



# TOWN OF KILMARNOCK

## Council Committee Notes –Administration/Finance

Date: July 2, 2015 Time: 10:30 AM Location: Town Hall

### Town Council Member Attendees:

X = present

Chair: Vice Mayor Rebecca Tebbs Nunn \_X\_  
Council Member Emerson Gravatt \_\_  
Council Member Dr. Curtis H. Smith \_X\_  
Council Member Michael Sutherland \_X\_  
Mayor Mae Umphlett (ex-officio) \_\_

### Town Staff Attendees:

Town Manager Tom Saunders \_X\_  
Deputy TM Susan Cockrell \_X\_  
Treasurer Judy Stevens \_\_  
Planning\Zoning Director Marshall Sebra \_X\_

### Visitors: None

### Discussion items:

1. Town Attorney Stamm will take the Town Council minutes from June 2015’s meeting, when available, to the Circuit Court to confirm the appointment of Charles Pruett to the Board of Zoning Appeals.
2. The committee discussed being a partner with St. Andrews Presbyterian Church in the Little Free Libraries program. St. Andrews will create the physical Little Libraries, maintain the book inventories and the Town will provide installation and registrations.
3. Update on easements for sewer connections\access on S. Main block between Augusta St. and Irvington Rd.
4. Contract negotiated with LPDA for Town Centre Park engineering/architectural services, Tasks 1 and 2 totaling \$87,465

### FYI:

1. FY 2016 Budget input into our financial system and Year End 2015 activities are underway. Mary Earhart’s team was here two weeks ago to prepare for year-end closing.
2. Mid cycle AP review with details.
3. Partnering with RAL for Christmas ornament contest for a Kilmarnock and Lancaster County ornament for the Governor’s Mansion Christmas tree in December. Project sponsored by VML.
4. Fall VML Conference is Oct. 4-6 in Richmond at the Richmond Marriott on Broad Street. Hotel registration cut off is Sept. 11th. Conference registration documents will be emailed to you. Conference registration cut off is Sept. 18, 2015.
5. Mid cycle AP review with details.

### Recommendations to Council:

1. Staff authorized to pursue the Little Free Libraries program with St. Andrews Presbyterian Church.

Recommended for further study: None