



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

**Date:** August 3, 2012    **Time:** 8:30 AM    **Location:** Town Hall

<b>Town Council Member Attendees:</b>	<b>Town Staff Attendees:</b>	X = present
<b>Chair:</b> Council Member William Smith <u>_X_</u>	Town Manager Tom Saunders	<u>_X_</u>
Council Member Shawn Donahue <u>__</u>	Asst. TM Susan Cockrell	<u>_X_</u>
Council Member Howard Straughan <u>_X_</u>	Treasurer Judy Stevens	<u>__</u>
Council Member Rebecca Tebbs Nunn <u>_X_</u>		
Mayor Raymond Booth (ex-officio) <u>__</u>		

**Visitors:** TCM Mae Umphlett

**Discussion items:**

1. The committee completed their review of the Town Council roles\responsibilities for Admin\Finance subcommittee and considers their document finalized.
2. The committee established the next action steps for the Town charter subcommittee:
  - a. TCM Smith will distribute an electronic, editable version to the committee.
  - b. TM Saunders will share baseline code documents from VML & Municode for informational purposes.
  - c. The schedule for separate meetings is: Aug. 13<sup>th</sup> & 20<sup>th</sup> at 9AM
3. Following a discussion of term limits for all appointed committees, the recommendation was that appointed members serve for a maximum of two (2) consecutive terms or portions thereof. Once an individual has rotated off the committee for one term, he\she may serve again.
4. The committee reviewed advertising/promotional locations for 2012-13 and directed staff to proceed (shared with Economic Development.) These are the same outlets as in FY 2012.
5. The committee discussed a request by Kilmarnock Museum, through Carroll Ashburn, for a contribution for an historical marker for Dr. Morgan Norris. The committee is supportive and requested that the Museum contact the Town once a firm need is known.
6. Town Manager updated on: 1) Dept. of Housing & Community Development compliance review for the Mary Ball Rd. project has been completed. Many thanks go to Sam Tuttle (our liaison with Community Planning Partners), Marshal Sebra and Judy Stevens for their exceptional work. The review was very successful. 2) The remaining delinquent business license notifications are being sent. These are delinquencies from the May 1, 2012 deadline. 3) Mary Earhart and Co. our public accounting support is due back shortly in support of the fiscal year close and Robinson, Farmer and Cox (our auditors) will return in October. This is our normal closing schedule.
7. Enter into Closed Session as allowed by FOIA 2.2-3711(A) Para (1) 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.
  - a. Certify Closed Session held IAW FOIA 2.2-3711(A) Para (1)
    - i. William Smith yes
    - ii. Rebecca Nunn yes
    - iii. Howard Straughan yes

iv. Mae Umphlett yes

**FYI: None**

**Recommendations to Council:**

- Recommend to Town Council that members of all appointed committees serve for a maximum of two (2) consecutive terms or portions thereof. Once an individual has rotated off the committee for one term, he\she may serve again.
- Request that Town Council enter into closed session, at its August 20<sup>th</sup> meeting, as allowed by FOIA 2.2-3711(A) Para (1): 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.
- Recommend that Town Council fill a third vacancy on the Planning Commission.
- Approve disbursements for the period July 17, 2012 through August 20, 2012.

**Recommended for further study:**