



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

**Date:** September 4, 2013

**Time:** 8:30 AM

**Location:** Town Hall

**Town Council Member Attendees:**

**Town Staff Attendees:**

X = present

**Chair:** Council Member Howard Straughan X

Council Member Shawn Donahue X

Council Member Rebecca Tebbs Nunn \_\_

Council Member William Smith X

Mayor Raymond Booth (ex-officio) \_\_

Town Manager Tom Saunders \_X\_

Deputy TM Susan Cockrell \_X\_

Treasurer Judy Stevens \_\_

**Visitors:** Tom Jones, KVFD

**Discussion items:**

1. The committee was presented with additional information regarding the KVFD display to be placed in the Town Hall. This will be a memorial kiosk to all of the fire fighters and their families and their service to the Town and surrounding areas. The display itself is the property of KVFD. They will handle what items are displayed, duration etc. KVFD wants to have an event on Oct.12<sup>th</sup> (Fire Prevention Week) as the official unveiling.
2. TM Saunders updated the committee on our VMLIP property coverage following his meeting with Greg Dickie at VML Insurance. We have an umbrella policy over all of our coverage needs. Therefore, there is not a need to change individual items.

**FYI Only:**

1. The mid cycle AP review was completed.
2. The search for Assistant to the Treasurer position is underway.
3. A Resolution honoring Steve Bonner’s service on the Planning Commission is completed and ready for presentation.
4. Staff has prepared judgments against several businesses for failure to pay 2013 business license (due May 1, 2013). Judgments will go to District Court on Sept. 7th for October court date. Court fees are passed back to delinquent business.
5. FY 2013 Year-end review of accounts was completed on Sept.5 & 6 with our accounting firm, Mary Earhart and Associates.
6. The committee reviewed the steps for listing 514 N. Main Street for sale.

**Recommendations to Council:**

**Action item: Recommend that Town Council accept KVFD’s offer to install a memorial kiosk to honor the service of all KVFD members throughout the years and to have items related to the major Kilmarnock fires (courtesy of the Kilmarnock Museum).**

**Recommended for further study:**