

May 18, 2015

**KILMARNOCK TOWN COUNCIL  
Monday, May 18, 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  
Capt. Michael Sutherland

Members Late:

Dr. Curtis H. Smith (7:14 pm)

Members Absent:

Maj. Chris Allen

Staff Present:

Tom Saunders, Town Mgr.  
Susan Cockrell, Deputy Town Mgr.  
Paul C. Stamm, Jr., Town Attorney  
Cindy Balderson, Town Clerk  
Joan Kent, Minutes 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: Vice-Mayor Nunn made a motion to accept the May 18, 2015 Town Council meeting agenda as presented, seconded by Councilmember Sutherland; and carried unanimously.**

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**3. Approve, Correct, or Amend the Minutes of the April 20, 2015 Town Council Meeting**

**ACTION: Councilmember Gravatt made a motion to approve the April 20, 2015 Town Council meeting minutes as presented, seconded by Vice-Mayor Nunn; and carried unanimously.**

**4. Public Comments and Presentations:**

A. 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.

B. Presentations:

Deputy Town Manager Cockrell read the Safe Boating Proclamation. Mayor Umphlett then presented the proclamation to Walter Montross with Flotilla 33 of the United States Coast Guard.

**5. Public Hearings:**

A. First Reading of Proposed Budget for Fiscal Year 2016

The purpose of the hearing was to solicit public input on the FY16 proposed budget.

1) Mayor Umphlett opened the public hearing.

2) Mayor Umphlett asked for a description.

Town Manager Saunders gave a brief description of the proposed budget for FY16.

3) Mayor Umphlett asked for public comments.

Mr. Les Spivey of East Church Street, Kilmarnock VA inquired as to the amount of funding that was put aside for branding the Town in FY16.

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Deputy Town Manager Cockrell replied that the amount was \$25,000.

4) Mayor Umphlett closed the public hearing.

5) Mayor Umphlett asked for Council comments.

Vice-Mayor Nunn stated that a discussion would be held at the next Admin/Finance Committee meeting regarding salary increases so that it could be included in the second reading of the FY16 budget.

#### B. Change Polling Location for Town Elections

The purpose of the hearing was to solicit public input on an amendment to the Town Code that would change the polling location for Town Elections from the KVFD firehouse to Grace Church Parish Hall.

1) Mayor Umphlett opened the public hearing.

2) Mayor Umphlett asked for a description.

Town Manager Saunders gave a brief description as to what changes would be made to polling locations during Town elections.

3) Mayor Umphlett asked for public comments.

There were no public comments.

4) Mayor Umphlett closed the public hearing.

5) Mayor Umphlett asked for Council discussion and/or action.

**ACTION: Vice-Mayor Nunn made the motion to accept the amendment to the Town Code that changed the polling location for Town elections from KVFD firehouse to Grace Church Parish Hall, seconded by Councilmember Butler; and carried unanimously.**

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

There was no meeting held.

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## **7. Committee Reports:**

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

#### 1) Report from May, 2015 meeting.

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

#### 2) Recommendations made to Council

There were no recommendations made to Council.

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

#### 1) Report from May, 2015 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. Streets/Sidewalks/Playground Committee: Councilmember Butler, Chair

#### 1) Report from May, 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.

### D. Water and Sewer: Councilmember Sutherland, Chair

#### 1) Report from May, 2015 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.

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

1) Report from May, 2015 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 April 21, 2015 to May 18, 2015 in the amount of \$98,402.44.

**ACTION: Vice-Mayor Nunn made a motion to approve the disbursements from April 21, 2015 to May 18, 2015 in the amount of \$98,402.44, seconded by Councilmember Sutherland; and carried unanimously.**

b. Recommend that Council approve a one- time donation to the Kilmarnock Museum for \$2,500 in the FY16 Budget. (\$1000.00 to the Museum and \$1500 to cover repairs)

**ACTION: Vice-Mayor Nunn made a motion to approve a one- time donation to the Kilmarnock Museum for the amount of \$2,500 in the FY16 Budget, seconded by Councilmember Smith; and carried unanimously.**

**8. Old Business**

Councilmembers held a brief discussion regarding the success of Hometown Hero's.

**9. New Business**

**Closed Session:**

**Enter into Closed Session as allowed by FOIA 2.2-3711(A) PARA 3 Real Estate**

**ACTION: Vice-Mayor Nunn made the motion to enter into Closed Session as allowed by FOIA 2.2-3711(A) PARA 3 Real Estate, seconded by Councilmember Gravatt; and carried unanimously.**

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Mayor called for a five minute recess at 7:25 pm  
Entered into Closed Session at 7:30 pm  
Returned to regular meeting at 7:40 pm.

**Mayor Umphlett made a statement certifying that nothing was discussed during the Closed Session except the matters(1) specifically identified in the reason to convene into Closed Session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that reason. The statement was supported by roll call vote.**

**Mayor Umphlett-yes  
Vice-Mayor Nunn-yes  
Keith Butler- yes  
Emerson Gravatt-yes  
Curtis Smith- yes  
Michael Sutherland- yes**

## **10. 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

There were no comments.

### D. Council

There were no comments.

### E. Town Manager – Tom Saunders

Town Manager Saunders advised that the street sweeper came last week and would be returning to finish so that the Town would look good for Memorial Day. Mr. Saunders said that he was proud of Kilmarnock every day but especially so with the Hometown Hero Program. Mr. Saunders thanked everyone involved.

Mayor Umphlett stated that she received comments from as far away as Texas and California on how wonderful the preview party was.

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## 11. Adjournment

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

Meeting adjourned at 7:44 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