

**Minutes
Windsor Town Council Work Session
Town Hall
April 26, 2016**

The Windsor Town Council met in a Work Session on April 26, 2016 at 5:30 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. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Jernigan, Town Treasurer, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:

- J. Clinton Bryant
- Greg Willis
- N. Macon Edwards, III
- Durwood Scott
- Patty Flemming
- Tony Ambrose

Mayor Richardson welcomed Sheriff Mark Marshall from Isle of Wight County and Stephen Cowles, Managing Editor for the Windsor Weekly. She thanked everyone for attending the work session.

Presentation – Public Safety Radio System

Sheriff Mark Marshall gave a presentation on the new public safety radio communications system for the County. He explained that the current VHF radio system technology has become outdated with interoperability and transmission issues. He said it is a stand-alone system preventing Isle of Wight County from communicating with other parts of Hampton Roads. He reported that the public safety system should have 95% coverage noting that the County only has approximately 65% coverage.

Sheriff Marshall said the cost could range from \$6,000,000 to \$11,000,000 to establish a new radio system for the County. He said the County has discussed partnership opportunities with the City of Suffolk. Sheriff Marshall said that the Isle of Wight County Board members are in agreement that this system is needed. He said the Board will be discussing the new public safety radio system at it's next budget work session.

Mr. Stallings said he will continue to keep Council informed on the progress of the new public safety radio communications system.

Mayor Richardson thanked Sheriff Marshall for briefing Council on the public safety radio system and for explaining how important this system is to the public safety of the community.

Vice Mayor Bryant excused himself from the meeting at 6:20 p.m.

Appropriation of Funds for Space Needs

Mr. Stallings reported that after the audit presentation, Council directed him to prepare an appropriation resolution to appropriate the amount of \$200,000 from the unappropriated fund balance of the General Fund into the Town Center/Future Development & Space Needs Fund. He recommended that Council adopt the enclosed resolution appropriating these funds.

Mayor Richardson read the title of the resolution as follows: "A resolution appropriating the sum of \$200,000 from the unappropriated fund balance of the General Fund to the Town Center/Future Development & Space Needs Fund."

Councilwoman Flemming made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$200,000 From The Unappropriated Fund Balance Of The General Fund To The Town Center/Future Development & Space Needs Fund.* Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Draft Budget Review

Mr. Stallings reviewed the draft budget proposal for the upcoming 2016-17 fiscal year. He said there are no proposed tax increases. He said he is proposing a water rate increase from the current \$7.00 per 1,000 gallons to \$7.25 per 1,000 gallons. He explained that this will generate approximately \$25,000 in additional revenues with the Water Fund which will help fund depreciation.

Mr. Stallings said that \$21,000 is showing under Capital Projects for Police Department Technology. This is to allow for the replacement of the current computers in the police cars. There is also \$10,000 in the CIP for the purchase and installation of a generator at the police department.

Mr. Stallings noted that the entire cost of a new maintenance building appears in the General Fund. He said he set up a payment from the Water Fund to the General Fund to cover the Water Fund's portion of the building. He said this will help make tracking expenses easier.

Mr. Stallings said he would like Council to consider authorizing the creation of a second year round, part time public works position. He said if approved, the new position would add \$8,060.33 to both the Water Fund and the General Fund budgets. He continued to discuss salary increases with Council suggesting a 3% increase for employees not appointed by Council and a 5% increase for Chief Riddle to recognize the outstanding work he has done over the past year. Mr. Stallings said he will be glad to answer any questions.

After further discussion, it was the consensus of Council to set a public hearing for May 24, 2016 at 7:00 p.m. to consider public comments regarding the draft budget proposal for the upcoming 2016-17 fiscal year.

Other Reports

Council discussed drainage and liability issues regarding the future park on Bank Street. Councilwoman Flemming said there may be grant money available for playground equipment for the park.

Council reviewed a draft drawing of the commemorative sign for Mr. Wesley Garris. Mayor Richardson requested that the sign be completed and installed, if possible, by July 4, 2016 in order to honor Mr. Garris at the Fourth of July celebration.

Mayor Richardson reported that the Women's Club will be having their Spring Craft Fair along with an Open House at the Windsor Town Center on Saturday, April 30, 2016 from 9:00 a.m. to 3:00 p.m. Council discussed future renovations and uses for the Windsor Town Center.

Closed Session

Councilman Scott made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters to discuss performance evaluations and A-3 discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Councilman Willis made a motion to go back into regular session. Councilman Ambrose seconded, and Council passed the motion as recorded on the attached chart as motion #3.

Councilman Willis 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 Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mrs. Jernigan briefed Council on the progress with the Munis conversion.

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

The meeting adjourned at 8:40 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 26, 2016

Motion #	Flemming	Edwards	Ambrose	Bryant	Willis	Scott	C. Richardson
1	Y	Y	Y	left @ 6:20	Y	Y	
2	Y	Y	Y		Y	Y	
3	Y	Y	Y		Y	Y	
4	Y	Y	Y		Y	Y	
5	Y	Y	Y		Y	Y	
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