Form presented by the Treasurer, Ms. Ray, for discussion by Town Council for the FY-2027 July compression increase requested for two sheriff deputies.
6. Selection by Town Council of the type of banner to be utilized and the resolving the cost of bracketing the banners for the Hometown Heroes Program.

Staff Reports

7. David Carter, Town Utilities Director, will discuss an additional handicap entrance to Abbitt Park. A map has been made part of the agenda packet for reference.
8. Presentation to Town Council of the Town Treasurer's Monthly Town Financial Report.

Council Standing Committee Reports

Manager Comments

Council Comments

Adjournment

File Attachments for Item:

2. Discussion by Council of the PPTRA for 2026 personal property tax invoices and recommendation by Town Council of any necessary action to be taken by Town staff.



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: PPTRA for 2026 Personal Property Tax Invoices

ISSUE: Rate has been determined from the count of eligible vehicles based on criteria below

RECOMMENDATION: Approval of the calculated rate of 45.5%

TIMING: To be deducted from qualified vehicles on the 2026 Personal Property Invoices

BACKGROUND: Set forth in Section 58.1-3524(C)(2) and Section 58.1-3912€ of Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts Assembly and qualifying vehicle situses within the Town commencing January 1, 2026 shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 45.5% tax relief;
- Personal use vehicles at \$20,001 or more shall only receive 45.5% tax relief on the first \$20,000 of values; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program

ENCLOSED DOCUMENTS: None

STAFF/SPONSOR: Kim Ray, Treasurer

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
- ☐ ☐ Councilor Jack Hensley
- ☐ ☐ Councilor James Boyce, Sr.
- ☐ ☐ Councilor McKinley Cardwell

Y N

- ☐ ☐ Councilor Danielle Ulmer
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

3. The Town Treasurer is bringing forth information contained the Council Action Form for Town Council to discuss the FY26 One-Time Bonus of 2% payable to the County of Appomattox for 2 Deputies and towards the Sheriff's stipend.



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

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- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

ISSUE: FY26 One-Time Bonus of 2% payable to the County of Appomattox for 2 Deputies and towards the Sheriff's stipend

RECOMMENDATION: \$2,227.11 to include the 2% salary bonuses and the employer Medicare and Social Security Tax

TIMING: Payable with most recent AP process

BACKGROUND: As part of the Virginia finalized biennial budget, classified employees of the Executive Branch and other full-time employees were awarded a one-time bonus equal to 2% of their base pay, to be distributed in June.

ENCLOSED DOCUMENTS:

STAFF/SPONSOR: Kim Ray, Treasurer

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

4. Discussion and approval by Council of a resolution authorizing the Town Manager to sign and release Deed of Trusts Securing Deferred Loans for the Downtown Revitalization Grant program. A Deed of Trust Securing Deferred Loans for Baines is attached as there has been a request to release the lien.

202301882

**DEED OF TRUST
SECURING A DEFERRED LOAN FOR
FAÇADE IMPROVEMENTS CONSTRUCTED AS A PART OF THE
APPOMATTOX DOWNTOWN REVITALIZATION PROJECT**

This DEED OF TRUST, made and entered into this, the 25th Day of August, 2021, by and between **Baine's Holding Company LLC**, hereinafter designated as "Grantor(s)"; and **Frank A. Wright, Jr., Attorney for the Town of Appomattox, Virginia**, Trustee, hereinafter designated as "Trustee;" and **THE TOWN OF APPOMATTOX, VIRGINIA**, the legal holder of that certain note hereinafter described and secured, or any modification, renewals or extensions thereof, in whole or in part, hereinafter designated as "Beneficiary".

WITNESSETH:

That for and in consideration of the indebtedness herein recited and the agreements and covenants herein after set out, the Grantors hereby grant and convey unto the aforesaid Trustee, with covenants of General Warranty of Title, the following described real estate, with all appurtenances thereunto belonging, lying and being within the Town of Appomattox and being more particularly described as follows, to-wit:

205 Main Street
Appomattox, VA 24522
Tax Parcel # 64A5 A 113
Instrument # 2004/1182

TOGETHER with all the improvements now or hereafter erected on the property, and all easements, rights, appurtenances, rents (subject however to the rights and authorities given herein to Beneficiary to collect and apply such rents), royalties, mineral, oil and gas rights and profits, water, water rights, and water stock, and all fixtures now or hereafter attached to the property, all of which, including replacements and additions thereto, shall be deemed to be and remain a part of the property covered by this Deed of Trust; and all of the foregoing, together with said property are herein referred to as the "Property";

This Deed is Exempted from recordation
taxes under §58.1-811(A)(3)

Return to: Roxanne Casto / Town of Appomattox
Prepared by Frank A. Wright, Jr., VSB #42036, P. O. Box 38, Rustburg, Virginia 24588
Parcel I.D. # 64A5 A 113

Examined and
Witnessed/Delivered
To: Roxanne Casto / Town
Address: of Appomattox
Date 11-21-2023

IN TRUST, HOWEVER, to secure unto the Beneficiary the payment of a certain indebtedness in the principal sum of **\$25,000.00**, said indebtedness being evidenced by a promissory note of even date herewith made by **Baine's Holding Company LLC**, payable to the Beneficiary at 210 Linden Street, P.O. Box 705, Appomattox, Virginia 24522, under the following terms and conditions:

- (1) Grantor(s), shall own, possess fee simple title in, and retain ownership of said real property for a period of five (5) years from the date of this instrument, shall maintain the improved storefront, and shall obtain approval of any changes during this period.
- (2) In the event that the Grantor(s) does/do not comply with requirements as set forth in paragraph 1 herein, or does not comply with any other obligation or condition contained in this Deed of Trust, then the Beneficiary, at its option, with or without notice, may declare the entire unforgiven portion of the note, and any indebtedness owed to the Beneficiary hereby secured, immediately due and payable as follows:
 - (a) If the non-compliance occurs during the first (1st) year after the execution of this instrument, then the Grantor(s) shall repay 100% of the principal amount to the Beneficiary.
 - (b) If the non-compliance occurs after the first (1st) year anniversary and before the second (2nd) anniversary of the execution of this instrument, then the Grantor(s) shall repay 80.0% of the principal amount to the Beneficiary.
 - (c) If the non-compliance occurs after the second (2nd) year anniversary and before the third (3rd) year anniversary of the execution of this instrument, then the Grantor(s) shall repay 60.0% of the principal amount to the Beneficiary.
 - (d) If the non-compliance occurs after the third (3rd) year anniversary and before the fourth (4th) year anniversary of the execution of this instrument, then the Grantor(s) shall repay 40.0% of the principal amount to the Beneficiary.
 - (e) If the non-compliance occurs after the fourth (4th) year anniversary and before the fifth (5th) year anniversary of the execution of this instrument, then the Grantor(s) shall repay 20.0% of the principal amount to the Beneficiary.

- (f) If the non-compliance occurs after the fifth (5th) year of the execution of this instrument, then the Grantor(s) shall repay 0% of the principal amount to the Beneficiary.
- (g) In the event that the Grantor(s) complies with the provisions of paragraph 1 herein for a term of five (5) years following execution of this instrument, then this obligation shall be completely forgiven by the Beneficiary, and the Beneficiary shall release the said property from the lien of this Deed of Trust upon certification of compliance by the Beneficiary.

THIS DEED OF TRUST shall be construed to impose and confer upon the parties hereto all duties, rights, and obligations prescribed in Sections 55-59 through 55-59.4 and 55-60 of the Code of Virginia of 1950, as amended, in like manner as if the same were expressly set forth herein, except as may be herein otherwise provided; and the following provisions of said Sections are hereby incorporated in and made a part of this Deed of Trust in their respective short forms, to-wit:

- (a) EXEMPTIONS WAIVED.
- (b) SUBJECT TO ALL UPON DEFAULT.
- (c) INSURANCE REQUIRED: An amount equal to the principal sum herein secured.
- (d) ADVERTISEMENT REQUIRED: Once a week for two successive weeks in the *Times Virginian* or other newspaper having general circulation in the Town of Appomattox.
- (e) SUBSTITUTION OF TRUSTEE PERMITTED, with or without cause.

If default is made as to any part of the debt hereby secured, or as to any of the covenants or agreements herein contained or contained in the Note, the Trustee may at Trustee's discretion, immediately enter upon and take possession of the Property, take over any existing leases or cause said property to be rented pending a sale hereunder, and collect the rents therefrom and apply the same as is provided by law for the disposition of the proceeds of sale.

The Grantor(s) further covenant that the Grantor(s) are seized in fee simple of the Property; that the Grantor(s) have the right to convey the same; that it is free of encumbrances except as

herein mentioned; that the Grantor(s) will execute all such further assurances of title as may be required; and that any purchaser from the Trustee shall have quiet and peaceable possession of the Property.

The Grantor(s) agree to pay all real estate taxes, assessments, and other charges that may be assessed against said property promptly as they become due and payable, and to keep the secured property in good and proper repair.

All covenants and agreements of the Grantor(s) herein contained shall extend to and bind Grantor(s)' heirs, devisees, executors, administrators, successors, and assigns.

Beneficiary may make or cause to be made reasonable entries upon, and inspection of, the Property. Beneficiary may, but need not, pay and discharge any lien or charge upon the Property, (whether now existing or hereafter created, or suffered by, Grantor(s) in order to protect its interest in the Property, and the sums so paid (including all expenses and fees incurred by Beneficiary) shall be added to, and become a part of, the indebtedness secured by this Deed of Trust.

Any forbearance by Beneficiary as to any rights or options Beneficiary may have under the terms of this Deed of Trust, or under applicable law, shall not be construed as a waiver of, or preclude the exercise of, the same or any other right or option.

NOTICE: The debt secured hereby is subject to call in full, or the terms thereof being modified, in the event of sale or conveyance of the property described herein, or in the event of non-compliance with the terms of the aforesaid note.

WITNESS THE FOLLOWING SIGNATURES AND SEALS:

Baine's Holding Company LLC, Owner/Granter, by:

Bryan J. Baine (Print Name)

owner (Print Title)

[Signature] (Signature)

**STATE OF VIRGINIA,
COUNTY OF APPOMATTOX, to-wit:**

I, Roxanne Williams Casto, a Notary Public in and for the jurisdiction
aforesaid, do hereby certify that Bryan J. Baine
whose name(s) is/are signed to the foregoing Deed of Trust dated 8.25.2021

appeared before me and acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this 25th day of August, 2021.

Roxanne Williams Casto
Notary Public

My Commission Expires: 7-31-2023 My Registration Number Is: 337339

INSTRUMENT 202301882
RECORDED IN THE CLERK'S OFFICE OF
APPOMATTOX CIRCUIT COURT ON
NOVEMBER 21, 2023 AT 01:06 PM
JANET A. HIX, CLERK
RECORDED BY: RRF

[Signature] IDC

**Roxanne Williams Casto
Notary Public
Commonwealth of Virginia
Reg. # 337339
My Commission Expires July 31, 2023**

File Attachments for Item:

5. Discussion item per the attached Council Action Form presented by the Treasurer, Ms. Ray, for discussion by Town Council for the FY-2027 July compression increase requested for two sheriff deputies.



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COUNCIL AGENDA ITEM TITLE:

ISSUE: FY2027 - A July compression increase for two deputies

FY2027 – A 3.5% COLA increase for two deputies and 1.5% Sheriff stipend increase (Sheriff was budgeted to receive 2% in FY227 before Virginia announced the 3.5% increase)

RECOMMENDATION: Approval for the amount received for the “loaded rate” from the County payroll clerk that includes the employer taxes and retirement contribution for the salaries of the two deputies and Sheriff’s stipend

TIMING: Quarterly payments will be made from General Fund and 599 Grant funds

BACKGROUND: Appomattox announced an increase for the deputy salaries for compression

Virginia approved a 3.5% salary increase for state employees effective July 25, 2026.

ENCLOSED DOCUMENTS:

STAFF/SPONSOR: Kim Ray, Treasurer

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
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Y N

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- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

6. Selection by Town Council of the type of banner to be utilized and the resolving the cost of bracketing the banners for the Hometown Heroes Program.



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COUNCIL AGENDA ITEM TITLE:

ISSUE: Selection of banner type and bracketing for the Hometown Heroes Program

RECOMMENDATION: Section by Town Council of the type of banner to be utilized and resolve the cost of bracketing the banners.

TIMING: Presentation by David Carter

BACKGROUND: This item was brought back before Town Council to resolve the selection of banner and bracketing costs.

ENCLOSED DOCUMENTS: A presentation is attached as part of the agenda packet.

STAFF/SPONSOR: David Carter/Utilities Director and Michael Campbell/Town Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Timothy W. Garrett
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Hometown Hero Banner Program

TOWN OF APPOMATTOX

PRESENTED BY:
David Carter

DATE
July 28, 2026



Introduction

HOMETOWN HERO BANNERS ARE A FANTASTIC WAY TO HONOR THE VETERANS, FIRST RESPONDERS, AND OTHER HEROES IN OUR TOWN.

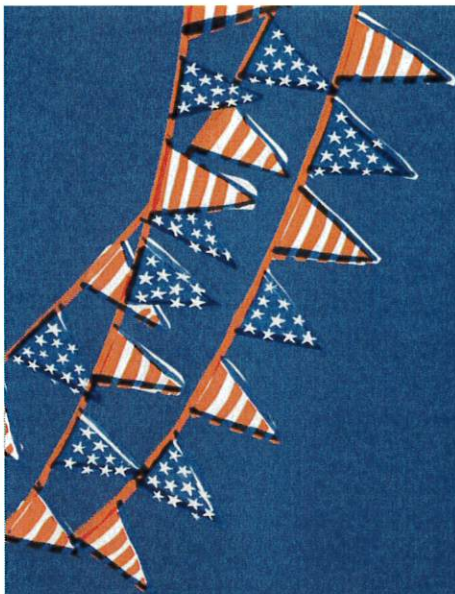
THESE BANNERS ARE MOST COMMONLY ORDERED BY MUNICIPALITIES AND VETERAN'S ASSOCIATIONS, WHICH USE THE BANNERS FOR:

- HONORING THEIR TOWN'S HEROES
- VETERAN'S DAY CEREMONIES
- FUNDRAISING





General Facts



THROUGH THIS PROGRAM, CUSTOM BANNERS FEATURING AN INDIVIDUAL'S PHOTO, NAME, RANK, AND BRANCH OF SERVICE ARE PROUDLY DISPLAYED ON STREET POLES THROUGHOUT TOWN. THESE BANNERS SERVE AS A VISIBLE TRIBUTE TO THE INDIVIDUALS WHO HAVE SERVED OR ARE CURRENTLY SERVING OUR COUNTRY AND COMMUNITIES, WHILE ALSO BRINGING RESIDENTS TOGETHER IN A SHARED SENSE OF PRIDE AND APPRECIATION.

Flag Options:

WOODCLIFF LAKE
PROUDLY HONORS
HOMETOWN HEROES



DANIEL J. KEENAGHAN
ACTIVE DUTY
COL. ★ U.S. ARMY
MAY 2000 - PRESENT
SPONSORED BY:
THE KEENAGHAN FAMILY

1

STRATFORD
★ HONORS ★



JOHN A. HALL
U.S. MARINE CORPS
JAN. 1956 - OCT. 1958

2

Saddle Brook Proudly Honors
HOMETOWN VETERANS



BERNIE J. NICHOLAS
VIETNAM WAR
U.S. ARMY
AUG. 1972 - AUG. 1974
SPONSORED BY:
The Nicholas Family

3

GRATEFULLY
HONORING



1LT RALPH ARTHUR POORBAUGH
US ARMY AIR FORCES
WORLD WAR II
1942 - 1946
THANK YOU TO ALL VETERANS!

4

PROUDLY SALUTES



MICHAEL HOLMES
WAR ON TERROR
CPL. ★ U.S. MARINE CORPS
1998 - 2002
HONORED BY
FRIENDS OF MIKE
Thank You to His Memorial

5

Dimensions:

THE BANNERS ARE DIGITALLY PRINTED, DOUBLE-SIDED ON DURABLE 18 OZ. VINYL, DESIGNED FOR LONG-LASTING OUTDOOR DISPLAY. STANDARD BANNER SIZES INCLUDE 18X36", 24X48", AND 30X60", WITH CUSTOM SIZES AVAILABLE





Timeline:

The banners stay up for a 3-year period as the weather does impact longevity. They are put up right before Memorial Day and they stay up until Christmas Decorations are displayed. After the 3-year period the banners can be given to the family that placed the order depending on condition.



Pricing:

PAVC (Piedmont Area Veterans Council) charges

\$250 for the banner.

Brackets range from ~\$40 - \$180



Contact info:

Sarah Maddox

Piedmont Area Veterans Council (PAVC)

2650 W 3rd Street

Farmville, Va. 23901

434-392-4142 (Office)

pavc23901@aol.com



Questions:

1. Who is responsible for putting the banners up? - The Town would be responsible for putting them up but they could be stored at PAVC.
2. What is the process for replacement? - Municipalities typically put a clause in the actual application that states how long the banners are up, if they are damaged by natural causes (wind/hail, etc.) The municipality will replace them at their cost.

Thank you all

ANY QUESTIONS?



File Attachments for Item:

7. David Carter, Town Utilities Director, will discuss an additional handicap entrance to Abbitt Park. A map has been made part of the agenda packet for reference.

64A512 E 1

64A514 5

64A514 2

64A5 A 125

296 298

64A514 B