



TOWN OF KILMARNOCK

Council Committee Notes – Administration and Finance

Date: July 8, 2009 **Time:** 8:30 am **Location:** Town Hall **Chair:** Council member Howard Straughan **Attendees:** Council member Howard Straughan, Mayor Curtis Smith, Town Manager Tom Saunders,

Notes on Discussions:

1. Discussed budget allocations for new sidewalks in light of the long standing need along Town Centre Drive. TM Saunders reported preliminary engineering estimates of the cost of installing a sidewalk along Town Centre Drive at \$85,000 and along School Street from the Library to Main Street at \$101,000. In both cases there is a ravine or sharp slope to negotiate that increases the cost above the standard \$35 to \$45 per lineal foot price of a sidewalk installed on level ground without any grading required. Committee asked staff to check CIP budget allocation for sidewalks to verify \$100,000 is set aside. Committee recommends council approve engineering and construction of a sidewalk along Town Centre Drive and, if funds become available, along School Street.
2. Committee asked staff to develop several alternate plans for alleviating office space deficiencies at Town Hall and to report back to the committee at the next meeting.
3. Committee asked staff to get estimates to grade Town Centre lot and erect a gazebo or other structure that would make the site more useable for events.
4. Discussed current check signing policy. Committee asked staff to report proportion of checks written that are less than \$100, and discussed the possibility of not requiring a council member signature for checks under \$100 in the future. Recommends adding Howard Straughan and Tom Saunders to the list of those authorized to sign checks.
5. Committee asked staff to investigate suitability of Town's current accounting software package and to ask other similar government entities what they are doing and report back at a meeting in the future.

Recommendations to Council:

- Approve design and construction of a sidewalk along Town Centre Drive from Church Street to Main Street.
- Add Howard Straughan and Tom Saunders to list of those authorized to sign checks.

Recommended for further study:

- Accounting software; Bright System vs. other options