

**Minutes
Windsor Town Council Budget Work Session
Town Hall
April 24, 2018**

The Windsor Town Council met in a Work Session on April 24, 2018 at 5:30 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, Christy Jernigan, Treasurer, and Wallace W. Brittle, Jr., Town Attorney, were present.

Council members present:

- Durwood Scott
- N. Macon Edwards, III
- Greg Willis
- Patty Flemming
- Tony Ambrose
- Walter Bernacki - out at 5:50 p.m.

Mayor Richardson thanked everyone for attending the work session.

Draft Budget Review

Mr. Stallings reviewed the draft budget proposal for the upcoming 2018-2019 fiscal year. He said he is anticipating a decrease in bank franchise tax due to the sale of Citizen's National Bank. He explained that due to the bank franchise tax decrease and the ever increasing cost of providing services, he is recommending an increase in two of the Town's local taxes. Mr. Stallings recommended an increase in the cigarette tax from its current \$0.25 per pack to \$0.30 per pack. He said this should generate an additional \$10,000 per year. He also recommended an increase in the meals tax from its current 5% to 6% which should generate an additional \$40,000 per year.

Mr. Stallings reported that this budget proposal contains a modest salary increase of 2.5% or \$1,000, whichever is greater, for all employees except for those appointed by Town Council.

Mr. Stallings reviewed the Water Fund stating that this is the year for Town Council to consider a water rate increase. He recommended an increase of .25 per 1,000 gallons. He said this will increase the water rate from \$7.25 per 1,000 gallons to \$7.50 per 1,000 with the new minimum bill increasing from \$25.38 to \$26.25. He said this will generate approximately \$25,000 in additional revenue for the Water Fund. Mr. Stallings also recommended an after-hours cut-on fee of \$75.00 for those who had their water cut off due to non-payment.

Mr. Stallings explained that the additional funds provided by the water rate increase will allow the Town to put a maintenance contract in place on the existing wells to help ensure their continued operation and to provide for consistent and routine maintenance on both wells. He said under Capital Projects in the Water Fund, there is \$300,000 for the Duke Street/Virginia Avenue water main project. He explained

that \$150,000 of the funding for this project is anticipated to come from the State, and the remaining \$150,000 will come from the Water Fund Fund Balance.

Mr. Stallings noted that new this year is the inclusion of a budget for the Windsor Town Center.

Council continued to review the proposed budget and discuss employee health insurance, the proposed maintenance contract for the wells, instituting a possible lodging tax next budget year, and expenses for the July 4th Celebration. Vice Mayor Scott suggested that Mr. Stallings do a cost comparison on purchasing port-a-johns compared to renting them for events. Councilman Edwards noted several minor corrections to the proposed budget.

After further discussion, Mr. Stallings said Council will receive the draft budget with narrative by May 1, 2018. He explained that all numbers are flexible until the budget is adopted by Council at the June meeting.

Appropriation of Funds for Leave Payout

Mr. Stallings reported that Officer Joshua Harris has submitted his letter of resignation effective April 19, 2018. He said in accordance with Town Policy, Mr. Harris is entitled to receive payment for his unused vacation time and up to \$2,500 of his unused sick leave. He said the total cost for this payout is \$8,035.70.

Mr. Stallings recommended that Council adopt the enclosed resolution that will appropriate \$8,035.70 from the Unappropriated Fund Balance of the General Fund to cover this cost.

After discussion, Councilman Ambrose made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$8,035.70 From The Unappropriated Fund Balance Of The General Fund To The General Fund Operating Budget For Fiscal Year 2017-2018. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Town Center Project

Mr. Stallings said he was asked at the last Council meeting to work with Farmers Bank to determine if the Town could secure funding that could be withdrawn as needed for the Town Center project. He said he has attached a proposal from Farmers Bank for an up to \$500,000 construction loan for the project. He said the Town will only draw funds as needed, and the loan will only be for the amount needed at the end of construction. He said the interest rate is 2.75%, and the payment term will be six years.

Mr. Stallings recommended that Council authorize the Town Manager to do all things necessary to process this loan with Farmers Bank of Windsor.

After discussion, Councilman Ambrose made a motion that Council authorize and direct the Town Manager to do all things necessary to proceed with the up to \$500,000 loan from Farmers Bank. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council recessed at 6:40 p.m. and reconvened at 7:00 p.m.

Public Hearings

Route 460 Commercial Rezoning

Mayor Richardson said there are two public hearings tonight. She said Council will hold the first public hearing on the rezoning of parcel 54-01-075 from its current A-1 Agriculture zoning to B-1 Business for the purpose of commercial development. She asked Mr. Stallings to give an overview.

Mr. Stallings said parcel 54-01-075 is located directly across Route 460 from the existing Food Lion shopping center. He said the rezoning is consistent with the Town's Comprehensive Plan which calls for the parcel to be used as commercial in its future land use plan.

Mr. Stallings reviewed a conceptual development plan and a conceptual subdivision plan.

Mr. Stallings explained that the applicants have submitted a traffic impact analysis to the Virginia Department of Transportation (VDOT), and it is currently under review. He said the applicants have agreed to comply with the requirements set forth by VDOT upon the completion of their review. He noted that the main access to the property will be from the existing stop light at the Food Lion shopping center.

Mr. Stallings explained that after the rezoning, the applicants will begin the site plan approval process which will include all landscaping, parking requirements, drainage, and other site development requirements as set forth in the Town's subdivision ordinance.

Mr. Stallings recommended that after the public hearing, Council approve the rezoning request.

Mayor Richardson opened the public hearing. She asked for any persons wishing to speak in favor of the Route 460 Commercial Rezoning to come forward at this time.

Logan Hixon, Real Estate Manager with Hutton, said the developers are very engaged in getting this project underway. He said he is available for any questions.

Mayor Richardson asked for any persons wishing to speak in opposition of the rezoning to come forward at this time, and hearing none, she closed the public hearing. She then opened the matter for discussion among Town Council.

Mayor Richardson asked if there will be any issues with the retention pond going forward with the project.

Mr. Hixson explained that testing will be conducted, and Hutton will comply with all local and federal requirements concerning the retention pond.

After further discussion, Councilman Edwards made a motion to approve the rezoning of parcel 54-01-075 from its current A-1 Agriculture zoning to B-1 Business for the purpose of commercial development. Councilman Willis seconded, and Council passed the motion as recorded on the attached chart as motion #3.

South Court Street Rezoning

Mayor Richardson said the next public hearing is on the rezoning of two parcels located on South Court Street. She asked Mr. Stallings to give an overview.

Mr. Stallings said Council is holding a public hearing on the rezoning of two parcels located at the corner of East Griffin Street and South Court Street from their current zoning of B-1 Business to R-1 Residential. The parcels are tax map numbers 54B-01-232 and 54B-01-233.

Mr. Stallings explained that the purpose of this rezoning is to allow for the construction of a single family home. He said the owner has demolished the existing home and will be combining the subject parcels to create one building lot.

Mr. Stallings recommended that after the public hearing, Council approve the rezoning request.

Mayor Richardson opened the public hearing. With there being no one to speak either in favor or in opposition of the rezoning, she closed the public hearing. She then opened the matter for discussion among Town Council.

After discussion, Vice Mayor Scott made a motion to approve the rezoning of parcels 54B-01-232 and 54B-01-233 from B1 Business to R1 Residential. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Closed Session

Councilwoman Flemming made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 personnel matters. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #5.

Councilman Willis made a motion to go back into regular session. Councilwoman Flemming seconded, and Council passed the motion as recorded on the attached chart as motion #6.

Vice Mayor Scott 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 #7.

Councilman Willis made a motion to adjourn. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

The meeting adjourned at 7:45 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 24, 2018

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