

**Minutes
Windsor Town Council Work Session
Town Hall
September 27, 2022**

The Windsor Town Council met in a work session on September 27, 2022 at 6:00 p.m. Mayor Willis was present, and he called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. William Saunders, IV, Town Manager and Cheryl McClanahan, Treasurer, were present.

Council members present: Walter Bernacki
 Kelly Blankenship
 J. Randy Carr
 Jake Redd

Council member absent: Greg Willis
 George Stubbs

Councilman Bernacki led the pledge of allegiance.

Western Tidewater Free Clinic (WTFC)

Mr. Saunders said he recently toured the Western Tidewater Free Clinic. He said the WTFC was founded in June of 2007 to meet the region’s growing need to provide quality medical services to those most in need. He said their mission is to provide high-quality, non-emergency health care to the residents of Western Tidewater who are uninsured and cannot afford otherwise. Mr. Saunders noted that 6.1% of the patients served by the clinic are Town of Windsor residents.

Mr. Saunders said WTFC has embarked on a capital campaign to expand their dental suite from two chairs to five to meet the growing need for dental services. He said this capital project totals more than \$1,057,000, which is a 42% increase over the initial estimate.

Mr. Saunders said WTFC is reaching out to the Town for a \$29,000 donation to help fund this capital project. He explained that the capital expansion project would meet the criteria for the use of American Rescue Plan Act (ARPA) funds if Council chose to donate. Mr. Saunders said he explained to the WTFC that the Town may not be able to obligate to such a large donation every year due to our small budget.

Mr. Saunders reviewed the enclosed packet provided by WTFC. He also provided a list of organizations that the Town currently donates to.

Councilwoman Blankenship suggested that donations be asked for during community events within the Town, and then given to good causes such as this.

Councilman Carr said this is a good cause and much needed in our community. He said that a more reasonable donation other than \$29,000 would be more appropriate for the Town to donate due to our small budget.

After further discussion, it was the consensus of Council to make a decision regarding the donation to WTFC after the bids have been received for the Duke Street/Virginia Avenue Water Project in order to determine ARPA funds available for other eligible projects/uses.

Strategic Plan Review

Mr. Saunders reported that for over a year, at the direction of the Windsor Town Council, numerous stakeholders gathered information and synthesized it into a visionary plan to guide the direction and resources of the Town of Windsor into the future. He said these actions included the creation of a management team, a widely distributed survey to capture feedback from the community that was made possible by a Community Development Block Grant, as well as the participation of Town staff, professional consultants and elected officials. He added that on December 8, 2020, a joint public meeting was held, including the Town Council, Planning Commission and management team to hear a presentation on the final draft of the plan.

Mr. Saunders said at their January 27, 2021 meeting, the Planning Commission was supportive of the plan, offered no specific comments, and recommended approval of the plan.

Mr. Saunders stated that the plan was subsequently adopted by the Town Council at their February 9, 2021 meeting.

Mr. Saunders added that since the plan's adoption, consideration has been given to reviewing the plan annually, prior to the beginning of the budget cycle. Therefore, review of the plan, particularly in light of the balance of the ARPA funds, is timely.

Mr. Saunders said the Strategic Plan, adopted 02/09/2021, is enclosed for Council's review.

Mr. Saunders said that he and Mayor Willis were discussing the Strategic Plan review, and felt that updating the plan by marking off the projects that have been completed and amending items that we now have new information on would be beneficial. He also suggested making sure that the top four items are still priorities. He said not only could this be a roadmap to the future for staff activities, but also for budgeting priorities for the budget in general. He explained that it will also help prioritize what we do with the balance of the ARPA funds.

Mr. Saunders said he could put together a spreadsheet or it could be as simple as an email if Council would like to work on their own after tonight's meeting to determine if there are any changes to the priority of the items in the Strategic plan. He said once he receives input from Council, he can compile that information and create an overall prioritization, if needed. Mr. Saunders said, if a follow-up work session is needed, a meeting can be scheduled for the end of October.

Councilwoman Blankenship stated that the items in the Strategic Plan should already be prioritized.

Mayor Willis said if any of the items in the Strategic Plan are particularly related to expenditures that might involve ARPA funds, then there may be a need to revise some

of the priorities in order to take action and use the ARPA funds, if appropriate, and make sure we're not taking on a project that is too big given staff capacity.

Councilwoman Blankenship suggested using ARPA funds to hire outside resources, such as a marketing consultant, to help Council work on our Town brand. She said that could be done and completed within the ARPA spending window.

Councilman Redd expressed his concerns with needing to move forward with studies and decisions that need to be made by Council due to how slow the engineering process is.

Mr. Saunders noted that ARPA funds must be obligated by December 31, 2024, and expended by December 31, 2026. He explained that we need to contract for services by the end of 2024, and we can still be paying invoices on that work until the end of 2026.

Mayor Willis said looking at Action Item #1 in the Strategic Plan; the first task shows Leverage Bowman study for stormwater and start Master Planning for water and recommended strategies for sewer. He said it would be beneficial to prioritize the top 5 stormwater opportunities within the Town.

Mr. Saunders stated that the study done by Bowman was a superficial study. He said he feels that recent events have shown that maybe the priorities that were done at the time are not up-to-date.

Mr. Saunders explained that after meeting with Isle of Wight County staff and their engineers, they put together a study that was going to take our plan on the two primary areas of concerns and extend that work for doing engineering and coming up with actual construction plans to fix the issues. He said our Drainage Committee approved a recommendation to Council to fund that study.

Mr. Saunders explained that with it being the County's engineers, and the County has the Town's stormwater money; they agreed to fund that project. Mr. Saunders said that issue has not made it before the Board of Supervisors thus far.

Mr. Saunders stated that the County has stormwater money to fund those studies, but they do not have money to fund sewer studies, such as the pump station at Windsor Woods and doing the study of the sewer on Lovers Lane. Mr. Saunders noted that we received an estimate for doing the study of the sewer on Lovers Lane, which he believes was \$28,000.

Mr. Saunders added that we are on a list for VDOT to camera the line with the blockage located behind Dairy Queen near the railroad track. He said once we determine where the blockage is in that line, we may want to put together a project to do that repair in-house, depending on how much ARPA money is available.

Mayor Willis said he would like to review the first 6-8 items in the Strategic Plan to establish if the current order of items are still our top priorities, and identify items that may need special consideration for the potential use of ARPA funds.

Mr. Saunders said he would like to review the ARPA plan briefly, which may help as we work through the Strategic Plan.

ARPA Plan Review

Mr. Saunders said the Town of Windsor is due to receive a total of \$2,067,317; the first tranche was received on June 30, 2021, and the second on July 22, 2022.

Mr. Saunders said enclosed you will find a draft ARPA plan, which has been revised. Some items within it are pending and others have been ruled out. Therefore, alternative projects should be explored.

Mr. Saunders continued to review the original ARPA worksheet showing the project status and total cost, and a revised ARPA worksheet showing the project status and total cost with the following potential projects for consideration:

- Duke Street / Virginia Avenue (Potential overage)
- Balance of backhoe (Above \$100,000 proffer funds)
- Replacement of windows in Windsor Town Center gym
- SCADA system upgrade / replacement
- Town Hall improvements (Resurface / pave parking lot, ventilation)
- Sewer study for Lover's Lane
- Donation to Western Tidewater Free Clinic (Capital expansion / operations)

Mr. Saunders noted that the "Bank Street Park Improvements" was removed from the ARPA worksheet due to lack of interest, and the "Demolition of Blighted Buildings" was also removed due to Isle of Wight's involvement in that project. He said the \$100,000 from those two projects went back to the study for Lovers Lane and the law enforcement retirement.

Councilman Bernacki asked if the \$300,000 earmarked for stormwater projects will be available to fund other projects since it will now be funded by Isle of Wight County with the use of stormwater fees.

Mr. Saunders explained that IOW will be funding those projects; therefore, those funds would be available to fund other projects such as the blockage located behind the Dairy Queen, as previously discussed. He said the location of the blockage will determine the cost for repair.

Mr. Saunders stated that if the Duke Street/Virginia Avenue Water Project comes back substantially higher than the \$750,000, and Council would still like to continue with the project because we have the ARPA money, then it may take the line share from some of the tentative projects.

Mr. Saunders explained that the costs for the tentative projects are estimates that he made; they are not tied to any estimate that came from an engineer.

Councilman Carr briefed Council on how the County determines how the stormwater fees collected from citizens are fairly allocated for specific projects, as questioned by Mayor Willis.

Council discussed options for parks in subdivisions, broadband expansion, and the SCADA system upgrade / replacement.

Council continued to review the first six Action Items in the Strategic Plan. They noted the following projects that may be associated with ARPA funds that are in process, tentative, need revising, or have been completed:

- Leveraging the Bowman study, with the help of the County, and working with VDOT.
- Considering partnerships for water and sewer with HRSD and IOW.
- Working on broadband with the County.
- Continuing upgrades to the Town's infrastructure, including the Duke Street/Virginia Avenue Water Project.
- Completed the maintenance building.
- Updating the Comprehensive Plan in-house.
- Remove "Research options for giving people less than a 1/3 ac lot".
- Consider parks in subdivisions, retirement communities and affordable housing options.
- Re-evaluate the use of the Windsor Town Center post COVID, and promote based on demand.
- Work with Windsor Town Center Advisory Board to plan for future growth and use.
- Update Comprehensive Plan and Planning Ordinances to include increased pedestrian and bike access for citizens. Match zoning to what is needed today and what Windsor wants to be.

Councilwoman Blankenship asked how does Council determine when a project in the Strategic Plan is completed.

Councilman Carr explained that with the age of the Town's infrastructure; projects and upgrades will be continuous.

Mayor Willis said there are tasks and sub-tasks on projects that we are taking actions on from year to year that are completed, such as the maintenance building.

Councilman Redd asked who initiates or how does action get taken on such projects as allowing accessory apartments or cluster home developments.

Mr. Saunders explained that a revision to the Land Development Ordinance would be required to allow such dwellings.

Councilman Bernacki noted that the Town's infrastructure needs to be updated before we take on new projects such as this.

Mayor Willis said he feels it would be good to have zoning in place after 2023 to address the needs of today's housing market.

Mayor Willis charged Council with reviewing the remainder of the Strategic Plan and making notes of thoughts and ideas to be discussed at a future work session.

Mayor Willis suggested that Council come to some direction on ARPA funding so by the end of January 2023 there are some actions being taken to make sure we are on track

to use the ARPA money. He said we will only have two years to get bids out and contracts in place.

Mayor Willis questioned what the next "Other Water Projects" will be.

Mr. Saunders said he will be meeting with Bowman to propose that they design the next three water projects in the CIP with the \$325,000 ARPA funds showing on the worksheet. He said the projects include the replacement of the main due to the failing water lines on Watson Street, the issue at the TrueValue Hardware store, where one line is actually under the store, upsizing the main on Taylor Avenue and Holland Lane. He said there is also a main located under the Farm Bureau Insurance building that needs to be relocated. Mr. Saunders said if we can just design those projects, and then probably have to use some of the difference for the Duke Street/Virginia Avenue construction.

Mr. Saunders explained that most of the water, stormwater, and sewer improvements are engineering funds compared to construction funds.

Council agreed if the bids come in higher than the \$100,000 for the new backhoe, then ARPA funds could be allocated to pay the difference. Mr. Saunders said the old backhoe will also be sold.

Mr. Saunders said he is going to pursue having an architect's estimate of the cost of the Windows for the Windsor Town Center gym. He said this will give Council an idea of the cost before having them put out to bid.

Mayor Willis said after Council reviews the remainder of the Strategic Plan, we can determine at the October meeting if another work session is needed to re-prioritize those items. He said we could question if we should hold off on revisions or re-prioritization to the plan for when the new Council is in place, but this Council does have the advantage of having the knowledge of how the Strategic Plan came about. Mayor Willis said while the new Council can refine the plan, they will be absorbing it for at least the first 6 to 12 months, and that's lost time on acting.

Councilwoman Blankenship and Councilman Bernacki strongly encouraged a review of the Strategic Plan with the new Council fairly early.

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

The meeting adjourned at 7:57 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Work session

Council Meeting Date Sept, 27, 2022

Motion #	Bernacki	Blankenship	Carr	Stubbs	Redd	Greg Willis	Glyn Willis
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Jerry Whitehead, Clerk