



TOWN OF KILMARNOCK
Council Committee Minutes –Administration/Finance

Date: July 3, 2014 **Time:** 10:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

Chair: Council Member Rebecca T. Nunn X_
 Council Member Michael Sutherland _X_
 Council Member vacancy __
 Mayor Mae Umphlett (ex-officio) _X_

Town Staff Attendees:
 Town Manager Tom Saunders _X_
 Deputy TM Susan Cockrell __
 Treasurer Judy Stevens _X_

Visitors: Dr. Curtis H. Smith (Town Council member), Keith Butler (resident)

Discussion items:

1. The committee reviewed the applicant for the Town Council appointment. Mr. Butler was the single applicant.
2. The committee reviewed the applicants for the Planning Commission appointments-Neil Schultz and Otis Polk.
3. The committee discussed subcommittee assignments for FY2015.
4. Staff requested two new check signers be selected to replace Howard Straughan and William Smith.

FYI Only:

1. VML's Newly Elected Officials Conference is July 10-12. Our newly electeds will be attending.
2. Mid cycle AP review was conducted. Staff is asked to provide more detail on checks above \$1000. (Staff will use the detailed version of the AP report moving forward.)

Recommendations to Council:

1. Recommend Keith Butler to fill the vacancy created by Mae Umphlett's mayoral election.
2. Request that the Planning Commission provide their input to Town Council on commission appointments.
3. Recommend Chris Allen to be the Town Council liaison to the Planning Commission.
4. Recommend Emerson Gravatt and Michael Sutherland be added as check signers.
5. Recommendations for committee membership:

STREETS	ADMIN	ECON DEV	WATER\SEWER	POLICE
Dr. Curtis H. Smith	Emerson Gravatt	Chris Allen	Rebecca T. Nunn	Chris Allen
Capt. Michael Sutherland	Rebecca T. Nunn	Emerson Gravatt	Capt. Michael Sutherland	Emerson Gravatt
	Dr. Curtis H. Smith		Dr. Curtis Smith	Dr. Curtis H. Smith
	Capt. Michael Sutherland			
<i>Mae Umphlett is an ex-officio member of all committees</i>				

Recommended for further study: None