



**TOWN OF KILMARNOCK**  
**Council Committee Notes –Admin\Finance**

**Date:** March 1, 2013    **Time:**8:30 AM    **Location:** Town Hall

**Town Council Member Attendees:**

X = present

**Chair:** Council Member William Smith    \_X\_  
 Council Member Shawn Donahue            \_X\_  
 Council Member Howard Straughan        \_X\_  
 Council Member Rebecca Tebbs Nunn      \_X\_  
 Mayor Raymond Booth (ex-officio)           

**Town Staff Attendees:**

Town Manager Tom Saunders            \_X\_  
 Asst. TM Susan Cockrell                 \_X\_  
 Treasurer Judy Stevens                      

**Visitors:** Mae Umphlett, (Town Council member), Audrey Thommason ( Rappahannock Record)

**Discussion items:**

1. The committee discussed remaining items related to purchase of 1 N. Main Street including comparables and the need to pursue a certified appraisal. The committee recommended that the appraisal, currently scheduled, be cancelled.
2. Staff provided an update on municipal software installation and consideration of use of electronic signatures with AP checks. The committee provided direction to continue with our current process of manual signatures.
3. The committee reviewed a resolution for statewide local government education week, APRIL 1-7, 2013 and recommended that Town Council adopt said resolution.
4. The committee discussed approaches from other jurisdictions regarding the use of letterhead and all polled handled any correspondence on official letterhead from the municipality’s office. The committee recommended that any correspondence submitted on official Town of Kilmarnock letterhead be created through the Town offices.
5. Staff presented research on peddler’s fees and usage by precious metals merchants. This is governed by the Code of Virginia as to methods for permitting and fees.
6. The committee discussed replacing Robert’s Rules of Order with a locally based set of protocols- (Lynchburg example) and was directed to develop some examples as time permits.
7. The committee discussed payroll allocations within all departments, sharing a document showing the breakdown by employee. This will be included in the March Town Council meeting packets for the balance of the Council’s information.
8. The committee requested that staff send appropriate “thank you” correspondence to Delegate Ransone and Senator McDougal for their assistance in guiding the changes to the Town’s charter through the General Assembly process.
9. The committee entered into Closed session to discuss matters covered under FOIA 2.2-3711(A)(1) Personnel in Administration. Certify Closed Session held IAW FOIA 2.2-3711(A) Para (1): Shawn Donahue yes, Howard Straughan yes, Rebecca Tebbs Nunn yes

**FYI Only:**

1. There will be an Eagle Scout project at Baylor Park by Shane Barnhart constructing a “boardwalk” along the trail.

**Recommendations to Council:**

**Action item(s):**

1. **Approve disbursements from February 26, 2013 through March 18, 2013.**
2. **Adopt a resolution supporting Local Government Week-April 1-7, 2013. (√)**
3. **Any correspondence submitted on official Town of Kilmarnock letterhead will be handled through the Town offices.**
4. **Schedule a public “Budget Work Session” for Monday, April 22 at 5 PM at Town Hall.**

**Recommended for further study:**