

**Minutes**  
**Windsor Town Council Work Session**  
**Town Hall**  
**June 17, 2024**

The Windsor Town Council met in a work session on June 17, 2024, at 6:00pm in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Stubbs was present, and he called the meeting to order. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders IV, Town Manager, and Cheryl McClanahan, Treasurer, were also present.

Council members present:

J. Randy Carr – Vice Mayor
David T. Adams
Walter Bernacki
Edward (Gibbie) Dowdy
Jake Redd
Marlin W. Sharp

Councilman Sharp delivered the invocation and led the pledge of allegiance.

**Budget Amendment – FY25 Planning and Community Development**

Mr. Saunders said that the Town Council adopted a balanced budget for FY25 on June 11, 2024. He stated that it has since been determined that \$2,200 intended for expenditures in the Planning and Community Development department's FY25 budget was not picked up by a formula in the spreadsheet. Mr. Saunders added that while the budget that was adopted was properly advertised and balanced as approved, one line item was effectively left unfunded.

Mr. Saunders presented a resolution for Council consideration to transfer \$2,200 from the Contingency expenditure line item of the General Fund to the Planning and Community Development – Compensation – Planning Commission line item of the General Fund.

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution to Amend the Town of Windsor FY25 Budget by the Transfer of \$2,200 of Funding from the Contingency Expenditure Line Item of the General Fund to the Planning and Community Development – Compensation – Planning Commission Line Item of the General Fund. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**New Municipal Building Design Review**

Mr. Saunders said that Moseley Architects and Kimley-Horn Associates are developing plans for a new municipal building. He noted that the floor plans were received from Moseley Architects based upon input from Town Council and staff at the work session on April 30, 2024. Mr. Saunders stated that at the June 11, 2024, meeting, the Town Council recommended a work session on June 17, 2024, to discuss the new designs.

Town Council was provided with copies of the floor plans for their review and discussion.

Mr. Saunders advised that town staff assisted in an initial review of the plans and provided feedback as outlined below:

- Option 2 Floor Plan – Relocate the public restrooms, placing them in the line of site from the reception area to reduce security risks.
- Option 1 Floor Plan – Reconfigure the guest assembly area, adding a public workstation to make payments, while allowing a designated space to incorporate various holiday displays.
- Council Chamber dais outlined in the plans seats fourteen. Resizing the dais would allow more space for public seating.
- Add secure door to active file room in each plan and place closer to the reception area for easy accessibility by staff.
- Option 2 Floor Plan – Planning suite layout is ideal for staff that would be tasked with reviewing large plans or blueprints.
- Option 3 Floor Plan has two sets of staff restrooms. Staff restrooms could serve more efficiently with two stalls in the women’s restroom and one stall and one urinal in the men’s restroom. This would eliminate the need for additional staff restrooms.

Councilman Adams, referencing option 3, stated that he would like the staff breakroom to be in the rear-left of the building, centrally located with the staff restrooms. He added that he does not believe that the Town Council needs an office since there are conference rooms that would be available.

Councilman Bernacki said that he shares the security concern regarding the restrooms in option 3 and suggests that they be relocated. In reference to options 2 and 3, he added that having an open assembly area is not necessary. Councilman Bernacki noted that he wants the town staff to be safe with an ergonomic, functional workspace.

Councilman Sharp agreed with Councilman Bernacki regarding the position of the public restrooms and the open assembly area.

Mayor Stubbs questioned why two conference rooms were needed.

Councilman Adams stated that he understood one conference room to be where the Council would hold a closed session and the other conference room to be more of a staff training room.

Town Council continued floor plan discussions, expressing consistently that safety and functionality for staff was of utmost importance.

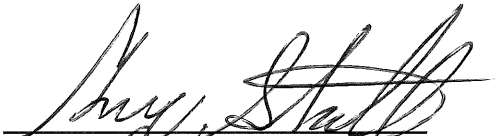
After hearing Council comments and suggestions, Mr. Saunders stated that staff would meet again to consider all recommendations and provide the architect with a final outline for the floor plans. He noted that the architect would then be able to provide a plan that reflects the wants and needs of both the Council and staff.

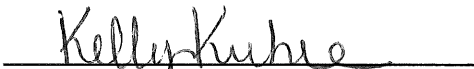
Mr. Saunders said that the discussion was helpful and thanked the Council for their efforts.

In response to Councilman Carr's question, Councilman Bernacki stated that alternative funding options are being researched to assist in the execution of a new town hall. He added that low interest financing and grant funding are some of the options being considered.

Councilman Carr presented the option for the public to purchase legacy bricks as a way to invest in the new municipal building.

Councilman Sharp made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

  
George Stubbs, Mayor

  
Kelly Kuhns, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date June 17, 2024

Motion #	Sharp	Redd	Bernacki	Carr	Adams	Dowdy	Stubbs
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Kelly Kuhne, Clerk