



TOWN OF KILMARNOCK

Council Committee Notes – Administrative/Finance

Date: February 6, 2009 **Time:** 8:30 am **Location:** Town Hall **Chair:** Vice Mayor Paul Jones
Attendees: Vice Mayor Paul Jones - Council Member Howard Straughan - Council Member Gary L. Anderson - Marshall A. Sebra, Planning/Zoning Director - Town Attorney Chris Stamm – Treasurer Judy Stevens

Notes on Discussions:

1. Discussed the renewal of MetroCast Communications. Committee recommended renewal.
2. The Waverly playground was briefly discussed.
3. Representing the Water/Sewer Committee, Mr. Anderson discussed several items:
 - Request from Draper Aden for additional funding to complete the engineering on the Hospital Well House. The committees jointly recommended investigating this request and looking at other options. (v)
 - Discussed quote from Shreiber LLC for a maintenance boost at the treatment plant. The committees jointly recommend Council approval. (v)
 - Discussed upcoming elements related to the CDBG. The committees jointly recommend that Council proceed with procurement of consulting services and continued support of the project.
 - Discussed possibly amending the existing procurement policy of the Town.
4. Discussed the need to fill a position on the Board of Zoning Appeals. The committee recommends that Council forward their recommendation of appointing W. Leslie Kilduff, Jr. to the Circuit Court Judge.
5. Discussed the upcoming budget. Staff is to ask the Planning Commission for written suggestions or comments to be presented by March Council meeting. The committee will begin meeting next week to work on the budget.
6. Mr. Stamm gave an update on the Search Committee's progress. Roughly 13 applications have come in for the Town Manager position.

Recommendations to Council:

1. Joint recommendation of approval to hire Schreiber LLC as described in their offer dated 1/21/09. (v)
2. Joint recommendation to continue with the CDBG, (Community Development Block Grant) process by procuring engineering and planning consultants.

Recommended for further study:

1. Draper Aden request for additional funding pertaining to the Hospital well. (v)