

**Minutes
Windsor Town Council Work Session
Town Hall
January 28, 2014**

The Windsor Town Council met in a Work Session on January 28, 2014 at 4:30 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, and Christy Newsome, Interim Town Treasurer, were present.

Council members present: J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood Scott
Patty Flemming

Council member absent: Wesley F. Garris

Mayor Richardson thanked everyone for attending the work session. She asked Mr. Stallings to come forward at this time to brief Council on the year-to-date budget revenues and expenses.

Six-Month Budget Analysis

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 were at 93% of collection, real estate taxes were at 95% (which includes delinquents on both). He said General Fund expenditures are below 50% at the current time. He said he feels that we will meet budget again this fiscal year.

Mr. Stallings stated that the Water Fund revenues remain strong. He said revenues are up approximately \$40,000 from last year mainly due to the two large water bills from Isle of Wight County because of an excessive leak. He said this amount accounts for the credits that are available due to water leaks that meet our new water leak policy. 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 would continue to watch revenues and expenditures for the remainder of the fiscal year. Mr. Stallings asked if Council had any questions at this time regarding the budget.

Council briefly discussed other revenue sources such as stamps for other tobacco products other than cigarettes. They also discussed offering incentives to help with delinquent tax collections. Council continued to discuss ways to fund depreciation in the Water Fund. After further discussion regarding depreciation, it was the consensus of

Council to have Staff conduct a survey with other localities to compare water connection fees and facility fees.

Council discussed options of paying back the General Fund for the loan between the two funds for a water construction project that took place several years ago. They also discussed paying more towards the principle on the 1.6 million dollar loan for water system improvements.

Mr. Stallings reviewed the draft budget calendar for 2014 with Council, stating that in February he will discuss the 2013-2014 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 2014-2015 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 2014-2015 draft budget. He concluded by saying he will have the 2014-2015 budget and CIP ready to be adopted by Council at its June 10, 2014 meeting.

Windsor Middle School Gym

Mayor Richardson gave a brief update on the status of grant money and other money donated to save the Windsor Middle School gym which totals \$85,000. She said that the School Board will be replacing one side of the gym with bricks to match the new school, and is requesting that the Town be responsible for replacing the other three sides of the gym with the same type brick. She said that the Town will not have enough money to replace the bricks.

Mayor Richardson said that she asked Mr. Jess Wills, contractor, to give an estimate on repairing a crack in the bricks and having them painted. She said that he gave an estimate of \$53,000 to repair and paint the bricks. Mayor Richardson stated that she is not sure if the School Board will agree to repairing and painting the bricks. Mayor Richardson said that she needs direction from Council regarding whether to approach the School Board to ask permission to paint the bricks, or to let them demolish the building.

After a brief discussion, Council agreed to have Mayor Richardson attend the next School Board meeting to ask for permission to have the bricks on the gym repaired and painted instead of replaced.

Police Department Invoices over Budget

Mr. Stallings reported that he has several invoices incurred by the former Chief totaling \$20,122.37 over budget for the police department, and he needs direction from Council regarding the payment of these invoices. He said that \$17,870.00 was for a service contract and change orders that the former Chief did not have approval from the Town Manager or Council to purchase, and \$2,252.37 was money that he did not have authorization to spend because it was not in the budget and was not appropriated by Council.

After a brief discussion, Council instructed the Town Manager to contact VML insurance to see if these funds are covered by insurance due to the former Chief not having authorization to make these purchases. Mayor Richardson asked Mr. Stallings to contact Mr. Wallace Brittle, Town Attorney, to seek legal guidance, and to contact the

vendors to explain that the Town is in the process of working towards paying the invoices. Mr. Stallings said he would report back to Council at the February 11, 2014 Council meeting.

Mayor Richardson noted that she would not be attending the February Council meeting due to being out of Town. She said that Vice Mayor Garris has agreed to preside over the meeting.

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

The meeting adjourned at 7:10 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 28, 2014 Work session

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