

**Minutes
Windsor Town Council Work Session
Town Hall
April 28, 2015**

The Windsor Town Council met in a Work Session on April 28, 2015 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, Dennis Carney, Planning and Zoning Administrator, and Christy Newsome, Town Treasurer, were present.

Council members present: J. Clinton Bryant
 Greg Willis
 N. Macon Edwards, III
 Durwood Scott
 Patty Flemming
 Tony Ambrose

Mayor Richardson thanked everyone for attending the work session.

Girl Scout Community Mural Project

Mayor Richardson asked Jennifer Bak, Girl Scout Leader for Windsor Troop 1105, to come forward and brief Council on the Girl Scout Community Mural Project's monetary needs. Mrs. Bak explained that art supplies and pressure washing services have already been donated by several businesses within Town. She said that Sam Welty, the Muralist, is not charging a fee. She said if Council agrees to donate funds, it will be given to Mr. Welty to show gratitude for his time being spent helping to promote the Town and its history. Mrs. Bak continued to discuss the cloth technique style of painting that Mr. Welty and the Girl Scouts will be using. Mayor Richardson thanked Mrs. Bak for her presentation.

Flag Pole Installation

Mayor Richardson said that the Town Manager has marked a location for the flag pole to be installed at the Town property located next to the police department. She asked Council to visit the property and view the location marked with small flags and be prepared to discuss the flag pole location at the next Council meeting.

Police Chief Hiring Process

Mr. Stallings reported that the ad for the Police Chief position has been sent to the newspapers and is also on the website. He noted that the deadline for receiving applications is May 15, 2015. He said his intent is to have panel

interviews consisting of himself, a Council member, Ronnie Whitley from law enforcement, and possibly a citizen. He said he plans to schedule the interviews for the first of June. Mr. Stallings said that all of Council will have the opportunity to interview the top two or three candidates before a decision is made. After discussion, it was the consensus of Council to have Mayor Richardson as part of the panel for the interviews.

Holland Meadows Sidewalk Proffers

Council expressed their concerns with the language in section 5b which states: *These improvements shall be completed prior to the completion of construction of the improvements with the final phase of lots within the subdivision.* After a brief discussion regarding the timing of the construction of the sidewalks and connectivity issues, Council agreed to have staff clarify that the sidewalks should be installed during the development of the infrastructure. Mr. Stallings said he would discuss this issue with Holland Meadows before the final phase of the subdivision is approved.

Mayor Richardson said that the revised Land Development Ordinance will state that developers will construct sidewalks across the entire front of all developments.

Draft Proposed 2015-2016 Budget

Mr. Stallings reported that he is not proposing any tax increases, but he is proposing a minor fee increase within the Water Fund and an "After Hours Cut on Fee" of \$45. He said the fee increase is raising the current late fee of \$15 to \$20. This is still significantly lower than our surrounding jurisdictions. He said it is anticipated that this increase could generate as much as \$4,200 in extra revenue based off the current number of late fees per month. He said the "After Hours Cut on Fee" of \$45 would be imposed if maintenance is called back into Town after hours to turn on water for non-payment. The fee would not be charged if maintenance has to come out after hours due to a leak.

Mr. Stallings explained that included in this proposal is the addition of a year round part time position within the Public Works Department. This position would work an average of 24 hours per week. He said the funding for this position would be split equally between the Water Fund and General Fund. Mr. Stallings said he anticipates that the cost of this position will be \$15,905. He said that \$7,953 is reflected in both the Water Fund Salaries Line Item and General Fund Part-Time–Year Round Line Item to cover this position.

Mr. Stallings reported that he has included \$8,000 in the Police Department Budget for body cameras.

Mr. Stallings said that the other major expense that he is proposing for the upcoming fiscal year is the construction of a new maintenance building. He suggested budgeting \$230,000 to be split equally between the Water Fund and General Fund.

Mr. Stallings said this budget proposal contains a modest salary increase for all employees, except for those appointed by Town Council. The total increase in salaries is just less than 3% total.

Mr. Stallings continued by reviewing each of the General Fund Revenue and Expenditure Line Items and the Water Fund Revenue and Expenditure Line Items with Council. He noted that the Commissioner of the Revenue stated that the Town should anticipate a 0.4% increase in real estate property values and a 1% increase in personal property values, and the budget reflects the increases.

Councilman Edwards suggested taking the post office rent out of the General Fund and showing it separately with depreciation.

He also questioned the increase to \$3,500 in Mobile Home Titling Taxes. Mr. Stallings explained that it is contingent on citizens buying new mobile homes, but the Town has brought in \$4,000 so far this year. He said that Twin Ponds has been replacing older single wide mobile homes with newer double wide mobile homes. Councilman Edwards also questioned if there should be more budgeted for the Cemetery line item due to more development at the cemetery. Mr. Stallings said he keeps this amount conservative to assure that it meets budget due to the uncertainty of cemetery plot sales.

Councilwoman Flemming suggested that Council consider Town wide recycling in the 2015-2016 budget.

Mr. Stallings reviewed the CIP and noted that the \$42,000 VDOT funds that are now earmarked for sidewalks have been taken off the budget. Mayor Richardson asked Mr. Stallings to contact VDOT to see if these funds can be used to construct sidewalks in front of the Town property located next to the police department.

After further discussion, Mr. Stallings said Council would receive the draft budget with narrative by May 1, 2015. He said all numbers are flexible until the budget is adopted by Council at the June meeting.

Mayor Richardson thanked Mr. Stallings and staff for all their hard work on the budget and for their efforts in keeping the budget to a minimum for the Town.

Old or Unfinished Business

Councilman Scott suggested that he meet with the Economic Development Authority (EDA) to see if they are agreeable with contributing funds to Sam Welty, the Community Project Muralist, to promote economic development within the Town. Council agreed to have Councilman Scott approach EDA with the suggestion of donating funds to Mr. Welty to promote economic development within the Town.

Closed Session

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

Councilman Willis made a motion to go back into regular session. Councilman Edwards seconded, and Council passed the motion as recorded on the attached chart as motion #2.

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 #3.

Councilman Willis made a motion to adjourn. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

The meeting adjourned at 9:41 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR

RECORD OF
COUNCIL VOTES

Work session

Council Meeting Date April 28, 2015

Motion #	Flemming	Edwards	Ambrose	Bryant	Willis	Scott	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	
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Jerry Whitehead, Clerk