

**Minutes
Windsor Town Council Meeting
Town Hall
November 8, 2016**

The Windsor Town Council met in regular session on November 8, 2016 at 7:00 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. She welcomed those who were present. She asked for anyone with cell phones to please turn them off. She asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, Christy Jernigan, Town Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:

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

Mayor Richardson asked Councilman Edwards to lead the Pledge of Allegiance.

Public Hearing

None

Delegations, Public Comments and Citizens' Concerns

Student Liaison

Lauren McKeel, Student Liaison to Council, briefed Council on several activities that have taken place at the high school. She reported that the seniors hosted a mock debate and election. She also said that an Academic Assembly was held, and seniors with a GPA of 3.75 were awarded a letterman jacket. Ms. McKeel continued to brief Council on several sporting events. Mayor Richardson thanked Ms. McKeel for attending the meeting and updating Council on the recent events at the high school.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the October 11, 2016 Council meeting, the Police Chief's report, and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilman Ambrose made a motion to adopt the Consent Agenda. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mrs. Jernigan said the Treasurer's report for the month of October is before Council for review. She reported that the auditor will begin work on the 2015-2016 audit Thursday, November 11, 2016. She asked if there were any questions.

Mayor Richardson recommended that the 2015-2016 audit presentation take place at the December 13, 2016 Council meeting if possible. Mrs. Jernigan said she will discuss a presentation date with the auditor and report back to Council.

Councilman Willis made a motion to accept the Treasurer's report. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

None

Town Manager's Report

Appropriation of DMV Grant Funds

Mr. Stallings reported that each year the Town applies for a Department of Motor Vehicles (DMV) grant. This grant provides funding for increased traffic safety enforcement. He said the Town of Windsor has been awarded a grant in the amount of \$11,375. He explained that the Town is required to provide a match of \$5,687.50. As with previous years, the match will be provided through in kind services such as use of our police cars and equipment.

Mr. Stallings recommended that Council adopt the enclosed resolution accepting the DMV grant and appropriating the funds into the General Fund portion of the Town's operating budget.

Mayor Richardson read the resolution title as follows: "A resolution accepting a grant award from the Department of Motor Vehicles of the Commonwealth of Virginia for traffic safety initiatives for the Windsor Police Department and appropriating the grant funds to the General Fund Expenditures of the Town's operating budget for Fiscal Year 2016-2017."

Councilman Edwards made a motion to adopt the resolution entitled: "*A Resolution Accepting A Grant Award From The Department Of Motor Vehicles Of The Commonwealth Of Virginia For Traffic Safety Initiatives For The Windsor Police Department And Appropriating The Grant Funds To The General Fund Expenditures Of The Town's Operating Budget For Fiscal Year 2016-2017.*" Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Church Street/Shiloh Drive Sidewalks

Mr. Stallings reported that he received two cost estimates from Kimley-Horn to design the sidewalks from where they end on Church Street down to Holland Meadows. He

stated that the estimated cost for the sidewalks with open ditches is \$588,000 and the estimated cost for the sidewalks with curb and gutter is \$1,061,000.

Council reviewed the probable construction cost and discussed right of way issues, possible state and federal funding, completing the project in phases, and the possibility of installing drop inlets without the curb.

After further discussion, Council agreed to have Mr. Stallings contact Kimley-Horn to ask if the option of curb and gutter without the curb is permissible by VDOT. They also requested a cost estimate if this option is possible. Mr. Stallings said he would contact Kimley-Horn and report this information to Council at the December 13, 2016 Council meeting.

Update on the New Public Works Building

Mr. Stallings reported that the design work and the site plan has been completed for the Public Works building. He said the building is proposed to be 50' wide by 80' long with an office for the Maintenance Supervisor, a break room, and a bathroom with a shower. He said the warehouse space will be heated, and the office space will be heated and cooled.

Mr. Stallings explained that the bid documents have been turned over to Alpha Corporation for review in preparation for putting the building out to bid. He said that Alpha has returned their comments on the draft package, and we are waiting for a response from the contractor and engineer.

Council reviewed the attached building drawings, building specifications, and the site plan for the new Public Works building. They discussed the cost efficiency of having a tankless water heater, adding additional receptacles and light switches, and the possibility of adding a lift system in the building.

Mr. Stallings noted that all of the comments should be addressed and a bid package should be available in its final form by the December 13, 2016 Council meeting. He said this will also include a bid estimate compiled by Alpha Corporation.

Update on New Municipal Building

Mr. Stallings said that several floor plans and site layout options for the new municipal building were reviewed at a meeting with Moseley Architects in October. He reported that the consensus was that option C, with some minor modifications, was the most practical layout, but that there was still some desire to explore possible two-story options. Staff identified which functions could be moved to the second floor to create the best functionality, and Moseley has modified the two-story option accordingly.

Mr. Stallings explained that Moseley worked on cost estimates for both layout C and a modified two-story option. He said he attached the original floor plan C and a modified two-story option with the associated costs. He noted that the budget estimate for floor plan C is \$3,658,313, and the estimate for the two-story option is \$4,303,901.

After discussion, it was the consensus of Council to set a work session for November 28, 2016 at 5:30 to discuss this matter further with Moseley representatives.

Town Code Update

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of Section 126. He said due to the complexity of Section 130, Taxation, it has been held back for further review to ensure its compliance with current State Code and current tax rates. He reviewed Section 126 with Town Council. Several additional changes were made to the draft revisions. Council was in agreement with the revisions and agreed to add these changes to the previous batch for advertisement at a future date.

Action List

Mr. Stallings reviewed the Action List for the month of October with Council.

Councilman Scott expressed his concerns with the drainage issues within the Town especially after a major storm. He suggested that the Town pursue stormwater funding from VDOT to help alleviate some of the drainage problems.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He noted that a meeting is scheduled for Wednesday, November 9, 2016 at 10:00 a.m. at the Town Hall to discuss a proposed floor plan for the Windsor Town Center. He said that representatives from the Paul D. Camp Community College Workforce Center, the schools, and Isle of Wight Parks and Recreation will be attending the meeting to give their input regarding the layout.

Councilwoman Flemming reported that the Breakfast with Santa, the Windsor High School Winter Bazaar, and the Windsor Town Christmas Parade will be taking place Saturday, December 3, 2016.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson updated Council on the U.S. Route 460 Project. She stated that Aubrey Layne, Secretary of Transportation, took the project to the Commonwealth Transportation Board (CTB), and it was scored. She noted that some of the information presented to the CTB by Secretary Layne was inaccurate. She said she plans to attend the area CTB meeting on Thursday, November 10, 2016 to speak and express her concerns. She encouraged others to attend the meeting or send emails expressing concerns regarding the northern bypass around Windsor.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

None

New Business

None

Closed Session

Councilman Scott made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, 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 Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Ambrose made a motion to go back into regular session. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Edwards 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. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Council discussed programs for the Windsor Town Center.

Councilman Willis made a motion to adjourn. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 9:35 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date November 8, 2016

Motion #	Edwards	Ambrose	Bryant	Willis	Scott	Fleming	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk