



TOWN OF KILMARNOCK
Council Committee Notes –Administration/Finance

Date: Sept. 4, 2014 **Time:** 10:30 AM **Location:** Town Hall

Town Council Member Attendees:

X = present

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

Town Staff Attendees:

Town Manager Tom Saunders X
 Deputy TM Susan Cockrell X
 Treasurer Judy Stevens

Visitors: Keith Butler, Town Council member

Discussion items:

1. The committee discussed the requested use of Kilmarnock logo by local businesses for 1) tourism trinkets and 2) local Lions Club for regional meeting trinkets. The logo was given to the Town by E. Stephens for “its use and no commercial use”. Based on that intent, the logo will not be licensed or given for external use. We will pursue trademarking and copywriting.
2. The committee discussed the completed appraisal of the remaining Tech Park parcel.
3. The committee approved staff moving forward with an RFQ/RFP for engineering/land planning services for development of the Technology Park expansion.
4. A voting member needs to be determined for the upcoming VML Conference. Should know before the September Town Council meeting.
5. The committee entered into Closed Session as allowed by FOIA 2.2-3711(A) Para (3) to discuss or consider the acquisition of real property for a public purpose, or of the disposition of publicly held real property.
 - a. Certify that in the Closed Session which just concluded that nothing was discussed except the matter or matters (1) specifically identified in the reason to convene in Closed Session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that reason. Roll call vote required. Nunn, Rebecca T. yes, Gravatt, Emerson yes, Smith, Dr. Curtis H. yes, Umphlett, Mae P. yes, Sutherland, Michael yes, Butler, Keith yes.
6. The committee discussed ways for young people to be involved with the governing processes. Suggestion is to request input from the education community.

FYI:

1. Mid cycle AP review was completed.
2. New hire is on board at WWTP-Howard Carter.
3. Town has been notified that a former employee has filed an EEOC complaint against the town.
4. Fiscal 2014 yearend work is scheduled for Sept. 11 & 12 (Mary Erhart-our CPA support for yearend closing) and Oct. 2 & 3 (Robinson, Farmer, Cox (our audit firm)).

Recommendations to Council:

1. **Have staff pursue trademarking and/or copywriting of the logo.**
2. **Recommend that Town Council establish \$115,000 as the asking price for Lot 5 in the existing Technology Park.**

Recommended for further study: None