

December 19, 2011

**KILMARNOCK TOWN COUNCIL
Monday, December 19, 2011
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order:

Mayor Booth called the Regular Meeting to order at 7:00 pm with the following Councilmembers present:

Raymond Booth, Mayor
William L. Smith, Vice-Mayor
Denis Bouslough
Shawn Donahue

Paul S. Jones
Rebecca Nunn
Mae Umphlett

Staff Present:

Tom Saunders, Town Mgr.
Susan Cockrell, Asst. Town Mgr.
Paul C. Stamm, Jr., Town Attorney
Jackie Blencowe, Town Clerk
Cindy Balderson, Deputy Clerk
Joan N. Kent, Transcriber
Michael S. Bedell, Chief of Police

Mayor Booth welcomed Kilmarnock residents, business owners, and guests and then led the recital of the Pledge of Allegiance. Mayor Booth stated that he hoped everyone would have a joyous Christmas and a Happy New Year. Mayor Booth commented that only the “die-hard” attended the Christmas meeting and added that he appreciated everyone’s attendance.

2. Acceptance and Approval of Agenda

ACTION: Vice-Mayor Smith made a motion to approve the December 19, 2011 Town Council agenda as presented, seconded by Councilmember Jones; and carried unanimously.

3. Minutes: Approve, Correct, or Amend the Minutes of the Regular Town Council Meeting held November 21, 2011.

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ACTION: Councilmember Jones made a motion to approve the November 21, 2011 Town Council Meeting Minutes as presented, seconded by Councilmember Nunn; and carried unanimously.

4. Public Comments and Presentations:

Mayor Booth invited members of the audience to address Council with any issues or concerns that were not scheduled for public hearing. Mayor Booth asked that comments be limited to 3 minutes per person.

Mr. Emerson Gravatt of Kilmarnock, VA, advised that the light which illuminated the Town Hall parking lot was defective and it appeared that the wrong amount of voltage was going to it. Mr. Gravatt stated that the light comes on for about two minutes until it heats up and then cuts itself back off until it cools down in a repeating cycle. Mr. Gravatt said that when it was off it was very dark in the parking lot and hard to see one's footing. Mr. Gravatt finalized by saying that he would like for someone to check with the proper department to have it fixed.

Mayor Booth asked Town Manager Saunders if he knew anything about the light.

Town Manager Saunders replied that the bulb was bad and he would call Dominion to have it replaced.

Mayor Booth thanked Mr. Gravatt for his comments and Town Manager Saunders for seeing that the light bulb would be replaced.

Mayor Booth advised that it was traditional during the Christmas Town Council meeting to waive the reading of Committee Reports and wanted to know if Councilmembers wanted to continue with the tradition.

Councilmember Donahue stated that he would move to waive the reading of the Committee meeting reports.

Councilmember Nunn asked why the Police and Public Safety Committee meeting was cancelled for December.

Mayor Booth replied that he had advised Councilmember Donahue that he was unable to attend due to a prior engagement.

Councilmember Donahue stated that with everything going on business-wise he had called Councilmember Umphlett and they decided to just wait until the January meeting.

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ACTION: Councilmember Donahue made a motion to waive the reading of the Committee Reports, seconded by Councilmember Umphlett; and carried unanimously.

5. Planning Commission Report: Councilmember Bouslough, Council Liaison
Waived

6. Committee Reports:

A. Water/Sewer Committee: Councilmember Nunn, Chair

1) Report from December 2011 Meeting

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

There were no recommendations to Council.

B. Streets/Sidewalks/Playground Committee: Councilmember Donahue, Chair

1) Report from December, 2011 Meeting

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

There were no recommendations made to Council.

C. Police/Public Safety Committee: Councilmember Donahue, Chair

1) Report from December, 2011 Meeting

There was no meeting held but a copy of the monthly statistics was included in each Councilmember's packet.

2) Committee Recommendations to Council

There were no recommendations to Council.

D. Emergency Preparedness Committee: Councilmember Umphlett, Chair

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1) Report from December 2011 meeting

There was no meeting held.

2) Committee Recommendations to Council

There were no recommendations made to Council.

E. Town Centre Committee: Councilmember Jones, Chair

1) Report from December, 2011 meeting

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

There were no recommendations made to Council.

F. Economic Development Committee: Vice-Mayor Smith, Chair

1) Report from December, 2011 Meeting.

A copy of the Committee meeting notes was included in each Councilmember's packet.

2) Committee Recommendations to Council

There were no recommendations made to Council.

G. Administration/Finance Committee: Vice-Mayor Smith, Chair

1) Report from December, 2011 meeting.

A copy of the Committee meeting notes was included in each Councilmember's packet.

Vice-Mayor Smith stated that he had prepared and provided each Councilmember with a five-month snapshot of where the Town was as far as budget to actual and where the Town was as far as five months of this year in comparison to five months of last year. Mr. Smith said that the revenues this year were right on track. Mr. Smith advised that expenditures this year, even though they were higher than they were a year ago, were still on track. Mr. Smith stated the one positive he wanted to bring to everyone's attention was that the meals tax was up 5% this year as opposed to budget and, in comparison to last year, it was

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up \$12,000. Mr. Smith advised that the one piece that continued to lag behind was lodging. Mr. Smith said that last year this time lodging was at \$58,000 and this year it was at \$52,000, but they were still ahead of what they had budgeted for which was \$50,552. Mr. Smith stated that there was only a \$100 difference between the first months of this year and the first five months of last year. Mr. Smith advised that for some reason cigarette tax was through the roof with a 21% increase the first five months over budget. Mr. Smith finalized by saying that he thought they were sitting fairly well.

Councilmember Nunn stated that people tended to smoke more during a recession.

2) Committee Recommendations to Council

A. Recommend that Council approve the disbursements from November 22, 2011 through December 19, 2011.

ACTION: Vice-Mayor Smith made a motion to approve the disbursements from November 22, 2011 through December 19, 2011 as presented, seconded by Councilmember Bouslough; and carried unanimously.

B. Recommend that Council approve Northern Neck Regional Natural Hazards Mitigation Plan.

ACTION: Vice-Mayor Smith made a motion to approve the Northern Neck Regional Natural Hazards Mitigation Plan, seconded by Councilmember Nunn; and carried unanimously.

C. Recommend that Council approve the Amendments to the Northern Neck Enterprise Zone

ACTION: Vice-Mayor Smith made a motion to approve the Amendments to the Northern Neck Enterprise Zone, seconded by Councilmember Nunn; and carried unanimously.

Mayor Booth wanted to take an opportunity to formally announce the winners in the 2011 Holiday Lighting Contest.

The winners in the Residential category were:

- 1st Place: 94 Eubank Drive, Ashley and Jimmy Luck
- 2nd Place: 54 Claybrook Avenue, Gloria Jones

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3rd Place: 41 Roseneath Avenue, The Johnny Smith Family

The winners in the Commercial category were:

1st Place: 500 Irvington Road, Carousel Physical Therapy

2nd Place: 405 North Main Street, Dunn-Rite Auto Sales and Randy's
Dunn-Rite Auto

3rd Place: 31 Tartan Village Drive, Kilmarnock Lettering Company

Mayor Booth wanted to thank everyone who participated for their hard work and Christmas spirit. Mayor Booth advised that the winners received a certificate signed by him and Town Manager Saunders as well as a "bragging rights" sign to display in front of their home or business.

7. Administrative Comments and Reports: Town Manager Saunders

A. Mary Ball Road CDBG Update

Town Manager Saunders reported that they were only a half dozen water and sewer connections away from finishing up the utility section of the grant. Mr. Saunders advised that the housing rehab portion of the project was proceeding a little more slowly than anticipated but was making progress. Mr. Saunders said that Town Attorney Stamm had advised that there were contracts for three more houses to receive rehabilitation work. Mr. Saunders finalized by saying that the project was on schedule.

B. Christmas Parade

Town Manager Saunders stated that he wanted to congratulate the Town as a whole on the success of the lighted Christmas Parade. Mr. Saunders thanked everyone who participated and wanted to recognize the Town Staff who went above and beyond the call of duty who were Assistant Town Manager Cockrell, as well as Franklin Carter and his crew. Mr. Saunders' statement generated applause from the audience and Council.

C. January Town Council Meeting Date

Town Manager Saunders stated that it was traditional for Council to make a motion to move the January Council meeting date from the third Monday of the month to the fourth in order to accommodate the holiday. Mr. Saunders added that would put the meeting on January 23rd instead of January 16th.

Councilmember Jones commented that the February Town Council meeting date was affected by a holiday as well and should be included in the motion.

ACTION: Councilmember Jones made a motion to move the January 2012 and the February 2012 Kilmarnock Town Council meetings from the third Monday of the month to the fourth Monday of the month, seconded by Vice-Mayor Smith; and carried unanimously.

8. Old Business:

Councilmember Nunn stated that she had wanted to make a motion during the November meeting but forgot. Mrs. Nunn advised that the Town Centre Committee had discussed planning a war memorial for the Town Centre property honoring all from Kilmarnock who had died while serving their country from WWI to present. Mrs. Nunn said that the Committee would conduct the research and she would obtain the donations.

ACTION: Councilmember Nunn made a motion to have a war memorial in honor of the Kilmarnock veterans who lost their life while serving this Country from WWI to present, seconded by Councilmember Jones;

Discussion:

Councilmember Donahue felt that prior to building monuments on the Town Centre property, they first needed to figure out what they were going to do with it. Mr. Donahue said that they were being a little premature in putting anything else on the property until that issue had been resolved. Mr. Donahue recalled that during the Main Street Project they had to remove markers of dedication from trees and relocate them. Mr. Donahue said that they did not need to put additional dedication markers in Town until they were sure about the site. Mr. Donahue recommended that they reach a final decision on the Town property and then discuss the war memorial.

Councilmember Bouslough stated that Councilmember Donahue's comment seemed reasonable and asked what the position was regarding the Town Centre property.

Councilmember Nunn advised that currently the Town was in negotiation with the library who stated that they might want to do some specs. Mrs. Nunn said that it was the Town's intention to put up a gazebo or band shell where bands could play and have some green space. Mrs. Nunn stated that the Committee was only asking for a small corner of the property to put the war memorial on.

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Councilmember Bouslough asked if the property was sold would they have to move the memorial.

Councilmember Nunn replied that they would.

Councilmember Bouslough asked where it would be moved to.

Councilmember Nunn replied that the Town owned other properties so it could be moved to any number of places.

Mayor Booth asked Councilmember Nunn if the war memorial would be done without using taxpayers' dollars.

Councilmember Nunn replied that it would. Mrs. Nunn added that nothing she ever did was at cost to the taxpayers.

Mayor Booth told Councilmember Nunn that he had concerns because this was the same representation that she made about the dog park.

Councilmember Nunn replied that the dog park did not cost the taxpayers any money.

Mayor Booth said that he came upon the Town's maintenance workers changing the bags and dumping the trash at the dog park the other day. Mayor Booth stated he realized that it might have been a minor effort but the maintenance staff also had to cut the grass there.

Councilmember Nunn replied that staff was cutting grass on the lot before the dog park was there.

Councilmember Donahue stated that in the interest of the spirit of the holiday he felt this issue should be tabled until the next meeting.

Mayor Booth concurred and stated that he thought this was a discussion that should be held next month. Mayor Booth advised that he had concerns about adding on these types of things and saying that they would not incur any costs to Town and taxpayers when they did add a little expense. Mayor Booth reiterated that he felt it would be appropriate to have this discussion at a future meeting.

Vice-Mayor Smith asked for clarification on the motion and wanted to know if Mrs. Nunn was just asking to have a war memorial in the Town but not necessarily including a place where it had to go.

Councilmember Nunn replied that was correct.

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Mayor Booth called for the vote which was unanimous.

Mayor Booth asked if there was any other Old Business before he moved on.

Councilmember Donahue said that he should not say Old Business because Mrs. Blencowe was not that old, which generated laughter, but he wanted to know if anything had been planned for her retirement.

Town Manager Saunders replied that it was in the works and jokingly advised Mr. Donahue that he had blown his cover which also generated laughter.

9. New Business:

There was no discussion.

10. Council Comments:

There were no Council comments made.

11. Adjournment:

ACTION: Vice-Mayor Smith made a motion to adjourn, seconded by Councilmember Jones; and carried unanimously.

Meeting adjourned at 7:27 pm

Prepared by:

Joan N. Kent

Raymond C Booth, Jr., Mayor

Jacqueline L. Blencowe, Clerk