

**Minutes
Windsor Town Council Work Session
Town Hall
January 24, 2017**

The Windsor Town Council met in a Work Session on January 24, 2017 at 4:00 p.m. Mayor Richardson was present, and she called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Jernigan, Treasurer, were present.

Council members present: Durwood V. Scott
N. Macon Edwards, III
Greg Willis – arrived at 4:25 p.m.
Patty Flemming
Tony Ambrose
Walter Bernacki

Mayor Richardson thanked everyone for attending the work session.

Six-Month Budget Review

Mr. Stallings presented the six-month budget review to Council. He reported that most revenues were at 50% of collection if not more at this six-month point in the budget for the General Fund. He reviewed each of the revenue items with Council stating that personal property taxes and real estate taxes are both over 90% of collection. He noted that expenses are on pace to come in below or at budgeted amounts. He said he anticipates that we will meet budget again this fiscal year.

Mr. Stallings stated that Water Fund revenues are on pace to meet or exceed budget. He said that water sales are approximately \$6,800 ahead of where they were last year at this time. He noted that Holland Meadows is approaching build-out. He said this will cause tap fees to decrease which may cause the Other Operational Income (Conn. Fees) line item to possibly come in under budget. He said that expenditures for the Water Fund are on pace to come in less than budgeted. Mr. Stallings reported that by the end of the fiscal year, the Town will have collected enough revenue to cover operating, maintenance and debt service, but we should anticipate a loss due to depreciation.

Mr. Stallings reported that revenues are strong in both funds. He said he will continue to watch revenues and expenditures for the remainder of the fiscal year. He stated that the Town’s overall financial condition remains sound.

Mr. Stallings reviewed the draft 2017 budget calendar with Council. He explained that in February he will discuss the 2016-2017 revenue projections, and Planning Commission will be providing input on the CIP. He said in March, he and Council will be working on the development of the draft 2017-2018 budget and CIP. Mr. Stallings said the calendar tentatively has April as the month to hold a work session for Council to continue working with him on the 2017-2018 draft budget. He concluded by saying he will have the 2017-2018 budget and CIP ready to be

adopted by Council at its June 13, 2017 meeting. Mr. Stallings asked if Council had any questions at this time regarding the budget.

Council continued to discuss other possible revenue sources and other means of funding depreciation due to the decrease in tap fees.

The meeting recessed at 5:00 p.m. for a short dinner break and reconvened at 5:30 p.m.

Review of Current Capital Projects and Priorities

Mr. Stallings reviewed the current capital projects, which included the new Town Hall building, the new Public Works building, Church Street/Shiloh Drive sidewalks, and the Town Center renovations, to determine priorities. Council continued to review and discuss the cost estimates for the projects.

After further discussion, Council agreed by consensus that the Church Street/Shiloh Drive sidewalks were an immediate priority for the Town due to safety issues. Mr. Stallings stated that the engineers are in the process of working on the drawings for the sidewalks. Council agreed that the Windsor Town Center will be the next priority, followed by the Public Works building, and then the new Town Hall building. Mr. Stallings said that a meeting is scheduled with Moseley Architects to discuss the Windsor Town Center on February 2, 2017, and design work will continue on all projects. He said he will continue to evaluate options for the Public Works building to help alleviate some of the department's needs.

After further discussion regarding the Windsor Town Center, Vice Mayor Scott made a motion to authorize the Town Manager to start the process of asbestos removal after the revised lease has been signed by the Isle of Wight County School Board. After further discussion, Vice Mayor Scott withdrew his motion, and Council agreed to discuss this issue further under "Other Reports."

Town Drainage

Mr. Stallings reported that the Drainage Committee developed a priority list for drainage concerns in the Town. Council discussed several options regarding assistance with drainage issues on private property. Council noted that their preferred option would be to partner financially with VDOT and with citizens who request assistance with drainage problems that are on the priority list developed by the Drainage Committee.

Councilman Bernacki suggested that Mr. Stallings reach out to local universities to see if they would be interested in conducting a hydrological study, for additional school credit, to confirm the priority areas noted on the Drainage Committee list. After further discussion, Council agreed to have Mr. Stallings reach out to local universities to see if they would be interested in doing a hydrological study regarding the drainage issues within the Town.

Other Reports

Windsor Town Center

Council agreed by consensus to move forward with the removal of the asbestos at the Windsor Town Center after the revised lease has been signed by the Isle of Wight County School Board if the cost is approximately \$5,000. Mayor Richardson asked Mr. Stallings to confirm a tentative date with Mosely Architects for the asbestos removal if the lease is signed.

Council also determined that bylaws are needed for the Town Center Advisory Board to define the purpose of the center and to specify the duties and responsibilities of the Board. Council agreed by consensus that the board will be advisory, and Council will have control of the funds.

Playground Equipment

Councilwoman Flemming requested that Mr. Stallings speak with the Isle of Wight County Parks and Recreation Department to express the need for additional age appropriate playground equipment at the park next to the library. Mr. Stallings said he would contact the Isle of Wight County Parks and Recreation Department to discuss the need and purchase of additional playground equipment.

Closed Session

None

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

The meeting adjourned at 7:15 p.m.

Carita Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 24, 2017

Motion #	Willis	Scott	Flemming	Edwards	Ambrose	Bernacki	C. Richardson
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Jerry Whitehead, Clerk