



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: July 6, 2012 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

Chair: Vice Mayor 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: Audrey Thomasson, Rappahannock Record

Notes on Discussions:

1. The committee began a review of Town Council roles\responsibilities for this subcommittee. Regarding its responsibility for performance feedback, the committee still needs to complete its review of Town Attorney.
2. The committee discussed approaches for a rewrite of the Town charter and determined that the Admin\Finance subcommittee would create initial draft. Vice Mayor Smith will distribute a meeting schedule for this specific purpose. An electronic copy of the charter will be distributed to the committee members. TM Saunders was requested to get input from VML & Municode on “baseline” charters.
3. The committee recommended a resolution of appreciation for Paul Jones’ service to the Town of Kilmarnock.
4. T M Saunders recommended and the committee concurred that the Town Council should confirm the appointment of Cindy Balderson to the position of Town Clerk effective July 17, 2012.
5. The committee discussed the structure of the Town’s legal representation and agreed to research how other similarly sized jurisdictions approach their contracts. Town Council member Donahue suggested that the Town solicit Request for Proposal’s (RFP) for legal representation. A set of expectations for the RFP would need to be generated in advance. Several potential examples were discussed.
6. Town Manager Saunders requested the committee provide input on areas of the Town’s overall performance (services, etc.) for long range planning.

FYI Only:

Recommendations to Council:

Action item(s):

1. Motion to appoint Cindy Balderson as the Town Clerk effective July 17, 2012.
2. Enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) for the purpose of: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Recommended for further study:

1. Research on legal presentation approaches.