



# **Appomattox Town Council Regular Meeting Agenda**

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

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**Monday, June 09, 2025**

## **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**

### **Approval of the Agenda**

### **Scheduled Public Appearances**

1. Presentation of the ISO Insurance Public Protection Classification review, by Jonathan Garrett, Fire Chief, Appomattox Co Fire Department
2. Wakiso District Local Government-Deputy Mayor Daniel Kutessa Wadimba

### **Mayor's Comments**

### **Adoption of the Consent Agenda-June 9, 2025**

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.

- [3.](#) April 14, 2025 Regular Council meeting, May 12, 2025 Regular Council meeting and May 27, 2025 Workshop Meeting.

### **Citizen Comment**

4. This time will allow our citizens the opportunity to address the Town Council with issues of importance to the citizens. No individual citizen shall be permitted to address the Town Council for more than three (3) minutes.

### **Unfinished Business**

### **New Business**

[5.](#) Discussion and evaluation of the Standing Committees

Closed Session

6. Closed session, pursuant to Code of Virginia Section 2.2-3711(A)29 for the purpose of discussing or considering the award of a public contract involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the negotiating strategy of the public body.

**Council Standing Committee Reports**

**Town Manager's Report**

**Council Comment**

**Adjournment**

**File Attachments for Item:**

3. April 14, 2025 Regular Council meeting, May 12, 2025 Regular Council meeting and May 27, 2025 Workshop Meeting.

1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**April 14, 2025**

The Appomattox Town Council held a Regular Council meeting on Monday, April 14, 2025, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

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

Members absent: None.

Others: Carlton Duck, Alive Media, Cindy Miller, Deputy Town Clerk, Michael Campbell, Town Manager, Kim Ray, Treasurer, Kelly Childress and Rob Havers with the American Civil War Museum, Chad Hodges and Bif Johnson with Hurt & Profit.

Mayor Richard Conner called the meeting to order at 6:35 p.m.

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

Approval of the Agenda: Mayor Richard Conner asked if there were any changes to the agenda.

On a motion by Mr. Garrett, seconded by Mr. Cardwell, the Council voted to accept the agenda as written. All members present voting aye. Motion carried 5-0.

Public Hearing: Mayor Conner opened the public hearing by reading the purpose:

The purpose of this public hearing will be to receive public comments concerning the following:

Sec. 32-173. Penalty and towing for violations.

Any person violating the provisions of Chapter 32. Article III, Division 3 of the Code, shall be fined \$50.00 except to the extent otherwise specified in a particular section, and any vehicle violating such provisions shall be towed away at the expense of the owner thereof.

(Ord of 4-14-2025 1)

There were no public comments made or received during the public comment period.

Mayor Conner closed the public hearing.

Mayor's Comments:

The Mayor stated with Spring, hope is eternal. The Mayor stated he appreciated the efforts to bring our team together here at the Town of Appomattox.

2 | **Appomattox Town Council**  
**Regular Council Meeting**  
**April 14, 2025**

Adoption of the Consent Agenda:

On a motion by Mr. Cardwell, seconded by Ms. Spiggle, the Council voted to adopt the consent agenda; March 10, 2025, Regular Council meeting, and March 24, 2025, Workshop meeting. All members present voting aye. Motion carried 5-0.

Schedule for Public Appearance

Rob Havers spoke on behalf of the American Civil War Museum and requested support from the Town Council for their outreach efforts. Mr. Havers introduced Kelly Childress, Site Director. Requested funding for local events was \$2500.

Citizen Comments: none

Unfinished Business:

Consideration to Advertise for Councilman opening.

On a motion by Mr. Simpson, seconded by Ms. Spiggle, Council voted to advertise the Interim Councilman position via Facebook and word of mouth. With candidates wishing to run for the position to be on the November ballot. All members of Council voted aye. Motion carried 5/0.

Consideration to Advertise the FY 26 Budget for Public Hearing

On a motion by Mr. Garrett, seconded by Mr. Simpson, the Council voted to table the consideration to advertise the FY 26 Budget until the Council Retreat on Friday April 18, 2025. All members of Council voted aye. Motion carried 5/0.

New Business:

Consideration to adopt Sec. 32-173 Penalty and towing for violations Ordinance for fines of \$50 per violation.

On a motion by Mr. Simpson, seconded by Mr. Cardwell, the Council voted to adopt Sec 32-173 Any person violating the provisions of Chapter 32. Article III, Division 3 of the Code, shall be fined \$50.00 except to the extent otherwise specified in a particular section, and any vehicle violating such provisions shall be towed away at the expense of the owner thereof. All members of council voted aye. Motion carried 5/0.

Closed Session:

On a motion by Mr. Boyce, seconded by Mr. Garrett, Council voted to convene in Closed Session, pursuant to Section 2.2.3711(A)6, for the purpose of discussion and consideration of the

Investment of public funds where competition and bargaining is invoiced, where, if made public initially, the financial interest of the governmental unit would be adversely affected, Economic Prospect A.

ROLL CALL VOTE: Boyce-yes, Garrett-yes, Cardwell-yes, Simpson-yes, Spiggle-yes. Motion carried 5-0.

The meeting was re-opened to the public.

Council member Mr. Boyce made the following motion:

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 2.2.371(A)6.

The motion was seconded by Council Member Ms. Spiggle and Council by the following recorded vote adopted the motion:

ROLL CALL VOTE: Boyce-yes, Garrett-yes, Cardwell-yes, Simpson-yes, Spiggle-yes. Motion carried 5-0.

On a motion by Mr. Cardwell, seconded by Ms. Spiggle, Council voted to adopt the resolution to Authorizing the Town Manager to serve as the Town's Lead Negotiator for regional water and sanitary sewer infrastructure partnerships and to engage specialized legal counsel. All members present voting aye.

ROLL CALL VOTE: Boyce-yes, Garrett-yes, Cardwell-yes, Simpson-yes, Spiggle-yes. Motion carried 5-0.

## **RESOLUTION NO. 2025-01**

### **A RESOLUTION AUTHORIZING THE TOWN MANAGER TO SERVE AS THE TOWN'S LEAD NEGOTIATOR FOR REGIONAL WATER AND SANITARY SEWER INFRASTRUCTURE PARTNERSHIPS AND TO ENGAGE SPECIALIZED LEGAL COUNSEL**

WHEREAS, the Town of Appomattox is evaluating opportunities to expand and sustain its water and sanitary sewer utility infrastructure to meet the demands of current residents and support future growth; and

WHEREAS, cooperative planning and negotiation with regional partners such as Appomattox County, Campbell County, and the Campbell County Utilities and Service Authority (CCUSA) may yield mutually beneficial outcomes in areas including cost-sharing, infrastructure development, and utility service delivery; and

WHEREAS, the Town may also need to engage with other localities, private developers, and engineering firms as part of its broader effort to modernize its utility infrastructure and secure long-term solutions that promote economic development and maintain high service standards; and

WHEREAS, the Town is also exploring the potential acquisition and assumption of ownership of the water utility currently owned and operated by Appomattox County, to ensure long-term local control, enhanced service delivery, and financial sustainability for Town residents and businesses;

WHEREAS, the Town Council recognizes the importance of securing expert legal counsel to navigate complex contract negotiations and public utility agreements;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF APPOMATTOX, VIRGINIA:

1. Authority to Negotiate – The Town Manager, Michael Campbell, is hereby authorized and empowered to serve as the sole official representative and lead negotiator for the Town in all discussions and partnership development efforts relating to water and sanitary sewer infrastructure with:
  - The Appomattox County and Campbell County Boards of Supervisors and their respective County Administrators;
  - The Campbell County Utilities and Service Authority (CCUSA);
  - Other localities, developers, engineering firms, and relevant stakeholders.
2. Engagement of Legal Counsel – The Town Manager is further authorized to retain outside legal counsel, specializing in contract law, public utility law, and intergovernmental agreements, to support these efforts and protect the Town’s legal and financial interests throughout the negotiation process.
3. Reporting Requirement – The Town Manager shall keep the Town Council informed of material developments and present any proposed binding agreements for Council approval before execution.
4. Effective Date – This Resolution shall be effective immediately upon adoption.

Adopted this 14th day of April 2025.

Attest:

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Deputy Town Clerk

5 | **Appomattox Town Council**  
**Regular Council Meeting**  
**April 14, 2025**

Approved:

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Mayor  
Town of Appomattox, Virginia

Council Standing Committee Reports:

Physical Development Committee- none

Finance & Planning Committee- none

The Centennial Commission- Mr. Simpson stated that the committee will meet soon to finalize the June event.

Town Manager's Report:

Playground will be completed soon with a ribbon cutting ceremony to follow.

Council Comments

Ms. Spiggle-none

Mr. Simpson-Opened a discussion about where to house the Lambda equipment and discussed the possibility of housing it at the Appomattox Co High School. Mr. Garrett and Mr. Simpson will plan to discuss this with the school.

Mr. Garrett-none

Mr. Cardwell-The 160<sup>th</sup> Civil War celebration was wonderful. Mr. Cardwell stated a student from our area was an essay winner for Region 4 VML and we will plan to have VML present her with an award at our next meeting.

Mr. Boyce-none

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adjourn at 8:22 pm. All members present voting aye. Motion carried 5-0.

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Cindy Miller  
Deputy Town Clerk

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Richard C. Conner  
Mayor



1 | **Appomattox Town Council**  
**Regular Council Meeting**  
**May 12, 2025**

The Appomattox Town Council held a Regular Council meeting on Monday, May 12, 2025, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

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

Members absent: None.

Others: Carlton Duck, Alive Media, Cindy Miller, Deputy Town Clerk, Michael Campbell, Town Manager, Rob Bullington, Director of Communications VML, Adrienne Eagle and Parents.

Mayor Richard 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.

Approval of the Agenda: Mayor Richard Conner asked if there were any changes to the agenda.

On a motion by Mr. Boyce, seconded by Ms. Spiggle, the Council voted to accept the agenda as written. All members present voting aye. Motion carried 6-0.

Public Appearance: Award presentation for Adrienne Eagle, VML Region 4 Essay Contest winner was presented an award by Rob Bullington, Director of Communications. Ms. Eagle's winning essay was on the topic of needing accessible medical care in Appomattox.

Mayor Conner presented Adrienne Eagle with the Mayor for the Day award. Adrienne will be invited back to work with the Town Manager and Council to write a Proclamation and present it on the topics of her essay.

Public Hearing: Mayor Conner opened the public hearing by reading the purpose:

**Proposed FY 2026 Budget for the Town of Appomattox** - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget proposed by the Town of Appomattox for FY 2026:

GENERAL FUND EXPENDITURES	\$3,316,934.00
WATER FUND EXPENDITURES	\$1,258,071.00
SEWER FUND EXPENDITURES	\$1,059,362.00
<b>TOTAL EXPENDITURES</b>	<b>\$5,634,367.00</b>
GENERAL FUND REVENUE	\$3,316,934.00
WATER FUND REVENUE	\$1,258,071.00
SEWER FUND REVENUE	\$1,059,362.00

**TOTAL REVENUE**

**\$5,634,367.00**

Documentation is available during regular business hours in the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia. A copy is also available on the Town of Appomattox website, [www.townofappomattox.com](http://www.townofappomattox.com).

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed FY 2026 Budget for the Town of Appomattox. Any person needing special accommodation should contact the Town Office no later than the close of business on the day of the hearing at 434-352-8268.

There were no public comments made or received during the public comment period.

Mayor Conner closed the public hearing.

Mayor's Comments: Our future looks promising. I do like seeing the youth being more involved in it. They are our future. We need to rely on our experience from the past and try not to make mistakes again. At this time, we are moving forward.

Adoption of the Consent Agenda: The Consent agenda was moved until after the Closed session due to missing minute copies in the packet.

Citizen Comment

This time will allow our citizens the opportunity to address the Town Council with issues of importance to the citizens. No individual citizen shall be permitted to address the Town Council for more than three (3) minutes.

There were no Citizen comments.

Unfinished Business:

Consideration to approve the Proposed FY 2026 Budget for the Town of Appomattox

On a motion by Mr. Boyce, seconded by Mr. Garrett, Council voted to adopt Appropriations Resolution of the Appomattox Town Council adopting the Fiscal year 2025-2026 budget. All members present voting aye.

ROLL CALL VOTE- Cardwell-yes, Boyce-yes, Spiggle-yes, Garrett – yes, Simpson-yes, Hensley-yes. Motion carried 6-0.

Consideration to approve the Resolution on Health Insurance coverage as written.

**RESOLUTION**

WHEREAS, the Town of Appomattox employs full-time and part-time employees and provides health insurance benefits to all full-time employees; and,

WHEREAS, the Town of Appomattox desires to offer an opportunity to part-time employees and to its Town Council members to pay the full cost of such health insurance and receive access to that benefit at their choice; and,

WHEREAS, the Town of Appomattox, in offering this opportunity to its part-time employees and Town Council members, shall not pay any of the cost of premiums for such health insurance benefits for these part-time employees and Town Council members; and,

WHEREAS, the entire benefit of access to the Town's health insurance program would be at the sole expense of the part-time employee or Town Council member who is choosing to access such benefit; and,

WHEREAS, this Resolution is intended to provide access for part-time employees and Town Council members to health insurance but no additional financial benefit from taxpayer funds; and,

NOW THEREFORE, BE IT RESOLVED, that the Appomattox Town Council, by motion of Nathan Simpson, hereby resolves that any part-time employee of the Town of Appomattox and any member of the Appomattox Town Council may choose to obtain health insurance coverage under the Town's program if such person pays the entire cost of such health insurance coverage.

PASSED AND ADOPTED this 29th day of April, 2025.

WITNESS the following signature and seal:

TOWN OF APPOMATTOX

By: \_\_\_\_\_  
Richard Conner, Mayor

Ayes: 6

Nays: 0

Absent: 0

Attest: 0

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Cindy Miller

ROLL CALL VOTE- Cardwell-yes, Boyce-yes, Spiggle-yes, Garrett – yes, Simpson-yes, Hensley-yes. Motion carried 6-0.

New Business: None

Closed Session:

On a motion by Mr. Boyce, seconded by Ms. Spiggle, Council voted to convene in Closed Session, pursuant to Section 2.2.3711(A)29, for the purpose of discussing or considering the award of a public contract involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the negotiating strategy of the public body.

ROLL CALL VOTE: Cardwell-yes, Boyce-yes, Garrett-yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

The meeting was re-opened to the public.

Council member Ms. Spiggle made the following motion:

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 2.2.371(A)29.

The motion was seconded by Council Member Mr. Cardwell and Council by the following recorded vote adopted the motion:

ROLL CALL VOTE: Cardwell-yes, Boyce-yes, Garrett-yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

Adoption of the Consent Agenda:

On a motion by Mr. Cardwell, seconded by Ms. Spiggle, the Council voted to adopt the consent agenda; April 14, 2025, Budget Work Session, April 14, 2025, Regular Council meeting, April

5 | **Appomattox Town Council**  
**Regular Council Meeting**  
**May 12, 2025**

29, 2025, Workshop meeting and May 5, 2025, Special called meeting. All members present voting aye to approving minutes as revised with New Business item for April 14, 2025, Town Council meeting to include full description of the Sec. 32-173 Ordinance. Motion carried 6-0.

Council Standing Committee Reports:

The Centennial Commission- Mr. Simpson, stated that the banners and signs are up and t shirts are ordered. Mr. Cardwell stated that Sue and Cindy have worked at breakneck speed to pull this event off.

Town Manager's Report: T shirts for the Centennial look awesome.

Council Comments

Cardwell-none

Boyce-none

Ms. Spiggle-none

Mr. Garrett-none

Simpson-none

Hensley-none

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Cardwell, the Council voted to adjourn at 8:58 pm. All members present voting aye. Motion carried 6-0.

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Cindy Miller  
Deputy Town Clerk

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Richard C. Conner  
Mayor

1 | **Appomattox Town Council**  
**Workshop Meeting**  
**May 27, 2025**

The Appomattox Town Council held a Workshop meeting on Monday May 27, 2025, at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Conner, presiding.

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

Others present: Cindy Miller, Deputy Town Clerk, Kim Ray, Treasurer, Brooke Moore, Deputy Treasurer and Jackson Barber.

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

Approval of the Agenda: On a motion by Mr. Cardwell, seconded by Mr. Simpson, Council voted to approve the agenda as presented. All council members present voting aye. Motion carried 6-0.

Discussion Items: None

Council Standing Committee Reports:

Centennial Commission: Mr. Simpson stated all the merchandise has arrived and requested we check into ordering some stickers. Mr. Simpson requested that Carlton Duck produce a promotional video with McKinley Cardwell as speaker. Cindy Miller requested that all Council members attend to assist with this event. The dunk tank will need more volunteers and players may make charitable donations.

Staff Reports:

Treasurer: Kim Ray presented the financial status report which included Budget Amendments for FY 25. Staff asked for the drawing of the paved path for the kiddie park.

On a motion by Mr. Simpson, seconded by Mr. Cardwell, the Council voted to approve the Budget Amendments for FY 25 as presented to be advertised for public hearing. All members present voting aye. Motion carried 6-0.

Town Manager: None

On a motion by Mr. Boyce, seconded by Mr. Cardwell, the Council voted to convene in closed session, pursuant to Code of Virginia 2.23711(A)29 for the purpose of discussing or considering the award of a public contract involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the negotiating strategy of the public body.

ROLL CALL VOTE- Boyce – yes, Cardwell-yes, Garrett – yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

The meeting was re-opened to the public.

On a motion by Mr. Boyce, seconded by Mr. Garrett:

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 Acts's open-meeting requirements and (ii) properly identified in the motion that convened the closed meeting, pursuant to Virginia Code Section 2.2-3712(D)29.

ROLL CALL VOTE- Boyce – yes, Cardwell-yes, Garrett – yes, Hensley-yes, Simpson-yes, Spiggle-yes. Motion carried 6-0.

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Boyce, the Council voted to adjourn at 7:54 pm. All members present voting aye. Motion carried 6-0.

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Cindy Miller, Deputy Town Clerk

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Richard C. Conner, Mayor

**File Attachments for Item:**

5. Discussion and evaluation of the Standing Committees



## **Town of Appomattox**

Office of the Town Manager

TO: Honorable Mayor and Members of Town Council

FROM: Michael Campbell, Town Manager

DATE: 6/3/2025

SUBJECT: Considerations Regarding the Finance Committee

This memo is offered in the spirit of collaboration and to support Council in evaluating the current structure and function of the Town's Finance Committee. My intention is not to discourage Council's interest in sound fiscal oversight, but to raise a few concerns from the administrative side and to ensure the Town continues to operate efficiently and within the best practices of good governance.

As Town Manager, I am charged with managing day-to-day operations and ensuring the effective delivery of services to our community. In that role, I feel obligated to share that the current structure of the Finance Committee, while well-intentioned, introduces some challenges that I believe warrant thoughtful discussion.

The Town Code (§ 5-6) notes that the Finance Committee shall recommend ordinances related to taxes and assessments, and the Standing Committee Rules and Procedural Guidelines expand the Committee's scope to include areas such as personnel policy, budget amendments, utility rate adjustments, and economic development incentives. Many of these subjects also fall within the professional responsibilities of staff—particularly myself as Town Manager, the Treasurer, the Deputy Treasurer, and the Deputy Clerk.

In practice, preparing for committee meetings requires additional staff time to duplicate briefings, compile materials, and ensure full FOIA compliance. Often, these same materials must be presented again to the full Council, creating redundancy. In a small-town setting where our staff is already lean, this can stretch resources without always producing additional value.

Furthermore, I do believe there is some potential overlap with operational matters that may unintentionally infringe upon areas best handled by administrative staff. Topics such as employee compensation, contract execution, and internal budgeting procedures are traditionally and legally managed by the administrative team.

That said, I fully recognize and appreciate Council's commitment to responsible stewardship of public funds. If Council finds that the Finance Committee is a helpful tool in that effort, it may be worth considering a more focused scope or a shift toward periodic work sessions that include the full Council.

Additionally, I believe it is important to acknowledge the level of commitment expected from Council members who serve on standing committees. Under the current guidelines, committee members are not only asked to attend separate meetings outside of regular Council sessions but also to prepare in advance by reviewing detailed financial and policy materials. Members are also responsible for presenting findings and recommendations to

the full Council. This is meaningful work, and when carried out consistently and thoughtfully, it can add value. However, it also requires active engagement, clear coordination, and time commitments that must be weighed alongside other duties.

Under the current Standing Committee Rules and Procedural Guidelines, the Finance & Planning Committee is composed of three voting members from Town Council, appointed by the Mayor. In addition, the Mayor serves as a non-voting member of the committee. A chairperson is also appointed by the Mayor from among the three voting members and serves a one-year term aligned with the Town's fiscal calendar. Committee membership and chairperson roles may be rotated at the Mayor's discretion. This structure means that up to four elected officials are expected to attend and participate in each Finance Committee meeting, with the chairperson also tasked with presenting the committee's recommendations to the full Council.

To support your deliberation, I respectfully pose the following questions for reflection:

1. What specific outcomes or efficiencies do we hope the Finance Committee will achieve?
2. Could those outcomes be met just as effectively in full Council work sessions, where all members receive the same information simultaneously?
3. Is the current use of staff time proportionate to the value the Committee is producing?
4. Would an alternative structure (such as ad hoc financial review teams or quarterly financial briefings) meet Council's needs with greater flexibility?

If Council determines that the Committee should continue, I would simply recommend that we define its scope clearly, limit its meeting frequency, and ensure full Council transparency in all related matters.

Ultimately, I defer to Council's judgment on how best to proceed. I hope this memo serves as a constructive starting point for that discussion. Please know that I and the rest of the staff remain committed to supporting Council in whatever structure you choose.

Respectfully,  
Michael Campbell  
Town Manager  
Town of Appomattox

## Thoughts on Governing Body Committees

1. Committees may subvert the principle that all governing body members should receive the same information at the same time. No member or group of members should have access to information that is not equally available to the entire governing body.
2. Committees can undermine the principle that the Board or Council operates as a single entity, acting by majority vote. A minority group should not assume or appear to assume decision-making authority.
3. Committees impose administrative burdens on staff, including the need to prepare agendas, take minutes or notes, comply with FOIA requirements, and attend multiple meetings.
4. Committees may stray into operational areas, such as personnel management, that are the responsibility of the Chief Administrative Officer (CAO).
5. Some issues are multi-faceted and may fall under the jurisdiction of more than one committee. In such cases, it is often more efficient to bring the matter directly to the full governing body for consideration.
6. Committees or individual committee members may assume responsibilities that rightly belong to staff. While members are free to explore issues independently, staff should be tasked with outlining issues, providing background, offering alternative actions, and defining expected outcomes. These materials should be shared with all governing body members simultaneously.
7. Clearly defining each committee's responsibilities and authority improves efficiency. Issues that are thoroughly discussed in committee should not be rehashed at the full Board or Council meeting. Broad matters, such as the budget, are best handled by the full governing body.
8. Committees can be valuable in certain contexts, but they should operate under a clearly defined charter. This charter should specify the committee's purpose, scope, roles, responsibilities, and authority. Generally, committees should only provide recommendations to the full governing body and should not be empowered to make policy or allocate resources.

# ***TOWN OF APPOMATTOX***

## ***TOWN COUNCIL STANDING COMMITTEE RULES AND PROCEDURAL GUIDELINES***

### ***STANDING COUNCIL COMMITTEES***

1. There shall be two (2) Standing Committees of the Appomattox Town Council with membership made up as follows:
  - a. Finance & Planning Committee – Three (3) members from the Town Council as appointed by the Mayor of the Town of Appomattox.
  - b. Physical Development Committee – Three (3) members of the Town Council as appointed by the Mayor of the Town of Appomattox
  - c. The Mayor shall serve as a member of each Standing Committee, however the Mayor shall not have voting privileges regarding any matter that may come before the Standing Committee.
  - d. The Standing Committee Chairperson shall be appointed by the Mayor and shall serve a term of one (1) year beginning July 1 and ending June 30 coinciding with the Town's fiscal calendar. Should the chairperson-elect not wish to serve as the chair person then the next person alphabetically would be offered the position and so forth.
  - e. The Standing Committee membership may be rotated at the discretion of the Mayor. The chairperson shall be rotated among the Standing Committee membership in alphabetical order based on their last name.
2. The scope of the Finance & Planning Committee shall be to review and provide recommendations to the Town Council regarding personnel matters & policy, financial matters such as appropriations, budget amendments, funding allocations, financial policy, establishment of utility & service rates, contracts related to financial obligations, funding capabilities, financial planning matters, and economic development as it relates to financial incentives. All change in and or deviations from Town Council approved policy shall be brought back to the full Town Council membership for consideration.
3. The scope of the Physical Development Committee shall be to review and provide recommendations to the Town Council for construction, maintenance, or demolition regarding infrastructure whether public or private such as public water & sewer, community development, transportation (vehicular, pedestrian, etc.), public buildings, traffic control, zoning, blighted, nuisance, or damaged properties, public safety, and economic development as it relates to infrastructure support. All change in and or deviations from Town Council approved policy shall be brought back to the full Town Council membership for consideration.

4. The Standing Committees shall meet on an as needed basis on the second Monday of the month unless a duly advertised special meeting is needed.
5. Matters brought to the Standing Committees shall be reviewed and then forwarded to the entire Town Council for consideration with a recommendation, based on the majority vote of the Standing Committee, to either approve or deny the matter under consideration.
6. If in attendance, council members outside of the respective Standing Committee membership shall not interject their commentary into deliberation/discussion of any matter under consideration by the respective Standing Committee until the matter is brought before the full council. Once the Standing Committee presents its findings and recommendation the matter then rests with the Town Council for approval or disapproval.
7. Matters brought from the standing committees to the Town Council and their respective recommendations shall be presented by the Chairman of the Standing Committee with comment and clarification from the respective committee members.
8. These Standing Committee Rules and Procedural Guidelines may be amended as needed by a majority vote of the Appomattox Town Council.

Revised 11/12/2024

Cynthia Miller

Attest: Cynthia Miller, Deputy Town Clerk