

**Minutes
Windsor Town Council Budget Work Session
Town Hall
April 23, 2019**

The Windsor Town Council met in a Work Session on April 23, 2019 at 5:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he 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 Scott
 Greg Willis- absent
 Walter Bernacki - absent
 Kelly Blankenship
 J. Randy Carr
 George Stubbs

Mayor Willis thanked everyone for attending the work session.

Mr. Stallings reported that the Windsor High School is sponsoring a 5K on May 3, 2019 from 10:00 a.m. to 11:30 a.m. He explained that Church Street from Duke Street to Twin Circle will be closed, and the school has notified all residents involved by placing flyers at each home.

Recognition Resolutions

Mr. Stallings recommended that Council adopt the four resolutions enclosed recognizing Carita J. Richardson, N. Macon Edwards, III, Patty Flemming, and Tony Ambrose for their loyal and valuable service to the Town of Windsor.

Vice Mayor Scott made a motion to adopt the four recognition resolutions to be presented to Carita J. Richardson, N. Macon Edwards, III, Patty Flemming, and Tony Ambrose. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Draft Budget Review

Mr. Stallings reviewed the draft budget proposal for the upcoming 2019-2020 fiscal year. He said the Town's budget for 2019-2020 is \$1,840,093. Mr. Stallings reported that there are no tax or fee increases proposed in the budget, and the budget is balanced. He explained that we are anticipating an increase in real estate taxes due to an increase in the assessed value of property in the Town. Mr. Stallings noted that a public hearing will be required if the increase generates more than a 1% change in tax income. He said Council may choose to lower the rate to make it revenue neutral and then a public hearing would not be required. He said this budget proposal also contains a modest salary increase of 2% for all employees except for those appointed by Town Council.

Mr. Stallings reviewed General Fund revenues stating that Other Local Taxes, such as meals tax, cigarette tax, and sales tax, are the Town's largest source of revenue. He continued to review General Fund expenditures.

Mr. Stallings said included in this year's General Fund budget is the final payment on the two police vehicles that were purchased last fiscal year. Also included is 93,000 for the Space Needs Fund. Mr. Stallings stated that these funds are set aside for debt payment related to the renovations of the Windsor Town Center.

Mr. Stallings reported that the Water Fund budget is \$823,500. He reviewed the Water Fund revenues and expenditures. He said he is not recommending any increases to the water rates. He reported that the revenue collection is slightly above last fiscal year.

Mr. Stallings explained that accounting standards for enterprise operations require the Town to fully fund depreciation. He reported that the Water Fund 2015-2016 depreciation is \$102,427, and the proposed budget only funds depreciation at 48%.

Mr. Stallings said the major capital project included in the Water Fund this year is a water main upgrade/replacement for Duke Street and Virginia Avenue. He said this project will allow the Town to upgrade our existing water lines in the area to provide better service as well as fire protection along Virginia Avenue where there currently is none.

Mr. Stallings said the Town is within its legal debt limit of \$21,066,980. He said the General Fund currently has only \$500,000 in outstanding debt, and the Water Fund has debt in the amount of \$1,213,493.97.

Mr. Stallings reviewed the Five-Year Capital Improvements Plan (CIP). He explained that the CIP should be a realistic program of projects that the Town intends to undertake within the next five years.

Mr. Stallings stated that the public works building was the next priority on the capital projects list. He said if Council would like, he could add this project in the next fiscal year on the CIP.

Councilman Carr expressed his concerns with a Town of this size having the maintenance department working from a pump house. He said with the new public works building being the next priority project on the capital projects list, he would like to move forward with the project and have it added to next fiscal year's CIP. After further discussion, Council agreed by consensus to add the public works building to next fiscal year's CIP.

Mayor Willis requested a spreadsheet, after the audit is completed, showing how much money is earmarked for particular capital projects.

Mayor Willis suggested that staff send a thank you letter with a progress report of what is taking place at the Town Center to those who donated to the project, including the Isle of Wight County Board of Supervisors.

Vice Mayor Scott said he would like for funds to be put in the budget for storm drainage improvements. He also suggested that a storm drainage policy be adopted for the Town. Mr. Stallings explained that \$5,000 is put in the budget every year under the Piping and Storm Drainage line item.

After discussion, Council agreed to have Mr. Stallings schedule routine Intergovernmental meetings with Isle of Wight County to discuss working together to fund drainage and sewer improvements for the Town of Windsor.

Councilwoman Blankenship suggested that significant changes in the budget from one year to another be put in the narrative for clarification.

Council continued to review and discuss the proposed budget.

After further discussion, Mr. Stallings said Council will receive the draft budget with narrative by May 1, 2019. He explained that all numbers are flexible until the budget is adopted by Council at the June meeting.

Other Reports

Mayor Willis said Council is still looking for individuals to fill the vacant seats on the Drainage Committee, Town Center Advisory Board, and the Isle of Wight County EDA. He said there are several citizens who have been recommended, and their names will be submitted at the May 14, 2019 Council meeting for Council's consideration.

Mayor Willis said he reached out to the Isle of Wight County Board of Supervisors regarding the Town's position stated on the website regarding the Virginia Department of Juvenile Justice (DJJ) project. He said he did not feel that the County was representing the Town's view properly on the website, and there was an effort made to correct that. He said he plans to meet with Randy Keaton, Isle of Wight County Administrator, for additional clarification regarding this issue.

Mayor Willis also reported that he and three citizens met with Brian Moran, Secretary of Public Safety, to discuss the proposed location of the DJJ facility.

Vice Mayor Scott reported that Bobby Claud is moving out of the Town and will no longer be serving on the Isle of Wight County Storm Water Board. He said Isle of Wight County is looking for individuals who may be interested in filling this position. He said input from Town Council would be appreciated.

Closed Session

Councilwoman Blankenship 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 #2.

Councilman Stubbs made a motion to go back into regular session. Councilwoman Blankenship seconded, and Council passed the motion as recorded on the attached chart as motion #3.

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. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Stubbs made a motion to adopt the salaries as discussed. Councilwoman Blankenship seconded, and Council passed the motion as recorded on the attached chart as motion #5.

Councilman Stubbs made a motion to adjourn. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

The meeting adjourned at 8:35 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 23, 2019

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
1	Y	Y	Y	Y	Absent	Absent	
2	Y	Y	Y	Y			
3	Y	Y	Y	Y			
4	Y	Y	Y	Y			
5	Y	Y	Y	Y			
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Jerry Whitehead, Clerk