

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

The Windsor Town Council met in a Work Session on January 26, 2016 at 5:30 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Vice Mayor J. Clinton Bryant was present, and he called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Jernigan, Town Treasurer were present.

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

Member absent:                               Mayor Carita J. Richardson

Vice Mayor Bryant thanked everyone for attending the work session. He stated that Mayor Richardson was absent due to an illness. He asked Mr. Stallings to brief Council on the year-to-date budget revenues and expenses.

**Six-Month Budget Review**

Mr. Stallings reported to Council 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 at 93% of collection. He noted that expenses are less than last year in both funds. 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 revenues are approximately \$3,400 behind last year at this time. He explained that last year included the unexpected revenue generated from the large water leak that the county experienced. 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 said that in summary, revenues are strong in both funds, and 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 budget calendar for 2016 with Council, stating that in February he will discuss the 2015-2016 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 2016-2017 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 2016-2017 draft budget. He concluded by saying he will have the 2016-2017 budget and CIP ready to be adopted by Council at its June 14, 2016 meeting. Mr. Stallings asked if Council had any questions at this time regarding the budget.

Council continued to discuss other revenue sources, the Water Fund debt, and ways to fund depreciation. Councilman Edwards said that in the past Council discussed increasing the water rates every other year by a small amount to help fund depreciation, and noted that the last increase was in 2014. Mr. Stallings said that a small increase in the water rates will be discussed at the April work session.

### **Wesley Garris Memorial**

Council discussed various ways to honor the service of Wesley Garris. After discussion, Council agreed to honor Mr. Garris by naming the gazebo located at the park after him. It was suggested that a wooden plaque or sign be placed near the road. Mr. Stallings said he would bring back a design for Council's review.

Council also discussed having the community design a Town flag through the process of a contest, which would create community engagement. They also suggested moving the monument sign with the three flags to the new Town property located on U.S. Route 460. Mr. Stallings said he would bring back information to Council regarding the process of having a community contest for the design of a Town flag.

### **Route 460 – SELC Letter**

Mr. Stallings reported that the Southern Environmental Law Center (SELC) has sent a letter and a report to the U.S. Army Corps of Engineers that proposes upgrading U.S. Route 460 from Suffolk to Zuni with what it claims would have fewer impacts and cost less than VDOT's plan to build a northern bypass around the Town of Windsor. He noted that a copy of the letter and report are enclosed for Council's review. He said that Mayor Richardson is encouraging input from Council regarding the proposed alternative and the layout of the six-way intersection shown in the report.

Council discussed reducing the number of available movements at the six-way intersection. Councilman Edwards proposed closing the South Court Street access to Route 460 along with other improvements that would improve safety at the intersection.

### **February Council Meeting**

Mr. Stallings proposed rescheduling the February 9, 2016 Council meeting to another date because of him not being able to attend due to a family function. After discussion, Council agreed to keep the February 9<sup>th</sup> scheduled date for the Council meeting with the understanding that Mr. Stallings will not be able to attend.

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

The meeting adjourned at 7:10 p.m.

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J. Clinton Bryant, Vice Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date Jan. 26, 2016 Work Session

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