

December 15, 2014

**KILMARNOCK TOWN COUNCIL  
Monday, December 15, 2014  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order:**

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

Vice Mayor Rebecca T. Nunn  
Major Chris Allen  
Mr. Keith Butler

Dr. Curtis H. Smith  
Capt. Michael Sutherland

Members Absent:

Mayor Mae Umphlett  
Mr. Emerson Gravatt

Staff Present:

Tom Saunders, Town Mgr.  
Susan Cockrell, Deputy Town Mgr.  
Paul C. Stamm, Jr., Town Attorney  
Joan Kent, Minutes Clerk  
Michael S. Bedell, Chief of Police

Vice-Mayor Nunn welcomed Kilmarnock residents, business owners, and guests. Vice-Mayor Nunn led the recital of the Pledge of Allegiance.

**2. Acceptance and Approval of Agenda**

Town Manager Saunders requested that the "People's Park Plan" be added under Old Business.

**ACTION: Councilmember Sutherland made a motion to accept the December 15, 2014 Town Council meeting agenda as amended, seconded by Councilmember Smith; and carried unanimously.**

**3. Approve, Correct, or Amend the Minutes of the November 17, 2014 Town Council Meeting**

**ACTION:** Councilmember Smith made a motion to approve the November 17, 2014 Town Council meeting minutes as presented, seconded by Councilmember Sutherland; and carried unanimously.

**4. Public Comments and Presentations:**

Vice-Mayor Nunn invited members of the public to speak on any matter with the exception of scheduled public hearings and to limit their comments to three minutes per person.

A. Public Comments

There were no public comments.

B. Presentations

There were no presentations.

**5. Public Hearing:**

The purpose of the hearing was to solicit public input regarding the application for a conditional use permit by Good Buddies LLC to operate an auction house and activities center at 33 Irvington Road.

A. Description of Draft Ordinance

Zoning Administrator/Town Planner Sebra addressed Council with a brief description of the conditional use permit application, a copy of which was included in each Councilmember's packet, and the intent of Good Buddies LLC to run an auction house and activities center at 33 Irvington Road.

B. Vice-Mayor Nunn opened the public hearing.

C. Vice-Mayor Nunn asked for public comments.

There were no public comments.

D. Vice-Mayor Nunn asked for staff comments.

Town Manager Saunders stated that staff was recommending approval.

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E. Vice-Mayor Nunn closed the public hearing.

F. Vice-Mayor Nunn asked for discussion and/or action by Council

**ACTION: Councilmember Allen made the motion to grant a conditional use permit to Good Buddies LLC to operate an auction house and activities center at 33 Irvington Road, seconded by Councilmember Sutherland, and carried unanimously.**

**6. Planning Commission Report:** Councilmember Allen, Council Liaison

There was no meeting held for the month of December.

**7. Committee Reports:**

A. Water and Sewer: Councilmember Sutherland, Chair

1) Report from December, 2014 meeting.

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

2) Committee Recommendations to Council

a. Recommend that Council authorize the Town Manager to move forward with the Town's matching funds in support of VA Dept. of Health grants.

**ACTION: Councilmember Butler made the motion to authorize the Town Manager to move forward with the Town's matching funds in support of the VA Dept. of Health grants, seconded by Councilmember Allen; and carried unanimously.**

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

1) Report from December, 2014 meeting

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

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Vice-Mayor Nunn announced that the winners of the Holiday Lighting Contest:

3<sup>rd</sup> Place- Mr. Joe McNeal and Ms. Lisa Sheets at 41 Venable Dr.

2<sup>nd</sup> Place-Mrs. Gloria Jones at 54 Claybrook Ave.

1<sup>st</sup> Place- Ms. Bernice McElroy at 133 Irvington Road

Vice-Mayor Nunn stated that the contest was judged by the Kilmarnock Garden Club and that each winner would receive a certificate from the Town.

2) Recommendations made to Council

There were no recommendations made to Council.

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

Councilmember Allen gave the report in lieu of Councilmember Gravatt's absence.

1) Report from December, 2014 meeting.

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

2) Recommendations made to Council

Recommend that Council accept the bid of \$14,150 from The Locksmith for installation of security cameras along Main Street.

**ACTION: Councilmember Allen made the motion to accept the bid of \$14,150 from The Locksmith for installation of security cameras on Main Street, seconded by Councilmember Smith; and carried unanimously.**

D. Economic Development Committee: Councilmember Gravatt, Chair

Councilmember Allen gave the report in lieu of Councilmember Gravatt's absence.

1) Report from December, 2014 meeting.

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

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2) Committee Recommendations to Council

Recommend that Council approve entering into a contract with the Timmons Group in the amount of \$19,800 for site planning of additional Technology Park acreage.

**ACTION: Councilmember Allen made the motion to enter into contract with the Timmons Group in the amount of \$19,800 for site planning of additional Technology Park acreage, seconded by Councilmember Sutherland; and carried unanimously.**

E. Administration/ Finance Committee: Vice-Mayor Nunn, Chair

1) Report from December, 2014 meeting.

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

2) Committee Recommendations to Council

a. Recommend that Council approve the disbursements from November 18, 2014 to December 15, 2014 in the amount of \$101,642.64.

**ACTION: Councilmember Smith made a motion to approve the disbursements from November 18, 2014 to December 15, 2014 in the amount of \$101,642.64, seconded by Councilmember Sutherland; and carried unanimously.**

b. Recommend that Council move the January meeting to the 26<sup>th</sup> and the February meeting to the 23<sup>rd</sup> to avoid interference with state holidays.

**ACTION: Councilmember Butler made the motion to move the January Council meeting to the 26<sup>th</sup> and the February Council meeting to the 23<sup>rd</sup> to avoid interference with state holidays, seconded by Councilmember Sutherland; and carried unanimously.**

Vice-Mayor Nunn addressed a letter that was sent to the editor of a local paper by saying that the injured Kilmarnock Police Officer was receiving workman's comp, and that all of his medical bills were being taken care of.

## 8. Old Business

Town Manager Saunders advised that the Town had given the public a period of time to weigh in on the proposed People's Park Master Plan and asked Council for their approval and to authorize staff to procure bids for further design engineering.

**ACTION: Councilmember Allen made the motion to approve the People's Park Master Plan and to authorize staff to procure bids for further design engineering, seconded by Councilmember Butler; and carried unanimously.**

## 9. New Business

There was no discussion under new business.

## 10. Comments

### A. Public Comments

There were no comments.

### B. Town Attorney- Paul C. Stamm, Jr.

There were no comments.

### C. Vice-Mayor- Rebecca T. Nunn

There were no comments.

### D. Council

Councilmember Sutherland complimented Staff and the Chamber of Commerce on the success of the Christmas Parade and how quickly the Town was cleaned afterward.

### E. Town Manager – Tom Saunders

Town Manager Saunders complimented Deputy Town Manager Cockrell for her part in making the Christmas Parade successful. Mr. Saunders offered his condolences to Mayor Umphlett and her family regarding the loss of an in-law. Mr. Saunders advised that Reverend John Farmer and his wife Hazel arranged to obtain a trailer with washing machines and dryers through the VA Baptist Mission Board to help residents who were dependent on the laundromat that was destroyed by fire. Mr. Saunders finalized by wishing everyone Happy Holidays.

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## 11. Adjournment

**ACTION:** Councilmember Allen made a motion to adjourn, seconded by Councilmember Butler; and carried unanimously.

Meeting adjourned at 7:22 pm

Prepared by:

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Joan N. Kent

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Rebecca T. Nunn, Vice-Mayor

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Cindy Balderson, Clerk