



Appomattox Town Council Regular Meeting Agenda

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

Monday, July 14, 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

Mayor's Comments

Adoption of the Consent Agenda - July 14, 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.

- [1.](#) June 9, 2025 Regular Council meeting and June 24, 2025 Workshop meeting

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.

Unfinished Business

New Business

- [2.](#) Master Utility Plan Case Presentation
- [3.](#) Consideration to approve the Board of Directors as presented for the Rose Project

- [4.](#) Consideration to adopt a Resolution for participation in the VACo/VML Virginia Investment Pool
- [5.](#) Consideration as stated documents in reference to County Water Facilities
- [6.](#) Consideration to adopt The Linden Cooperative MOU
- [7.](#) Consideration to participate in the Middle James Regional Water Supply Plan

Council Standing Committee Reports

Town Manager's Report

Council Comment

Adjournment

File Attachments for Item:

1. June 9, 2025 Regular Council meeting and June 24, 2025 Workshop meeting

1 | **Appomattox Town Council**
Regular Council Meeting
June 09, 2025

The Appomattox Town Council held a Regular Council meeting on Monday, June 9, 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, Tori Rothgeb, Facilities Project Director, David Carter, Director of Utilities, Jackson Barber, Jonathan Garrett, Fire Chief Appomattox Fire Department, Lucas Word, and Deputy Mayor Daniel Kutessa.

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

Mr. Simpson entered at 6:35 p.m.

Scheduled Public Appearance:

1. Presentation of the ISO Insurance Public Protection Classification review, by Jonathan Garrett, Fire Chief Appomattox Co Fire Department. Mr. Garrett provided a presentation with details of the ISO Insurance Public Protection Classification and explained the process and outcome of the study to Council.
2. Wakiso District Local Government-Deputy Mayor Daniel Kutessa Wadimba. Deputy Mayor Daniel Kutessa Wadimba greeted Council and stated he would like to foster a positive relationship between our Towns. He requested the Council consider a partnership to promote Cultural Exchange, Economic Growth and Adventure.

Mayor's Comments: The Mayor expressed his thanks to all who assisted with the Centennial.

Citizen Comment: There were no citizen comments.

Adoption of the Consent Agenda:

On a motion by Mr. Boyce, seconded by Ms. Spiggle, the Council voted to adopt the consent agenda; April 14, 2025, Regular Council meeting, May 12, 2025, Regular Council meeting and May 27, 2025, Workshop meeting. All members present voting aye. Motion carried 6-0.

Unfinished Business: None

New Business: Discussion and evaluation of the Standing Committees

On a motion by Mr. Simpson, seconded by Ms. Spiggle, the Council voted to remove the standing committees from the charter. All members present voting aye. Motion carried 6-0.

Michael Campbell, the Town Manager, stated that he will be working to rewrite the charter to match what we are doing and will make this one of the changes.

Closed Session:

On a motion by Mr. Cardwell, seconded by Mr. Simpson, 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 for contracts both A & B.

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 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)29.

The motion was seconded by Council Member Mr. Simpson 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.

Town Manager's Report: Mr. Campbell stated that the Virginia General Assembly Bills HB 2383 and SB 1402 will reflect a compromise between Airbnb and secure internal systems for pass through of lodging tax. The Town of Appomattox had a clean audit, and the full report will be reviewed at our Workshop meeting on June 24, 2025.

Council Comments

Cardwell-He thanked everyone for what they did for the Centennial event on Saturday.

Boyce-none

Ms. Spiggle-none

Mr. Garrett-none

Simpson-Please be in prayer for the seven hundred Marine deployed to LA.

Hensley-none

Adjournment:

On a motion by Mr. Garrett, seconded by Mr. Cardwell, the Council voted to adjourn at 9:05 pm. All members present voting aye. Motion carried 6-0.

Cindy Miller
Deputy Town Clerk

Richard C. Conner
Mayor

1 | **Appomattox Town Council
Workshop Meeting
June 24, 2025**

The Appomattox Town Council held a Workshop meeting on Tuesday June 24, 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., Timothy W. Garrett, McKinley Cardwell, and Jack Hensley.

Absent: Nathan Simpson and Mary Lou Spiggle

Others present: Michael Campbell, Town Manager, Cindy Miller, Deputy Town Clerk, Kim Ray, Treasurer, Brooke Moore, Deputy Treasurer, Tori Rothgeb, David Carter, Hailey Fox, Brown Edwards, Earl Smith, CHA and Jackson Barber.

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

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: Amendment to the FY 2025 Budget for the Town of Appomattox - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget amendment by the Town of Appomattox for FY 2025:

General Fund Expenditure Amendments	\$ 181,000.00
Water Fund Expenditure Amendments	\$ 48,000.00
Sewer Fund Expenditure Amendments	\$ 9,200.00
ARPA Fund Expenditure Amendments	<u>\$ 750,000.00</u>
Total Expenditures Amendments	\$ 988,200.00
General Fund Revenue Amendments	\$ 181,000.00
Water Fund Revenue Amendments	\$ 48,000.00
Sewer Fund Revenue Amendments	\$ 9,200.00
ARPA Fund Revenue Amendments	<u>\$ 750,000.00</u>
Total Revenue Amendments	\$ 988,200.00

The following budget amendments are funded through the use of existing reserves, and do not represent new revenues; however, per state law, a balanced budget format is presented.

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

Mayor Conner closed the public hearing.

Scheduled Public Appearance:

Presentation of the Audit findings for FY2024 by Brown Edwards-Hailey Fox

2 | **Appomattox Town Council**
Workshop Meeting
June 24, 2025

The Financial Report for period ending June 30, 2024, was reviewed with Council and Council was able to ask questions. A copy of the Financial Report for the period ending June 30, 2024, is attached.

Ms. Fox stated that this was a Clean Audit Opinion for FY 2024

CHA to present I&I water infiltration study findings.

Earl Smith with CHA presented the Sanitary Sewer Evaluation Survey and discussed the survey in detail with recommendations provided. The presentation is attached.

Discussion Items

On a motion by Mr. Boyce, seconded by Mr. Cardwell, the council voted to approve the Budget Amendments for FY25 as presented.

Amendment to the FY 2025 Budget for the Town of Appomattox - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget amendment by the Town of Appomattox for FY 2025:

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Total Revenue Amendments	\$ 988,200.00

The following budget amendments are funded through the use of existing reserves, and do not represent new revenues; however, per state law, a balanced budget format is presented.

Roll Call Vote: Boyce-yes, Cardwell-yes, Garrett-yes, Hensley-yes. Motion carried 4-0.

Council Comments:

Mr. Hensley-none

Mr. Garrett-none

Mr. Boyce-none

Mr. Cardwell- I would like to Thank everyone for your great presentations given.

Staff Reports:

Town Manager: Michael Campbell stated that on Friday June 27, 2025, at 1:30 pm we will have the Ribbon cutting ceremony for the ADA playground equipment. Susan Adams and the Board of Supervisors have been invited.

On Saturday June 28, 2025, the Fireworks display will be at the High School.

Mr. Campbell gave a recap of the presentations to reiterate that four out of five years we have operated at a deficit. In order to fix this, we will need to present a new rate study and present what rates we will need in order to meet our objectives.

Treasurer: Kim Ray presented the financial status report and the approved FY25-26 Budget.

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.

Cindy Miller, Deputy Town Clerk

Richard C. Conner, Mayor

File Attachments for Item:

2. Master Utility Plan Case Presentation



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: Master Utility Plan Case Presentation

ISSUE: The Town requires a Master Utility Plan for infrastructure budgeting and planning.

RECOMMENDATION: Allocate \$200,000 from Water & Sewer Funds for Professional Services.

TIMING: Present

BACKGROUND: Part of ongoing water and sewer infrastructure needs and budgetary assessment for use with possible future negotiations and charge rates.

ENCLOSED DOCUMENTS: PoweerPoint Presentation

STAFF/SPONSOR: Michael Campbell – Town Manager

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 Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

3. Consideration to approve the Board of Directors as presented for the Rose Project

Rose Project, Inc.

Board of Directors

June 2025

Mary Spiggle, Town Council – P O Box 705, Appomattox, VA 24522, mspiggle@appomattoxva.gov

Jack Hensley, Town Council-P O Box 705, Appomattox, VA 24522 jhensley@appomattoxva.gov

David Carter, Town Staff – P O Box 705, Appomattox, VA 24522, dcarter@appomattoxva.gov

Tori Rothgeb, Town Citizen – P O Box 705, Appomattox, VA 24522, trothgeb@appomattoxva.gov

Mary Sue Stanley, At Large-PO Box 705, Appomattox, VA 24522, mstanley@appomattoxva.gov

Margaret Wright, Director/Registered Agent – 186 Pine Tag Lane, Appomattox, VA 24522,
mwright12477@aol.com



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

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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: Approval of Board of Directors for the Rose Project.

ISSUE: The Rose Project will be starting up again and a new Board of Directors must be established.

RECOMMENDATION: Approve the Board of Directors as presented.

TIMING: Present

BACKGROUND: The Rose Program started in 2015 and the main purpose was to sell rose garden sponsorships throughout the town; it has been inactive for several years and we would like to restart.

ENCLOSED DOCUMENTS: Board of Directors list for approval.

STAFF/SPONSOR: Cindy/Christy

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 Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

4. Consideration to adopt a Resolution for participation in the VACo/VML Virginia Investment Pool

**TRUST JOINDER AGREEMENT
FOR PARTICIPATING POLITICAL SUBDIVISIONS IN THE
VACo/VML VIRGINIA INVESTMENT POOL**

THIS TRUST JOINDER AGREEMENT is made by and between the Treasurer/Chief Investment Officer of the Town of Appomattox, Virginia (herein referred to as the "Treasurer/Chief Investment Officer"), the Town of Appomattox, Virginia (herein referred to as the "Participating Political Subdivision"), and the Board of Trustees (herein collectively referred to as the "Trustees") of the VACo/VML Virginia Investment Pool (herein referred to as the "Trust Fund").

WITNESSETH:

WHEREAS, the governing body of the Participating Political Subdivision desires to participate in a trust for the purpose of investing monies belonging to or within its control, other than sinking funds, in investments authorized under Section 2.2-4501 of the Virginia Code; and

WHEREAS, the governing body of the Participating Political Subdivision has adopted an ordinance and/or resolution (a certified copy of which is attached hereto as Exhibit A) to authorize participation in the Trust Fund and has designated the Treasurer/Chief Investment Officer to serve as the trustee of the Participating Political Subdivision with respect to the Trust Fund and to determine what funds under the Treasurer's/Chief Investment Officer's control shall be invested in the Trust Fund, and has authorized the Treasurer/Chief Investment Officer to enter into this Trust Joinder Agreement; and

WHEREAS, the Trust Fund, in accordance with the terms of the VACo/VML Virginia Investment Pool Trust Fund Agreement (the "Agreement"), provides administrative, custodial and investment services to the Participating Political Subdivisions in the Trust Fund; and

WHEREAS, the Treasurer/Chief Investment Officer, upon the authorization of the governing body of the Town of Appomattox, Virginia, desires to submit this Trust Joinder Agreement to the Trustees to enable the Town of Appomattox, Virginia, to become a Participating Political Subdivision in the Trust Fund and a party to the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements flowing to each of the parties hereto, it is agreed as follows:

1. Pursuant to the Board of Trustees' acceptance of this Trust Joinder Agreement, the Town of Appomattox, Virginia, is a Participating Political Subdivision in the Trust Fund, as provided in the Agreement, and the Treasurer/Chief Investment Officer is authorized to enter into this Trust Joinder Agreement, and to represent and vote the beneficial interest of the Town of Appomattox, Virginia, in the Trust Fund in accordance with the Agreement.

2. Capitalized terms not otherwise defined in this Trust Joinder Agreement have the meaning given to them under the Agreement.

3. The Treasurer/Chief Investment Officer shall cause appropriations designated by the Participating Political Subdivision for deposit in the Trust Fund to be deposited into a depository designated by the Trustees.

4. The Treasurer/Chief Investment Officer shall timely remit, or timely approve the remittance of, administrative fees as may be due and payable by the Participating Political Subdivision under the Agreement into a depository designated by the Trustees.

5. The Participating Political Subdivision shall have no right, title or interest in or to any specific assets of the Trust Fund, but shall have an undivided beneficial interest in the Trust Fund; however, there shall be a specific accounting of assets allocable to the Participating Political Subdivision.

6. The Treasurer/Chief Investment Officer shall provide to the Administrator designated by the Trustees all relevant information reasonably requested by the Administrator for the administration of the Participating Political Subdivision's investment, and shall promptly update all such information. The Treasurer/Chief Investment Officer shall certify said information to be correct to the best of his/her knowledge, and the Trustees and the Administrator shall have the right to rely on the accuracy of said information in performing their contractual responsibilities.

7. The Trust Fund shall provide administrative, custodial and investment services to the Participating Political Subdivision in accordance with the Agreement.

8. The Trustees and the Administrator, in accordance with the Agreement and the policies and procedures established by the Trustees, shall periodically report Trust activities to the Participating Political Subdivision on a timely basis.

9. The Treasurer/Chief Investment Officer and the Participating Political Subdivision agree to abide by and be bound by the terms, duties, rights and obligations as set forth in the Agreement, as may be amended by the Trustees, which is attached hereto and is made a part of this Trust Joinder Agreement.

10. The Treasurer/Chief Investment Officer, in fulfillment of his/her duties as the trustee of the Participating Political Subdivision, retains the services of the Investment Manager or Managers selected by the Trustees pursuant to the Agreement.

11. The term of this Trust Joinder Agreement shall be indefinite. The Treasurer/Chief Investment Officer may terminate this Trust Joinder Agreement on behalf of the Participating Political Subdivision by giving notice in writing to the Trustees. Termination shall be governed by the provisions of the Agreement.

IN WITNESS WHEREOF, the Treasurer/Chief Investment Officer has caused this Trust Joinder Agreement to be executed this _____ day of _____, 20____.

**TREASURER/CHIEF INVESTMENT
OFFICER OF THE**

TOWN OF APPOMATTOX, VIRGINIA

ATTEST:

* * * *

ACCEPTANCE:

VACo/VML VIRGINIA INVESTMENT POOL

By:_____



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

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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: VML/VACo Finance

ISSUE: New Investment Option

RECOMMENDATION: Per meeting on May 20 regarding an overview of the program

TIMING: Action Requested by Council to vote on the resolution presented

BACKGROUND: Additional investment option for funds for potential larger growth of funds in addition to traditional banking.

ENCLOSED DOCUMENTS: Resolution to be presented for Council Approval

STAFF/SPONSOR: Kim Ray

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 Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

5.

Consideration: As stated

Prepared and Recorded By:
Kathleen L. Wright
Gentry Locke
P.O. Box 40013
Roanoke, Virginia 24022-0013

Tax Map Nos.

Return to same address

This Deed is exempt from recordation taxes pursuant to Section 58.1-811 (A)(3) of the Code of Virginia (1950), as amended.

THIS DEED and BILL OF SALE, made this ____ day of _____, 2025 between the COUNTY OF APPOMATTOX, VIRGINIA ("Grantor" or "County"), a Virginia political subdivision, and the TOWN OF APPOMATTOX, VIRGINIA ("Grantee" or "Town"), a Virginia political subdivision (together the "Parties"):

RECITALS

WHEREAS, Grantor and Campbell County Utilities and Service Authority ("CCUSA") entered a Water Purchase Contract dated January 1, 2011, a copy of which is attached to this Deed and Bill of Sale as Exhibit 1, under which Grantor purchases water from CCUSA under the conditions stated therein, including Grantor's construction of certain water facilities; and

WHEREAS, Grantor owns water facilities constructed in the County; and

WHEREAS, the Parties entered a Lease and Sale/Purchase Agreement ("Lease/Sale Agreement") dated December 31, 2019, which provides that the term of the Lease/Sale Contract ends "when all Appomattox County bonds used to purchase or construct the Water Facilities are refinanced, or paid in full, and the Water Purchase Contract between Appomattox County and [CCUSA] ... expires"; and

WHEREAS, "Water Facilities" is defined in the Lease/Sale Agreement as "all those water facilities, including water lines and elevated water storage tank and pump station(s), and the land, easements, and rights of way upon which the water facilities are constructed and located, in the County and identified and described further on the attached Exhibit A"; and

WHEREAS, the Water Purchase Contract is set to expire on December 31, 2030; and

WHEREAS, Grantor has refinanced or paid in full all County bonds used to purchase or construct Water; and

WHEREAS, Grantee is already responsible for maintenance and operation of all Grantor's water facilities, whether or not such facilities are described on Exhibit A to the Lease/Sale

Agreement ("County Water Facilities"),

WHEREAS, the Parties desire to transfer ownership of the County Water Facilities, as well as any related rights that Grantor may own without waiting for expiration of the Water Purchase Contract; and

WHEREAS, Grantor, Appomattox County, held a public hearing in accordance with Virginia Code § 15.2-1800 et seq. on _____, and approved this conveyance by Resolution of the County Board of Supervisors on _____; and

WHEREAS Grantee approved this conveyance by Resolution of the Town Council of Appomattox on _____;

: W I T N E S S E T H :

That for and in consideration of the sum of One Dollar (\$1.00), paid in hand at and with the execution and delivery of this Deed and Bill of Sale and other good and valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, the Grantor does hereby TRANSFER, GRANT and CONVEY with General Warranty and Modern English Covenants of Title unto the Grantee, its successors and assigns, and the Grantee does hereby accept, the following described real and personal property, to-wit:

[See Schedule A, attached]

It being the Parties' intention to transfer from Grantor to Grantee any facilities, equipment and/or land rights currently owned by Grantor and necessary or associated with the provision of water by Grantee. The signature of the Town Manager below indicates acceptance of the Equipment by the Town pursuant to Va. Code § 15.2-1803.

To have and to hold unto the Grantee, its successors and assigns forever.

WITNESS the following signature(s):

GRANTOR: COUNTY OF APPOMATTOX, VIRGINIA

By: _____

Title: _____

COMMONWEALTH OF VIRGINIA

COUNTY OF APPOMATTOX to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by _____, the _____ of Appomattox County on behalf of said entity, Grantor.

Notary Public

My Commission Expires: _____ My Registration Number is: _____

Town Acceptance:

Michael Campbell, Town Manager
On behalf of the Town of Appomattox, Virginia

Form approved pursuant to Va. Code § 15.2-1803 by

Kathleen L. Wright (VSB 48942)
On behalf of the Town of Appomattox, Virginia
Gentry Locke Rakes & Moore
P.O. Box 40013
Roanoke, VA 24022-0013



TOWN OF APPOMATTOX TOWN COUNCIL ACTION FORM

Order of Business:

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- ☐ Regular Business
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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: Acceptance of County Waterline

ISSUE: County waterline to accepted as a Town asset before 2030

RECOMMENDATION: Authorize Town Manager to execute agreement.

TIMING: Present

BACKGROUND: This contract provides the transfer of County-owned water facilities to the Town before the end of the original contract date of transfer.

ENCLOSED DOCUMENTS: Waterline Transfer Contract

STAFF/SPONSOR: Michael Campbell

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 Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

6.

A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF APPOMATTOX AND APPOMATTOX COUNTY PUBLIC SCHOOLS ESTABLISHING THE LINDEN COOPERATIVE

Short Title

This Agreement may be cited as the 'Linden Cooperative MOU, 2025'.

I. Shared Vision

The Town of Appomattox and Appomattox County Public Schools ("the parties") agree to partner in the use of an Artificial Intelligence Compute Server and related networking and data storage equipment ("the AI System"). This system is intended to support students, educators, civic leaders, and the broader community as they learn and apply new technologies.

II. Purpose of This Agreement

This Memorandum of Understanding ("MOU") outlines how the Town and the School Division will jointly manage, maintain, and benefit from the AI System. This includes housing, operating, and using the equipment in ways that serve educational, vocational, civic, and public-interest goals.

The parties understand that AI technologies are evolving rapidly. This MOU is meant to be flexible and revisited regularly to keep up with new needs and opportunities.

III. Shared Principles for Use

- **Educational and Civic Use:** The AI System will support teaching, research, and local innovation. Projects that benefit students, schools, local government, or the community will receive priority.
- **Open and Ethical Access:** The system is a shared community resource. Use should reflect fairness, responsibility, and care, particularly given the complexity of emerging AI tools.
- **No Harmful Use:** The system shall not be used to exploit, surveil, mislead, or cause harm.
- **Collaboration First:** The system should bring people, agencies, and institutions together. Redundant or competitive uses should be avoided in favor of cooperation.
- **Evolving Governance:** Both parties will revisit policies and priorities at least once per year to ensure continued relevance and community alignment.

IV. School Division Responsibilities

The School Division will:

- Provide a secure, climate-controlled space with power and internet connectivity.
- Designate a technical point of contact for coordination and routine access.

- Each party shall designate an administrative representative, if needed, to participate in the development of a formal charter or advisory board structure for future grant opportunities. Any such structure must be approved by both the Appomattox County School Board and the Town Council, and shall remain advisory unless otherwise agreed in writing.

V. Town Responsibilities

The Town will:

- Purchase, own, and maintain the AI System and commercial licenses.
- Designate the Town Manager, or their designee, as the primary administrator and point of coordination for the Town's operational, financial, and technical responsibilities related to the AI System.
- Maintain administrative access to the AI System, with authority to approve system configurations, data governance standards, and third-party collaborations.

VI. Funding and Growth

- The parties agree to work together to apply for grants and funding from Federal, State, and private sources.
- Either party may lead proposals, but responsibilities and benefits will be shared equitably, subject to a separate written agreement if required.
- Each party agrees to notify the other of any grant proposals involving the AI System and coordinate efforts to avoid duplication. If a joint proposal is pursued, responsibilities and benefits shall be outlined in a separate written agreement.

VII. Public Records, Security, and Liability

- The Town shall retain ownership of all hardware and software assets.
- The School Division shall ensure physical security and reasonable access by the Town Manager or their designee.
- Both parties agree to handle public records, data security, and user access in compliance with applicable Virginia laws, including FOIA.
- Neither party shall be held liable for any unauthorized use of the system by a third party unless caused by negligence.

VIII. Term and Review

- This MOU is effective upon signature and shall remain in effect until modified by mutual agreement or terminated by either party with 30 days' written notice.
- A joint review will occur each June to evaluate how the system is being used and whether the agreement should be updated.

IX. Dispute Resolution

Any dispute arising under this MOU shall be resolved first through direct consultation between the Town Manager and the Superintendent of Schools. If unresolved, the matter will be referred to the Town Council and School Board for resolution.

X. Signatures

Approved by the Appomattox Town Council through resolution and executed by:

Town of Appomattox

By: _____
Mr. Michael Campbell, Town Manager

Appomattox County Public Schools

By: _____
Dr. Jason S. Tibbs, Superintendent



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: Consideration to adopt The Linden Cooperative MOU

ISSUE: MOU between Town and County School Board regarding the placement and use of Town A.I. sewer.

RECOMMENDATION: Authorize Town Manager to execute MOU agreement.

TIMING: Present

BACKGROUND: Councilor Simpson and Councilor Garrett have been working with the Schoolboard and Superintendent to place the A.I. server for use.

ENCLOSED DOCUMENTS: Linden Cooperative MOU

STAFF/SPONSOR: Nathan Simpson/Timmy Garrett

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 Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)

File Attachments for Item:

7.

Letter of Intent To Participate in the Middle James River Regional Water Supply Plan

By signing this *Letter of Intent*, the **Town of Appomattox** hereby commits to participate in the **Middle James River Regional Water Supply Plan** to be prepared by the Central Virginia Planning District Commission, with the successful award from the FEMA Hazard Mitigation Grant Program (HMGP) DR-VA-4831.

The **Town of Appomattox** enters into this agreement voluntarily and commits to participate fully in the plan development, acknowledging that such participation shall include, but not limited to, local attendance/representation at upcoming planning and public meetings, responses to detailed inquiries and data requests, and coordination with staff from multiple departments. Additionally, the **Town of Appomattox** agrees to provide the financial match and will track in-kind services and materials associated with the activities described above.

Upon conclusion of the process and the approval of the Middle James River Water Supply Plan approval by the Virginia Department of Emergency Management, the Federal Emergency Management Agency (FEMA), Region III, and the Virginia Department of Environmental Quality, the **Town of Appomattox** agrees to submit the completed plan to its governing body for adoption consideration.

Locality Name: _____

Locality Administrator: _____

Phone No.: (434) _____

Email: _____

Locality Primary Project Contact: _____

Phone No.: _____

Email: _____

Affirmation (please check one):

☐

The **Town of Appomattox** WILL participate in the **Middle James River Regional Water Supply Plan** that will be developed in accordance with VDEM, FEMA, and DEQ guidance to ensure the regional plan conforms to Federal and Virginia code requirements and in accordance with any grant agreement(s) made to support the region with federal and/or state funding to support the regional water supply plan development. Further, the **Town of Appomattox** commits to providing **\$ 4,000** in project match contribution with a successful HMGP grant award.

☐

The **Town of Appomattox** WILLNOT participate in the revision of the **Middle James River Regional Water Supply Plan**. It will seek to develop its own water supply plan as described by Virginia code regulations and guidance.

Signatures:

Name, Title

Date

Project Primary Contact Name, Title

Date



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: Consideration to participate in the Middle James Regional Water Supply Plan

ISSUE: Central Virginia PDC is coordinating a DEQ required study regarding regional water supply. Each locality is being asked to participate. The town share will be \$4000.

RECOMMENDATION: Authorize Town Manager to execute agreement.

TIMING: Present

BACKGROUND: Middle James Regional Water Supply Plan to be prepared by the Central Virginia Planning District Commission, with the successful award from the FEMA Hazard Mitigation Grant Program (HMGP) DR-VA-4831

ENCLOSED DOCUMENTS: Middle James Regional Water Supply Plan Agreement

STAFF/SPONSOR: Nathan Simpson/Timmy Garrett

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 Nathan A. Simpson
- ☐ ☐ Councilor Mary Lou Spiggle
- ☐ ☐ Mayor Richard Conner (If required)