



## **TOWN OF KILMARNOCK**

### **Council Committee Notes – Administration and Finance**

**Date:** April 2, 2010 **Time:** 8:30 am **Location:** Town Hall **Chair:** Councilmember Howard Straughan **Attendees:** Councilmembers Straughan and Paul Jones, Town Manager Tom Saunders, Community Development Strategist Susan Cockrell

#### **Notes on Discussions:**

1. Susan Cockrell gave the Committee a summary of questions that have arisen recently regarding the Town's policy on vendor and merchant fees as it pertains to events held on private property vs. public or Town property. After a brief discussion the Committee asked Susan to research how this is handled in other nearby towns and report back next month.
2. Ms. Cockrell discussed the visit to Kilmarnock this fall by the current Miss America, Caressa Cameron, and the likelihood that the Town will be asked to contribute to her expenses. The Committee agreed to recommend to Council to contribute up to \$500, but wants to know how much other area towns are contributing before making a final decision.
3. TM Saunders advised the Committee that Marshall Sebra has been away (Norfolk) at Maintenance Code Enforcement school for three days this week.
4. Saunders advised the Committee that the "Ask Kilmarnock" citizen's response management website has been thoroughly tested internally and he is preparing to turn the link on that will allow it to be accessed on line by Kilmarnock residents. He plans to give a short demonstration at the April 19 Council meeting and turn the link on soon thereafter.
5. Saunders passed around a draft of a proposed Investment Policy for the Town that formalizes its current policy in a format acceptable to local banks and investment houses that might be called upon to invest reserve funds on behalf of the Town.
6. The Committee reviewed the draft FY2011 budget and discussed items it would like to see changed or presented differently. TM Saunders advised that he expects to have the proposed budget ready for Council consideration by the 20<sup>th</sup> of April and he plans to schedule a budget work session for May 3, 7pm, Town Hall, unless Council prefers a different date.

#### **Recommendations to Council:**

**Action item 1.** Approve disbursements as submitted by staff. (√)

**Action item 2.** Contribute up to \$500 towards cost of bringing Miss America to

Kilmarnock in September as part of the Kilmarnock Museum's Dance Extravaganza fund raiser.

**Recommended for further study:**

Look into how other towns handle festival merchants on private property.