

# Town of Kilmarnock

**VICE MAYOR** - EMERSON GRAVATT

**COUNCIL MEMBER**-SHAWN DONAHUE

**COUNCIL MEMBER**-REBECCA TEBBS NUNN

**COUNCIL MEMBER**-WILLIAM L. SMITH

**COUNCIL MEMBER**-HOWARD R. STRAUGHAN, JR.

**COUNCIL MEMBER**- MAE P. UMPHLETT

**MAYOR** -RAYMOND C. BOOTH, JR.



**TOWN MANAGER**- TOM SAUNDERS

**TOWN ATTORNEY** - PAUL C. STAMM, JR.

**TOWN PLANNER** - MARSHALL SEBRA

**TOWN CLERK** -CINDY BALDERSON

**TOWN TREASURER** - JUDY G. STEVENS

**POLICE CHIEF** - MICHAEL S. BEDELL

## Town Council Meeting Agenda Kilmarnock, VA

**Monday, March 18, 2013**  
7:00 PM - Kilmarnock Town Hall

Notice of intent to comply with the Americans with Disabilities Act: Reasonable efforts will be made to provide assistance or make special arrangements to qualified individuals with disabilities in order for them to participate in or attend Town Council Meetings. Please call the Town for information or assistance: 804-435-1552. **Cell phones are to be turned off during Town Council meetings.**

**1. Call to Order:** Mayor Raymond C. Booth, Jr. Please join the Mayor and Council in the Pledge of Allegiance. On behalf of the Council and staff, Mayor Booth extends a warm welcome to Kilmarnock residents and guests.

**2. Acceptance and Approval of the Agenda:**

**3. Approval of the Minutes:**

- February 25, 2013 Town Council Meeting (✓)

**4. Public Comments and Presentations:**

The public is invited to speak to Council on any matter, with the exception of scheduled public hearings which will be called for later. Please use the sign-in sheet on the podium. Comments are limited to three (3) minutes per person. Please state your name and address for the record. Any required responses from the Town will be provided in writing following the meeting.

**5. Planning Commission Report:** - Council member Shawn Donahue – liaison; meeting held March 12, 2013 (✓)

**6. Committee Reports:**

A. Water and Sewer Committee: Council Member Rebecca Tebbs Nunn – Chair; Report from meeting held March 1, 2013. (✓)

B. Streets, Sidewalks and Playgrounds Committee: Council Member Shawn Donahue – Chair; Report from meeting held March 7, 2013 (✓)

C. Police and Public Safety Committee: Council Member Shawn Donahue – Chair; no meeting this month

D. Emergency Preparedness Committee: Council Member Mae Umphlett – Chair; no meeting this month

E. Town Centre Committee: Council Member Howard Straughan – Chair; Report from meeting held March 15, 2013, (not available for inclusion in packets).

F. Economic Development Committee: Vice Mayor Emerson Gravatt – Chair; Report from meeting held March 12, 2013. (√)

**Action item:**

- 1. Recommend staff proceed with steps necessary to develop a site layout and utility plan for the new portion of Technology Park.**

G. Administration and Finance Committee: Council Member William Smith – Chair; Report from meeting held February 1, 2013. (√)

**Action Items:**

- 1. Approve disbursements from February 26, 2013 thru February 25, 2013. (√)**
- 2. Adopt a resolution in support of Local Government Week, April 1 – 7, 2013 (√)**
- 3. Correspondence submitted on Town of Kilmarnock letterhead will be handled through the Town offices, in order to comply with Public Records Act.**
- 4. Schedule a public “Budget Work Session” for Monday, April 22 at 5 PM at Town Hall.**

**7. Old Business:**

**8. New Business:**

**9. Town Attorney’s Comments:**

**10. Mayor’s Comments:**

**11. Council Members’ Comments:**

**12. Town Manager’s Comments:**

**13. Public Comments:**

**14. Upcoming Events and Meetings:**

(Updated meeting schedules will be posted on the Town Hall doors and the public will be directed to call the Town Hall in case regularly scheduled meetings have been changed or cancelled.)

April 5, 2013 Administration and Finance Committee, 8:30AM – Town Hall

April 5, 2013 Water and Sewer Committee, 9:30 AM – Town Hall

April 4, 2013 Streets Committee, 8:30 AM – Town Hall

April 8, 2013 Police and Public Safety Committee, 3 PM – Town Hall

April 9, 2013 Town Centre Committee, 3 PM – Town Hall

April 9, 2013 Emergency Preparedness Committee, 3:30 PM – Town Hall  
April 9, 2013 Economic Development Committee, 4 PM – Town Hall  
**Tuesday, April 9, Planning Commission, 7 PM – Town Hall**  
**Monday, April 15, Town Council Meeting, 7 PM – Town Hall**  
**Monday, April 22, Budget Work Session (proposed), 5 PM – Town Hall**

**15. Motion to Adjourn.**