

**Minutes  
Windsor Town Council Meeting  
Town Hall  
December 8, 2015**

The Windsor Town Council met in regular session on December 8, 2015 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Vice Mayor Bryant was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:                   Greg Willis  
  N. Macon Edwards, III  
  Durwood V. Scott     (arrived at 7:05)  
  Patty Flemming  
  Tony Ambrose

Member absent:                               Mayor Carita J. Richardson

Vice Mayor Bryant asked Councilman Ambrose to lead the Pledge of Allegiance.

Vice Mayor Bryant said that Mayor Richardson would not be attending the Council meeting due to an illness.

**Public Hearing**

None

**Delegations, Public Comments and Citizens' Concerns**

None

**Consent Agenda**

Vice Mayor Bryant said the Consent Agenda consists of the minutes of the November 10, 2015 Council meeting, the Police Chief's report, and the Zoning Administrator's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Willis made a motion to adopt the Consent Agenda. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**Treasurer's Report**

Mrs. Jernigan said the Treasurer's report for the month of November is before Council for review. She reported that the auditor is continuing to work on the Town audit, and a completion date should be determined by the end of the week. She also reported that an Asset Forfeiture account has been established due to State Law requiring forfeiture

assets to be kept separate from General Funds. Chief Riddle explained that the police department receives 80% of the forfeiture funds which must be used for law enforcement operations.

Councilman Edwards made a motion to accept the Treasurer's report. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

### **Council's Discussion of Citizens' Concerns**

None

### **Town Manager's Report**

#### ***Appropriation of Proceeds from Sale of Post Office***

Mr. Stallings reported that the net proceeds from the post office sale were \$152,000. He said that Council indicated at a previous meeting a desire to appropriate a portion of the proceeds to cover the loss of rent and the real estate broker fees, and the remaining will be transferred to the Space Needs Fund. He explained that \$13,500 will need to be appropriated to cover the loss of rent for the remainder of the year, and \$4,640 will need to be appropriated to cover the fee from the renewal of the lease. The remaining \$133,860 will be transferred to the Space Needs Fund for future space needs. Mr. Stallings said he has enclosed a resolution that will appropriate these funds.

Vice Mayor Bryant read the title of the resolution as follows: "A resolution appropriating the sum of \$18,140 from the sale of the post office property to the 2015-16 General Fund Operating Budget."

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$18,140 From The Sale Of The Post Office Property To The 2015-16 General Fund Operating Budget*. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

#### ***Action List***

Mr. Stallings reviewed the Action List for the month of November with Council.

#### ***Calendar of Events***

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He reported that a webinar relating to *Conflict of Interest* will be set up in the Council chamber December 11, 2015 at 11:00 a.m. He said anyone interested is welcome to attend. He also noted that the 2016 *VML Day at the Capitol* is scheduled for January 27, 2016 at the Library of Virginia in downtown Richmond.

Vice Mayor Bryant asked for an update on the U.S. Route 460 Project. Mr. Stallings explained that the application for the permit from the Corps of Engineers is underway now, and the public comment period is open. He said that Council adopted a resolution several months ago reaffirming the Town's position against the Northern bypass. He said that Mayor Richardson would like to send the resolution with a cover letter to the

Army Corps of Engineers as the Town's official comments if Council is in agreement. After a brief discussion, Council agreed to have the resolution with the cover letter sent as the Town's official comments.

### **Town Attorney's Report**

None

### **Mayor's Report**

Vice Mayor Bryant asked Councilwoman Flemming to give an update on the Town's Christmas parade. Councilwoman Flemming reported that many businesses, residents and civic groups participated in the parade, and it was a success. She also commented that having a night time Christmas parade in Windsor may be difficult due to the lack of lighting on Church Street. She said that the Breakfast with Santa and the Windsor High School Bazaar were also very successful.

### **Economic Development Authority Report**

None

### **Other Reports**

#### ***Citizens Institute on Rural Design Request for Proposals***

Mr. Carney reported that Ms. Jai McBride, with the Hampton Roads Planning District Commission (HRPDC), brought to his attention potential assistance that would help plan the Downtown and Olde Town Windsor areas of the Town. The program is through the Citizens Institute on Rural Design. He said the Town can apply, with Town Council's permission, in a nation-wide competition for a \$10,000 stipend in which the Town must match the stipend in order to hold an intensive 2 ½ day community workshop on the topics applied for. Staff is suggesting a workshop utilizing nation-wide consultants on how to create a more vibrant, attractive, and sustainable downtown (Windsor Boulevard) and look at the viability of the proposed Olde Town Windsor (Court and Church streets) that is proposed in the Draft Comprehensive Plan. He noted that the workshop would give the Town a product valued at a minimum of \$35,000.

Mr. Carney explained that the proposals have to be in by January 12, 2016 with the awards being announced in March 2016. If Council agrees for staff to pursue this RFP, the \$10,000 local cash match would not have to be placed in the budget until next fiscal year.

After a brief discussion, Council agreed to have staff move forward with only the application process at this time.

### **Old or Unfinished Business**

#### ***Citizen Survey***

Mr. Stallings reported that he met with the director of the Hampton Roads Planning District Commission (HRPDC) and Dr. Kidd, who handles research for surveys at

Christopher Newport University (CNU), regarding possibly performing and following up on the citizen survey for the Town of Windsor. He explained the process and benefits of having CNU conduct the survey. He said the cost would be approximately \$11 per household totaling approximately \$12,000. Mr. Stallings said that a decision does not have to be made at this time, and he will put this topic on the January 12, 2016 Council meeting agenda for Council's discussion.

***Windsor Community Center***

Councilwoman Flemming updated Council on the progress of the interior renovations of the community center. She thanked the Woman's Club and the other volunteers for helping scrape, prime, and paint during the community volunteer days.

Council agreed to discuss ideas of how to honor former Town Council member Wesley Garris at the January 26, 2016 work session which will be held to discuss the six month review of the budget.

**New Business**

Councilman Willis made a motion to give staff a Christmas bonus of \$200 after taxes. Councilman Scott seconded. Councilman Edwards suggested that the part time employee receive \$100 after taxes. After a brief discussion, Councilman Willis withdrew his motion, and Councilman Scott withdrew his second. Councilman Willis made a motion to give full time staff a Christmas bonus of \$200 after taxes and the part time employee a \$100 bonus after taxes. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

**Closed Session**

None

Councilman Willis made a motion to adjourn. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

The meeting adjourned at 7:50 p.m.

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Clint Bryant, Vice Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date December 8, 2015

Motion #	Ambrose	Bryant	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	Y	arrived @ 7:05	Y	Y	absent
2	Y	Y	Y		Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	X	Y	Y	Y	Y	Y	
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Jerry Whitehead - Clerk