

1 | **Appomattox Town Council  
Council Workshop Meeting  
April 24, 2018**

The Appomattox Town Council held a Council Workshop meeting on Tuesday, April 24, 2018 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Members present: Timothy W. Garrett, Mary Lou Spiggle, M. Erin Finch, Steven T. Conner (arrived at 7:20 p.m.) and Claudia G. Puckette.

Members absent: C. Lewis McDearmon

Others present: Bif Johnson, Dennis Amos, Stacie Castro, Nathan Simpson, Jeff Elder, Kim Ray, Town Treasurer; Gary Shanaberger, Town Manager and Roxanne W. Casto, Clerk of Council.

Mayor Harvey called the meeting to order.

Mr. Rick Butler, State Forester presented the Town with the 6 years of Tree City USA material from the Arbor Day Foundation.

Mayor Harvey read the following proclamation:

***TOWN OF APPOMATTOX  
ARBOR DAY PROCLAMATION***

***WHEREAS,*** *in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and*

***WHEREAS,*** *this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and*

***WHEREAS,*** *Arbor Day is now observed throughout the nation and the world, and*

***WHEREAS,*** *trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperate, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and*

***WHEREAS,*** *trees are a renewable resource giving us paper, wood for our homes, fuel for our fire and countless other wood products, and*

***WHEREAS,*** *trees increase property values, enhance the economic vitality of business areas, and beautify communities, and*

***WHEREAS,*** *trees, wherever they are planted, are a source of joy and spiritual renewal.*

*NOW, THEREFORE, I, Paul Harvey, Mayor of the Town of Appomattox, do hereby recognize the 27<sup>th</sup> day of April 2018 (the last Friday in April) as our Annual Arbor Day celebration and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and*

*FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.*

*Dated this \_\_\_\_\_ day of \_\_\_\_\_*

*Mayor \_\_\_\_\_*

#### Utility Rate Study –

Bif Johnson, Dennis Amos, and Stacie Castro from Hurt & Proffitt, Inc. met with Council to discuss the time frame of the Utility Rate Study. They hope to wrap up the study within 90 days. They were also seeking guidance and direction for several items. The three (3) items the rate will try to include are operations and maintenance expenses, debt service or projects, and reserves.

Mayor Harvey inquired about the types of rate structures; flat vs. tiered, etc. Mr. Johnson explained that those scenarios could be incorporated into the next presentation with Council. He reminded Council this is a marathon, not a sprint.

Hurt & Proffitt will include a report with all the options of rates include use of reserve and general fund transfer. Water and sewer funds should be stand-alone enterprise funds. The rates need to include depreciation. The rates need to include depreciation. Council needs to have the willingness to annualize rate increases yearly. It will eliminate the anxiety of rate increases.

#### FY 2019 Budget - Finalization

Mr. Shanaberger discussed the proposed FY 2019 Budget and hopes that the rate study will answer a lot of questions about future projects, as it pertains to the Capital Improvement Plan for Water and Sewer.

#### Morton Lane – Sewer Line

Mr. Elder briefly discussed the need to address the current sewer line on Morton Lane. The engineers estimate is \$170,950. Council gave consensus to fund the design in FY 2019 of \$13,000 and then budget for the construction in FY 2020.

#### Fire Department

Mr. Garrett stated that the Fire Department needs more funding, specifically for their operating budget, trucks and air packs. The AVFD receives approximately \$100,000 from the Town and County, pass through of Fire Program funds and about \$30,000 from the Spout Spring Ruritan Club for turnout gear and Walter Payne grant money.

Mr. Garrett informed Council that the Appomattox Volunteer Fire Department needs more money to operate. They have outdated gear and air packs. Council will consider an increase for FY 20.

Staff Reports –

Mr. Elder – none

Mrs. Casto – none

Mrs. Ray provided the March 2018 Financial Report. The same report will also be electronically sent to Council members.

Mrs. Ray discussed the possibility of submitting changes to the Accounts Receivable policy to Council for review. She also explained how the Purchase Order program is aiding in better control of line items in the budget for FY 2018.

Mrs. Earhart will be providing training and consultation in the middle of May. Mrs. Earhart will be providing assistance for the remaining items of the FY 2017 audit, GASB compliance and software upgrades.

Mr. Shanaberger reported on the following items:

- The architectural firm toured the depot last week.
- The Kiddie Park restrooms are nearly complete.

Council Concerns:

Mr. Conner reminded Council that Amherst eliminated their Real Estate tax, Personal Property tax and Business License tax and increased their Meals Tax and Cigarette Tax.

Mr. Garrett asked if the town is getting what it should in Cigarette Tax revenue? Mr. Conner said the Cigarettes are monitored by regulations and selling how many are on the shelves.

Mrs. Puckette inquired about the Key to the Town for Coach Smith. Mrs. Casto advised she was working on it.

Mr. Conner also inquired about merit raises for employees in the proposed budget. After a lengthy discussion Council voted on the following:

On a motion by Mr. Conner, seconded by Ms. Finch, Council voted to approve a one-time bonus of \$10,000 each to Mr. Elder and Mrs. Casto for service beyond expectations. All voting aye. Motion carried.

4 | **Appomattox Town Council  
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On a motion by Mr. Garrett, seconded by Ms. Spiggle, Council voted to adjourn at 8:00 p.m. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk of Council

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Paul D. Harvey, Mayor