

December 21, 2015

**KILMARNOCK TOWN COUNCIL  
Monday December 21, 2015  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order:**

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

Mae P. Umphlett, Mayor  
Rebecca T. Nunn, Vice-Mayor  
Mr. Keith Butler

Mr. Emerson Gravatt  
Dr. Curtis H. Smith  
Capt. Michael Sutherland

**Staff Present:**

Tom Saunders, Town Mgr.  
Paul C. Stamm, Jr., Town Attorney  
Cindy Balderson, Town Clerk  
Michael S. Bedell, Chief of Police

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

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

**ACTION: Councilmember Gravatt made a motion to accept the December 21, 2015 Town Council meeting agenda as presented, seconded by Vice-Mayor Nunn; and carried unanimously.**

**3. Approve, Correct, or Amend the Minutes of the November 16, 2015 Town Council Meeting**

**ACTION: Councilmember Smith made a motion to approve the November 16, 2015 Town Council meeting minutes as presented , seconded by Vice-Mayor Nunn; and carried unanimously.**

#### **4. Public Comments**

Mayor Umphlett 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.

There were no public comments.

#### **5. Planning Commission Report: Councilmember Smith, Liaison**

The Planning Commission continued their discussion regarding Council's request to investigate the need for restricting temporary structures within the Steptoe Overlay District. The Commission continued to review relevant regulations from other jurisdictions as well as proposed text amendments to the Town's ordinance that were prepared by staff. Planning Commission Chair Towner presented to members a set of draft guidelines that will be amended and submitted to Council in the coming months.

#### **6. Committee Reports:**

##### **A. Police/Public Safety Committee: Councilmember Gravatt, Chair**

- 1) Report from December, 2015 meeting.

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

- 2) Committee Recommendations to Council

There were no recommendations made to Council

##### **B. Economic Development Committee: Councilmember Gravatt, Chair**

- 1) Report from December, 2015 meeting.

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

- 2) Recommendations made to Council.

There were no recommendations made to Council.

##### **C. Streets/Sidewalks/Playground Committee: Councilmember Butler, Chair**

- 1) Report from November, 2015 meeting.

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

2) Recommendations made to Council

There were no recommendations made to Council.

3) 2015 Kilmarnock Holiday Lighting Contest: Mayor Umphlett

Residential Winners:

- 1<sup>st</sup> Place- J.R. Meadows at 197 Walnut Court
- 2<sup>nd</sup> Place- Steve and Lynn Bonner at 209 Walnut Court
- 3<sup>rd</sup> Place- Gloria Jones at 54 Claybrook Avenue

Commercial Winners:

- 1<sup>st</sup> Place- Weekend's Fashions
- 2<sup>nd</sup> Place- Foxy's
- 3<sup>rd</sup> Place- Dunn-Rite Auto

D. Water and Sewer: Councilmember Sutherland, Chair

1) Report from December, 2015 meeting.

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

2) Committee Recommendations to Council

There were no recommendations made to Council.

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

1) Report from December, 2015 meeting.

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

2) Committee Recommendations to Council

a. Recommend that Council approve the disbursements from November 17, 2015 to December 21, 2015 in the amount of \$186,938.29.

**ACTION: Vice-Mayor Nunn made a motion to approve the disbursements from November 17, 2015 to**

**December 21, 2015 in the amount of \$186,938.29, seconded by Councilmember Sutherland; and carried unanimously.**

b. Holiday Gifts for Staff

**ACTION: Vice-Mayor Nunn made a motion to give full-time staff members a Christmas gift of \$100 and part-time staff a Christmas gift of \$50, seconded by Councilmember Gravatt; and carried unanimously.**

**7. Old Business**

Vacant Seat on Town Council

**ACTION: Vice-Mayor Nunn made a motion to appoint Betsy Crowther to fill the vacant seat on the Kilmarnock Town Council, seconded by Councilmember Butler; and carried unanimously.**

**8. New Business**

Change Town Council Meeting Dates to Avoid Conflict with State Holidays

**ACTION: Vice-Mayor Nunn made a motion to hold the January Town Council meeting on the 25<sup>th</sup> of the month and the February Town Council meeting on the 22<sup>nd</sup> of the month to avoid conflict with state holidays, seconded by Councilmember Smith; and carried unanimously.**

**9. Comments**

A. Public Comments

There were no public comments.

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

There were no comments.

C. Mayor- Mae P. Umphlett

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The Mayor wished everyone a happy holiday.

D. Council

Vice-Mayor Nunn introduced her daughter and grandchildren to Council.

E. Town Manager – Tom Saunders

Town Manager Saunders congratulated Betsy Crowther, who was seated in the audience, on being appointed to Town Council. Mr. Saunders also congratulated the winners of holiday decorating contest. Mr. Saunders reported that Deputy Town Manager Cockrell was out on medical leave but would be returning to work the following week. Mr. Saunders expressed great concern for the gentleman who was struck by a car on Route 200 near St. Andrew's Church. Crosswalks and better lighting was being discussed for that area. Mr. Saunders praised everyone who was involved in the success of the lighted holiday parade and the staff for appropriately decorating the Town. Mr. Saunders commented on the used bucket truck that was purchased. Mr. Saunders finalized by briefing Councilmembers on the Route 3 corridor study noting that 28 million of the 51 million dollars allotted for improvements would be spent in the Town of Kilmarnock.

**10. Adjournment**

**ACTION: Vice-Mayor Nunn made a motion to adjourn, seconded by Councilmember Butler; and carried unanimously.**

Meeting adjourned at 7:20 pm

Prepared by:

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Joan N. Kent

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Mae P. Umphlett, Mayor

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Cindy Balderson, Clerk