

**Minutes
Windsor Town Council Work Session
Town Hall
April 22, 2025**

The Windsor Town Council met in a work session on April 22, 2025, at 6:00pm in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Stubbs was present, and he called the meeting to order. He noted that the meeting would begin with a closed session. Kelly Kuhns, Town Clerk, recorded the minutes. William G. Saunders IV, Town Manager and Cheryl McClanahan, Treasurer, were also present. Town Attorney, Fred Taylor, attended the closed session virtually.

Council members present: J. Randy Carr – Vice Mayor
David T. Adams
Marlin W. Sharp
Edward (Gibbie) Dowdy

Council members absent: Jake Redd (Attended closed session virtually)
Walter Bernacki

Mr. Saunders presented a request for Council consideration from Councilman Redd to join the meeting remotely due to travelling unexpectedly this evening. Councilman Adams made a motion to accept remote access to the meeting by Councilman Redd. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Closed Session

Councilman Adams made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711. A.1, A.29, and A.8 for the purpose of discussion, consideration, or interviews of prospective candidates for appointments to the Economic Development Authority, discussion of the award of a public contract involving the expenditure of public funds, and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Reconvene Open Meeting

The Council returned from the closed session and Mayor Stubbs reopened the regular meeting at 7:00pm.

Councilman Adams 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. Councilman Sharp seconded, and Council passed the motion, with Councilman Redd abstaining, as recorded on the attached chart as motion #3.

Councilman Sharp delivered the invocation, and Councilman Adams led the Pledge of Allegiance.

Approval of Agenda

Councilman Adams made a motion to approve the agenda as presented. Councilman Sharp seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

FY25 Draft Budget and Draft Capital Improvement Plan Review

Mr. Saunders presented information about the status of the town budget and shared Capital Improvement Plan (CIP) drafts for Town Council consideration. He noted that the budget drafts provided are balanced in the General Fund, the Water Fund, the Town Center Fund, and the Future Space Needs Fund.

Mr. Saunders said that with the end of April approaching, the drafts of the FY26 Budget and Capital Improvement Plan (CIP) are nearing completion. He noted that much of the relevant revenue and expense information for FY26 has been received; however, some has not. Mr. Saunders stated that at the beginning of May, we will have another month of revenue data to aid in our forecasts.

Mr. Saunders reviewed the General Fund, Water Fund, CIP, Town Center Fund, and the Future Space Needs Fund as follows:

General Fund Budget

Revenue – Most revenue sources are projected to remain flat or decrease at the current tax rates. Isle of Wight County does not yet have personal property figures. This FY26 draft includes no increase in Real Estate or Personal Property tax rates.

Operations - Overall, operations expenses are expected to increase due to inflation. In the current draft, all operations expenses are supported by projected FY26 revenue, none by fund balance.

Personnel - The current draft includes a 3% COLA for town staff, except for those employees earning under \$40,000, which is 5%. Most other localities in the region are moving forward with a 3% COLA; however, a few are planning for a 4-5% COLA.

Health Insurance – Local Choice (Cardinal) health care premium rates will increase 12% for FY26 with an increase of 13.7% overall. The same ratio of employee/employer costs from previous years has been maintained.

Emergency Communications Center (ECC) – The cost of the ECC has increased by 14.7% (Payments to Other Governments line item). The primary drivers of this increase are inflation, salary/benefits increase for dispatchers, and the new CAD/RMS system.

Refuse Collection – A notification was received from Bay Disposal advising of an increase in service costs of 28% beginning July 1, 2025 (An additional \$2.23 per stop per month over the current fee of \$7.99).

Virginia Risk Sharing Association Insurance – We have not yet received the insurance premium amount for FY26; the amount currently programmed for FY26 is an estimate.

Water Fund

Rates – Prior to FY21 Council instituted a plan to increase water rates by \$0.25 per 1,000 gallons every other year (Odd fiscal years), until such time as the revenue/cost balance was appropriate. As such, there is no increase in water rates shown in the FY26 budget.

Depreciation – The current draft shows depreciation as 100% funded at \$82,238.16.

Capital Improvement Plan

The CIP dated 03/20/2025 was recommended for approval by the Planning Commission, it is enclosed. Also find enclosed versions dated 04/07/2025 that have minor revisions. Primarily, the changes relate to funding sources.

General Fund – In this draft, most of the projects are funded with unappropriated fund balance; the transfer for future space needs is funded with FY26 revenue.

Water Fund – As shown, most of the water projects are funded with unappropriated fund balance; water meter replacement is funded with FY26 revenue.

Town Hall Roof – It is currently unknown whether the town hall roof project will go into FY26; there is no funding shown in the FY26 CIP for this at this time.

Space Needs Fund

Revenues – A transfer of \$100,000 is shown from the General Fund, funded with FY26 revenue.

Town Center

Revenues – Expected rental fees are increased, General Fund infusion is increased, and fund balance is flat. The general fund contribution is funded with FY26 revenue.

Expenses – More usage has increased operations costs. An increase in utilities, repairs and maintenance, and staffing is included for FY26.

Mr. Saunders continued to review the budget line items in the draft budget.

In response to Councilman Adams' question, Mr. Saunders noted that the funds for the Town Hall roof project were appropriated in the FY25 budget using fund balance.

Councilman Adams said that he noticed that the GIS and Comprehensive Plan updates have been unspent for the past couple of years. He asked if these funds are expected to be spent this year.

Mr. Saunders explained that funds were placed aside in the event that assistance was needed from a consultant on updating the Comprehensive Plan. He noted that it is currently unknown if those funds will be expended this year.

Councilman Adams stated that previously, a citizen has suggested that the Town consider video recording and/or streaming monthly meetings. He explained that he received contact information

for two companies and would like to get a consensus from the Council regarding their thoughts on moving forward to obtain pricing for this.

Mayor Stubbs said that after discussion with Mr. Saunders in reference to investing in video recording, it is his suggestion that the Council postpone this discussion until a later date. He noted that due to the number of other projects taking place, and the potential to move forward with a new Town Hall, that adding this project would overwhelm the town staff at this time.

Councilman Adams agreed, adding that he would like to revisit the discussion during next year's budget cycle.

Appointments – Economic Development Authority

Mr. Saunders stated that as you are aware, the Economic Development Authority typically nominates potential directors, and the Town Council appoints them.

Mr. Saunders explained that the Authority is made up of seven directors who meet the following criteria: *5 Members consisting of either being a resident of Town of Windsor, or representative of a business located within the Town of Windsor and reside in Isle of Wight County, 1 member of Town Council, 1 member of Planning Commission.'*

Mr. Saunders said that currently there are four open positions on the EDA; three of which should consist of either being a resident of the Town of Windsor, or a representative of a business located within the Ton of Windsor and reside in Isle of Wight County, and one, a member of the Planning Commission.


Mr. Saunders stated that at the March 11, 2025, Town Council meeting, the Council's liaison to the EDA recommended four individuals for appointment, who had filled out talent bank forms which noted their desire to serve of the EDA.

Mr. Saunders noted that for the April 23, 2025, Planning Commission meeting, the Council's liaison to the Planning Commission has placed recommendation of an EDA nominee from the Planning Commission on the agenda.

Councilman Sharp made a motion to appoint Danielle Craig, Pamela Pope, and Sidney Delepine III to serve on the Economic Development Authority. Councilman Adams seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Councilman Sharp made a motion to adjourn. Councilman Dowdy seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 7:55pm.


George Stubbs, Mayor
Kelly Kuhns, Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date April 22, 2025

Motion #	Adams ✓	Dowdy ✓	Sharp ✓	Redd	Bernacki	Carr ✓	Stubbs ✓
1	Y	Y	Y			Y	
2	Y	Y	Y			Y	
3	Y	Y	Y			Y	
4	Y	Y	Y			Y	
5	Y	Y	Y			Y	
6	Y	Y	Y			Y	
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Kelly Kuhse, Clerk