

**Minutes
Windsor Town Council Work Session
Town Hall
January 28, 2020**

The Windsor Town Council met in a work session on January 28, 2020 at 5:30 p.m. Mayor Willis called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Jernigan, Treasurer, were present.

Council members present: Durwood V. Scott
Greg Willis
Walter Bernacki
Kelly Blankenship
George Stubbs

Council member absent: J. Randy Carr

Mayor Willis thanked everyone for attending the work session.

Appointment of Planning Commission Member

Mr. Stallings reported that Dale Scott’s term on the Planning Commission has expired. He noted that Mr. Scott was appointed to fulfill the remainder of Mayor Willis’s term which expired December 31, 2019. Mr. Stallings recommended that Town Council re-appoint Dale Scott to the Planning Commission.

Councilman Greg Willis made a motion to re-appoint Dale Scott to the Planning Commission. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

2019 Personal Property Update

Mayor Willis reported that Mr. Stallings, Ms. Newsome, Cyndi Wellman, with the Isle of Wight IT department, and himself met with Steve Simmons, the Tyler/Munis account representative, via conference call today to receive an update regarding the 2019 personal property import issues. He said Tyler Technologies has scheduled a test session with Ms. Newsome on January 17, 2020. He said he plans to attend the test session to evaluate the progress being made towards addressing the import issues. Mayor Willis said his objective is to ensure that Tyler Technologies is delivering solutions as compared to exploring problems.

Councilwoman Blankenship stated that at this point, Tyler Technologies should be given a timeframe to have this issue corrected. She said if this issue is not corrected by the specified date, then Tyler Technologies should be responsible for having the 2019 personal property data entered manually so that the bills can be sent out. She said they should then be held accountable for correcting the import issues before the 2020 personal property taxes are processed next year.

After further discussion, Mayor Willis said he will keep Council updated regarding this issue.

Six-Month Budget Review

Mr. Stallings presented the six-month budget review. He reported that most revenues are at 50% of collection if not more at this six-month point in the budget for the General Fund. He

explained that we have not yet billed personal property taxes, as such, we have not collected any personal property tax or motor vehicle licenses. He reviewed each of the revenue items with Council stating that real estate taxes are at 97% of collection. He noted that meals tax is the Town's largest source of revenue, and they are over 60% of collection. He noted that expenses are on pace to come in below or at budgeted amounts. Mr. Stallings said he anticipates that the Town will meet budget again this fiscal year.

Mr. Stallings stated that Water Fund revenues are on pace to exceed budget. He said water sales are approximately \$16,000 ahead of where they were last year at this time. He said this is mainly due to the fact that new homes have been built, and rates were increased July 2018. He said 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 the Town should anticipate a loss due to depreciation. He noted that for the fiscal year ending on June 30, 2019, depreciation was \$99,542. Mr. Stallings explained that we need to continue our efforts to fund depreciation so that we can reinvest in our water system infrastructure as it continues to age.

Mr. Stallings reported that revenues are strong in both funds. He said 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 2020 budget calendar with Council. He explained that in February he will discuss the 2019-2020 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 2020-2021 budget and CIP. Mr. Stallings said the calendar has April as the month to hold a work session for Council to continue working with him on the 2020-2021 draft budget. He concluded by saying he will have the 2020-2021 budget and CIP ready to be adopted by Council at its June 9, 2020 meeting. Mr. Stallings asked if Council had any questions at this time regarding the budget.

Council continued to discuss other possible revenue sources and other means of funding depreciation.

Vice Mayor Scott asked if the Town is allowed to release gross sales for current businesses if potential new businesses request this information. He said this will help potential new businesses determine if the Town of Windsor would be a profitable location. Mr. Stallings said he would research to determine if this information is subject to FOIA.

Council discussed options for funding drainage issues within Town. Mayor Willis requested that the Drainage Committee be tasked with defining specific objective criteria for what drainage projects will be funded by the Town.

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

The meeting adjourned at 6:55 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date Jan 28, 2020 Budget Work Session

Motion #	Scott	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
1	✓	✓	✓	✓	absent	✓	
2	✓	✓	✓	✓		✓	
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Jerry Whitehead, Town Clerk