

**Minutes
Windsor Town Council Meeting
Town Hall
June 13, 2017**

The Windsor Town Council met in a continued session on June 13, 2017 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. She asked for anyone with cell phones to please turn them off. She asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Christy Jernigan, Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present: Durwood Scott
N. Macon Edwards, III
Greg Willis
Patty Flemming
Tony Ambrose
Walter Bernacki

Mayor Richardson asked Councilman Bernacki to lead the Pledge of Allegiance.

Delegations, Public Comments and Citizens' Concerns

None

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the May 9, 2017 Council meeting, minutes of the May 25, 2017 Council meeting, minutes of the June 6, 2017 Intergovernmental meeting, and the Police Chief's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Edwards 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

Mayor Richardson stated that the Treasurer's report for the month of May is before Council for review. She asked if there were any questions or comments regarding the report.

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

Council's Discussion of Citizens' Concerns

Councilman Bernacki reported that a couple of citizens living on Old Suffolk Road past the railroad tracks have mentioned that vehicles are traveling at excessive speeds especially during the times when school buses are picking up children and dropping them off. He suggested that additional enforcement be present in that area to deter drivers from speeding. He also reported that he has received many compliments regarding the water fountain being

installed at the park, but some citizens would like to know if a faucet with a dog bowl can be installed at the base of the fountain. Mr. Stallings said he will research to see if this feature can be added to the fountain.

Councilman Willis said he has been contacted by a couple of citizens regarding excessive dog barking in certain areas within the Town. Mr. Stallings said he will check into this matter.

Town Manager's Report

Budget Transfer – Police Department

Mr. Stallings recommended that Council approve a budget transfer of \$3,000 from the Fuel and Tire line item 100-31100-46008 to the Maintenance Contracts line item 100-31100-46026 to cover the maintenance contract for the Town's police reporting software.

Councilman Bernacki made a motion to approve a budget transfer of \$3,000 from the Fuel and Tire line item 100-31100-46008 to the Maintenance Contracts line item 100-31100-46026. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Windsor Town Center

Brian Camden, architectural consultant with Alpha Corporation, reviewed the proposal from Moseley Architects for work associated with the next phase of the Windsor Town Center Project. He reviewed the schematic design, design development, construction documents, bidding, and construction administration. He said that the total cost for this work is \$99,681. Mr. Camden noted that the proposal also includes an optional price for furniture design and procurement. He said the cost for this optional work is \$15,138, but Council may want to consider state-wide contracting to secure furniture.

Mr. Camden stated that the proposal encompasses all of the required professional design efforts needed for the completion of contract documents necessary for the solicitation of competitive contractor bids. He said that Alpha Corporation recommends acceptance of Moseley Architect's proposal as it relates to the design and construction administration services for the facility.

Christine Martin, consultant with Alpha Corporation, reviewed the proposed operational cost estimate for the Windsor Town Center. She also reviewed the revenue projections based on some possible activities in the facility. Mr. Stallings noted that this proposal does include cost for salaries and some other expenses that are not anticipated for the first couple of years of operation. Council continued to discuss the proposed operational cost and revenue projections.

Mayor Richardson said she receives many calls from citizens regarding the Windsor Town Center, and they are very anxious for the Center to open soon. She said there is a need in the community for this type of facility. She continued to discuss help with funding the center through possible grants and donations. She stated that Towns with community centers tend to thrive.

Vice Mayor Scott stated that the Advisory Board needs to be more involved in the decision making regarding the Windsor Town Center.

After further discussion regarding the new plans and funding for the Windsor Town Center, Councilman Edwards made a motion to transfer \$200,000 from the Town's General Fund Fund Balance for the current fiscal year to the Windsor Town Center Fund. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Willis made a motion to authorize the Town Manager to enter into a contract with Moseley Architects for a final schematic design and construction documents, put the project out to bid, and administer construction, with the cost of these services not to exceed \$100,000. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Willis said he would like to hear input from the public regarding the Windsor Town Center Project. Mr. Stallings said that Phase II of Moseley Architects proposal includes public meetings.

Job Descriptions

Council agreed to schedule a work session to discuss job descriptions on Thursday, June 29, 2017 at 5:00 p.m.

Action List

Mr. Stallings reviewed the Action List for the month of May with Council. Vice Mayor Scott reported that a citizen has requested a street light to be installed at the intersection of Shiloh Drive and Pierce Circle. Mr. Stallings said he will have the area evaluated to determine if a streetlight is justified.

Calendar of Events

Mr. Stallings reviewed the Calendar of Events with Council. He reported that details for the July 4th celebration are being finalized. Mayor Richardson asked the clerk to advertise for the July 4th event and to send street closure letters out to the citizens who will be affected.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson thanked everyone for their hard work towards preparing for the July 4th celebration. She also thanked those who attended the State of the County Breakfast. She said it was a very informative meeting.

Mayor Richardson reported that VDOT will be holding a meeting on July 19, 2017 to receive public input regarding the improvements to the existing U.S. Route 460 between the City of Suffolk and the Town of Windsor. She encouraged everyone to attend. Mr. Stallings said that a time and location has not been determined at this time. He said he will notify Council of the time and location once that information has been released.

Economic Development Authority Report

Vice Mayor Scott reported that an intergovernmental meeting was held on June 6, 2017. He said that several issues were discussed including future growth from the intermodal park, drainage issues, and housing needs within the area. He said that the Isle of Wight County representatives were very eager to work with Council to ensure growth for both the County and the Town.

Other Reports

None

Old or Unfinished Business

Adoption of the 2017-18 Operating Budget and Five Year CIP

Mayor Richardson stated that Council has to consider the adoption of the Five-Year Capital Improvements Plan (CIP) and the 2017-2018 Operating Budgets for the Water Fund, General Fund, and Space Needs Fund, which was continued from the May 25, 2017 Council meeting.

Mayor Richardson said the first item is Council's consideration of the resolution entitled: "A resolution approving and adopting the fiscal year 2017-2018 operating budget for the Town of Windsor, Virginia and appropriating the requisite funds for said budget."

Councilman Ambrose made a motion to adopt the resolution entitled: *A Resolution Approving and Adopting The Fiscal Year 2017-2018 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget.* Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Mayor Richardson said the next item is Council's consideration of adopting an ordinance entitled: "An ordinance imposing and levying taxes within the Town of Windsor, Virginia upon real property, upon public service corporation, upon personal property, upon machinery and tools, and upon mobile homes for the calendar year beginning January 1, 2017, and ending December 31, 2018." She asked Mr. Stallings if he had any comments.

Mr. Stallings explained that the machinery and tools tax rate increased from its current \$0.10 per \$100 of value to \$0.25 per \$100 of value to remain revenue neutral due to the change in valuation methods used by Isle of Wight County. He said there are no other tax increases.

Vice Mayor Scott made a motion to adopt the ordinance entitled: *An Ordinance Imposing And Levying Taxes Within The Town Of Windsor, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2017, And Ending December 31, 2018.* Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Mayor Richardson said the next item is Council's consideration of adopting a resolution entitled: "A resolution approving and adopting the Five-Year Capital Improvements Plan (CIP) for the period covered by fiscal years 2017-2018 through 2021-2022."

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2017-2018 Through 2021-2022*. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Mayor Richardson said the final item under Old Business is Council's consideration of adopting an ordinance entitled: "An ordinance establishing the water rate schedule for the water system owned and operated by the Town of Windsor, Virginia."

Councilman Edwards made a motion to adopt the ordinance entitled: *An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia*. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

New Business

None

Closed Session

Vice Mayor Scott made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel evaluation. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #10.

Councilman Willis made a motion to go back into regular session. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #11.

Councilman Bernacki made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Councilman Willis made a motion to adjourn. Councilman Ambrose seconded, and Council passed the motion unanimously as recorded on the attached chart as motion #13.

The meeting adjourned at 8:50 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date June 13, 2017

Motion #	Bernacki	Willis	Scott	Flemming	Edwards	Ambrose	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
10	Y	Y	Y	Y	Y	Y	
11	Y	Y	Y	Y	Y	Y	
12	Y	Y	Y	Y	Y	Y	
13	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk