



**TOWN OF KILMARNOCK**  
**Council Committee Agenda –Administration/Finance**

**Date:** April 2, 2014      **Time:** 8:30 AM      **Location:** Town Hall

**Town Council Member Attendees:**

X = present

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

**Town Staff Attendees:**

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

**Visitors: None**

**Discussion items:**

1. Council member Donahue suggested that Council member Nunn continue as the committee chair in light of Mr. Straughan’s resignation until the Council makes it committee assignments in July, 2014. The committee agreed.
2. The committee discussed the two applicants for the Town Council appointment: Mr. Otis Polk, Sr. and Mr. Michael T. Sutherland. After much discussion and review, the consensus was to recommend Mr. Sutherland’s appointment.
3. The listing agreement on the sale of 514 N. Main Street has been arranged with GC Dawson Realty (Ed Bosher, agent). List price is \$475,000.
4. The committee discussed becoming a Kilmarnock Museum member in lieu of a 2014 donation. The recommendation is to become a significant member at the \$1,000 level.
5. The committee discussed reappointing Mr. Kilduff and Mr. Walker to the BZA as both are willing to serve again.
6. The committee discussed publishing TC meeting agenda the week before the meeting and directed staff to implement a display ad announcing the meeting and associated topics each month.

**FYI:**

1. TM Saunders reviewed the purchase of “Code Red” services for use in emergency situations and public notifications.
2. Mid cycle AP review was completed.
3. PJ Jones has moved to Public Works Supervisor. Interviewing underway for WWTP candidate replacing him. Public Works position has been filled by Matt Self.
4. The FY15 Budget Work Session is scheduled for May 7<sup>th</sup> at 6PM.

**Recommendations to Council:**

1. Recommend that Michael Sutherland be appointed to Town Council until such time as the next election as determined by the Circuit Court.
2. Recommend Les Kilduff and Donnie Walker be reappointed to the BZA for another term.
3. Approve disbursements from March 17 to April16, 2014.
4. Recommend a closed session at April 21, 2014 Council meeting for annual personnel reviews of Town Manager and Town Attorney.

**Recommended for further study: None**