



TOWN OF KILMARNOCK
Council Committee Notes –Admin\Finance

Date: December 2, 2011 **Time:** 8:30 AM **Location:** Town Hall

Town Council Member Attendees:

Town Staff Attendees:

X = present

Chair: Vice Mayor William Smith _X_
 Council Member Denis Bouslough _X_
 Mayor Raymond Booth (ex-officio) _X_
 Council Member Shawn Donahue _X_
 Council Member Paul Jones —

Town Manager Tom Saunders _X_
 Asst. TM Susan Cockrell _X_
 Treasurer Judy Stevens —

Visitors: None

Notes on Discussions:

1. Vice Mayor Smith briefed the committee on the findings of the VML Finance Forum he attended in Richmond. Roughly 250 individuals from across the Commonwealth were in attendance. Economists’ findings are that three measures of economic growth are showing positive trends of slow to moderate growth (sales tax, state estimated tax payments and State withholding tax). Real estate values continue to lag at a 5-10% decline. Overall, the Vice Mayor found this very informative.
2. The committee discussed Leland Corp.’s request for reimbursement of connection fees connected to a force main installed by Leland along Yorkshire Street. Staff will provide the committee with copies of the agreement between Leland and Town of Kilmarnock (May 2009) regarding installation of force main and subsequent connections as well as land easements for the force main. Appropriate meetings minutes to be provided as well.
3. The Special Election approval has been received from the Circuit Judge.
4. The committee reviewed a resolution to adopt the NN Regional Natural Hazards Mitigation Plan and recommends approval.
5. The committee reviewed the final resolution adopting the total changes to NN Regional Enterprise Zone and recommends approval.
6. The committee was provided an update on online and credit card payment activities. Citizen usage is beginning to increase with tax season.
7. Council member Bouslough suggested that a complete set of Robert’s Rules of Order be purchased for each member of the current Town Council and be a part of the preparatory package for future incoming members. Staff will order immediately.
8. The committee discussed methods for advanced preparations for Town council meetings including a summary of the town manager’s current priority issues for the Town and earlier availability of packets with potential adjustments to subcommittee meeting timing. Discussions will continue at January’s Admin\Finance meeting. Staff will adjust packet timing as existing meeting schedules allow.

FYI Only:

1. Discussion of reserve account characterization, per new GASB rules, will be postponed until we receive the Auditors report.
2. Judge’s ruling in Surry County re: public notice details

Recommendations to Council:

Action item(s):

- 1. Town Council to approve the attached Resolution of the Northern Neck Regional Natural Hazards Mitigation Plan.**
- 2. Town Council to approve the attached Resolution of Amendment to the Northern Neck Regional Enterprise Zone.**
- 3. Approval of disbursements for December, 2011.**

Recommended for further study:

- 1. Review methods for advanced preparations for Town council meetings.**