

June 16, 2014

**KILMARNOCK TOWN COUNCIL  
Monday, June 16, 2014  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order:**

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

Emerson Gravatt, Vice-Mayor  
Rebecca T. Nunn  
William L. Smith

Michael Sutherland  
Mae P. Umphlett

Members Absent:

Raymond C. Booth, Jr., Mayor  
Shawn Donahue

Staff Present:

Tom Saunders, Town Mgr.  
Marshall Sebra, Zoning Adm/Planning Director  
Paul C. Stamm, Jr., Town Attorney  
Cindy Balderson, Town Clerk  
Joan Kent, Minutes Clerk  
Michael S. Bedell, Chief of Police

Vice-Mayor Gravatt welcomed Kilmarnock residents, business owners, and guests.

**2. Acceptance and Approval of Agenda**

Town Manager Saunders requested that the agenda be amended to include the second reading of the Capital Improvement Budget from July 1, 2014 through June 30, 2015 "FY15" under the Adm/Finance Committee section.

**ACTION: Councilmember Nunn made a motion to accept the June 16, 2014 Town Council meeting agenda as amended, seconded by Councilmember Smith; and carried unanimously.**

**3. Approve, Correct, or Amend the Minutes of the May 19, 2014 Town Council Meeting**

**ACTION: Councilmember Nunn made a motion to approve the May 19, 2014 Town Council meeting minutes as presented, seconded by Councilmember Umphlett; and carried unanimously.**

**4. Public Comments and Presentations:**

Vice-Mayor Gravatt 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 on a proposed code adoption (VA Code 15.2-906) regarding a general blight ordinance that would authorize removal, repair, etc. of dilapidated structures.

A. Description

A brief description of the proposed code (VA Code 15.2-906) was given by Zoning Administrator/Planning Director Marshall Sebra.

B. Vice-Mayor Gravatt opened the public hearing.

C. Vice-Mayor Gravatt called for public comments.

There were no public comments.

D. Vice-Mayor Gravatt asked for additional staff comments.

There were no additional staff comments.

E. Vice-Mayor Gravatt closed the public hearing.

F. Vice-Mayor Gravatt asked for Council comments and/or action.

**ACTION: Councilmember Nunn made a motion to adopt the proposed code (VA 15.2-906) authorizing repair, removal, etc. of blighted structures, seconded by Councilmember Umphlett; and carried unanimously.**

**6. Planning Commission Report:** Council Liaison Umphlett

There was no meeting held.

**7. Committee Reports:**

A. Water/Sewer Committee: Councilmember Nunn, Chair

1) Report from June, 2014

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

2) Committee Recommendations to Council

Recommend that Council authorize staff to sell identified obsolete inventory on GovDeals.com.

**ACTION: Councilmember Nunn made the motion to authorize Staff to sell identified, obsolete inventory on GovDeals.com, seconded by Councilmember Smith; and carried unanimously.**

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

1) Report from June, 2014 meeting.

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

Councilmember Nunn gave the report.

2) Recommendations to Council

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Recommend that Council authorize staff to proceed with creating a bid package and advertising a Request for Proposals for the sidewalk connecting S. Main Street with sidewalks along Mary Ball Road.

**ACTION: Councilmember Nunn made a motion to authorize staff to proceed with creating a bid package and advertising a Request for Proposals for the sidewalk connecting S. Main Street with sidewalks along Mary Ball Road, seconded by Councilmember Umphlett; and carried unanimously.**

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

1) Report from June, 2014 meeting.

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

Vice-Mayor Gravatt gave the report.

2) Recommendations made to Council

There were no recommendations made to Council.

D. Economic Development Committee: Vice-Mayor Gravatt, Chair

1) Report from June, 2014 meeting.

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

Councilmember Smith gave the report.

2) Committee Recommendations to Council

There were no recommendations made to Council.

E. Administration/Finance Committee: Councilmember Nunn, Chair

1) Report from June, 2014 meeting.

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

2) Committee Recommendations to Council

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a. Recommend that Council adopt 9.44% contribution rate to VRS per attached Resolution for the FY 2015 fiscal year.

**ACTION: Councilmember Nunn made a motion to adopt 9.44% contribution rate to VRS per attached Resolution, seconded by Councilmember Umphlett; and carried unanimously.**

b. Recommend that Council approve the disbursements from May 20, 2014 to June 14, 2014 totaling \$104,255.78

**ACTION: Councilmember Nunn made a motion to approve the disbursements from May 20, 2014 to June 14, 2014 in the amount of \$104,255.78, seconded by Councilmember Umphlett; and carried unanimously.**

c. Recommend that Council hold all subcommittee meetings on the first Thursday of each month beginning July 3<sup>rd</sup> and that the current membership of each subcommittee remain for one month.

**ACTION: Councilmember Nunn made the motion to hold all subcommittee meetings on the first Thursday of each month beginning July 3<sup>rd</sup> and that the current membership of each subcommittee remain for one month, seconded by Vice-Mayor Gravatt; and carried unanimously.**

d. Recommend that Council approve the second reading of the proposed Capital Improvement Budget for fiscal year July 1, 2014 to June 30, 2015.

**ACTION: Councilmember Nunn made the motion to approve the second reading of the proposed Capital Improvement Budget for fiscal year July 1, 2014 to June 30, 2015, seconded by Councilmember Sutherland; and carried unanimously.**

## 8. Old Business

Councilmember Nunn thanked Councilmember Smith for his service on Council and stated that he would be greatly missed.

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## 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. Mayor- Raymond C. Booth, Jr.

There were no comments due to absence.

### D. Council

There were no comments.

### E. Town Manager – Tom Saunders

Town Manager Saunders commented on the 266 flags that were retired properly on Flag Day and complimented Susan Cockrell on her involvement in overseeing the ceremony. Mr. Saunders advised that Dan Brooks had joined the Kilmarnock Police Department on a part time basis. Mr. Saunders stated that he looked forward to working with new Council and added that he missed former Councilmember Straughan and will miss Councilmember Smith tremendously. Mr. Saunders congratulated Council on a good year.

## 11. Adjournment

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

Meeting adjourned at 7:35 pm

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Prepared by:

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Joan N. Kent

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Emerson Gravatt, Vice-Mayor

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Cindy Balderson, Clerk