

**Minutes  
Windsor Town Council Meeting  
Town Hall  
February 11, 2020**

The Windsor Town Council met in regular session on February 11, 2020 at 7:00 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. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Ben Sullivan, Planning & Zoning Administrator, Chief Riddle, and Fred Taylor, Town Attorney, were present.

Council members present:           Greg Willis  
  Walter Bernacki  
  Kelly Blankenship  
  J. Randy Carr  
  George Stubbs

Council member absent:           Durwood Scott

Mayor Willis led the Pledge of Allegiance.

**Public Hearing**

None

**Delegations, Public Comments and Citizens' Concerns**

***Student Liaison - Stephen Branch***

Stephen Branch, Student Liaison to Council, briefed Council on several school activities. He reported that Standards of Learning (SOL) testing has been completed, and retakes are currently being administered. He said several students will be attending the annual State Beta Club Convention in Hampton on Friday, February 14, 2020. He added that those who place third or above will move on to the National Beta Convention.

Mr. Branch also reported that a new application (app) called "Stop It" is being implemented at the Isle of Wight County Schools. He said this app will enable students to report threats, bullying, or any information that may be useful to the school directly from a cell phone.

Mayor Willis thanked Mr. Branch for attending the meeting and for updating Council on the recent events at the high school.

**Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the January 14, 2020 Council meeting, the minutes of the January 28, 2020 work session, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki commended the Police Department for the "investigations solved" exceeding "open investigations" as stated on the Police report.

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

### **Treasurer's Report**

Ms. Newsome said the Treasurer's report for the month of January is before Council for review. She gave an update on the import issues with the 2019 personal property taxes. She said she will be working with Cyndi Wellman, with the Isle of Wight County IT Department, this week to run a full test bill run which will be reviewed next week with Tyler Technologies support. Ms. Newsome said the import errors are causing reconciliation issues.

Ms. Newsome said she will send an email to update Town Council and Tyler management after the test bill run has been processed.

Councilman Stubbs suggested that the Town Attorney get involved to see if there is action that can be taken to expedite a resolution to the 2019 personal property tax import issues.

After further discussion, Council agreed by consensus to have Mr. Stallings and Mr. Taylor review the Tyler Technologies contract to see if there is an opportunity to pursue legal action.

Councilwoman Blankenship expressed her concerns with the continued increase of the Town Center electric bill.

Mr. Stallings said he pulled several Town Center electric bills to research this issue. He said last month it was \$3,400, the month before it was \$2,500, and this month it is \$2,800. He said he has been monitoring the kilowatts, and it seems consistent other than when the default to 60 degrees was turned off by mistake. Mr. Stallings explained that this is the first full year of operation, and this may be the average for the winter time electric bill. He said he will continue to monitor the kilowatts for accuracy.

Councilman Bernacki suggested a short term investment for a long term savings by installing large circulating fans at the Town Center. He said this would circulate the air for a consistent temperature and lower the electric bill.

Mr. Stallings noted that bids are out for an ongoing HVAC maintenance contract for the Town Center which should help with efficiency of the system.

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

## **Council's Discussion of Citizens' Concerns**

Councilwoman Blankenship noted that the decorative "Welcome to Windsor" flags throughout Town are faded and need to be replaced.

Mr. Stallings said the Maintenance Department is in the process of ordering new flags.

## **Town Manager's Report**

### ***Windsor Town Center Loan Payment***

Mr. Stallings reported that as of February 4, 2020, the remaining balance on the Town Center loan is \$166,285.23 including interest, and there is a balance of \$200,646.56 in the Windsor Town Center account at this time. He said of this amount, there is \$29,962.54 still remaining on the renovation budget, leaving a balance of \$170,684.02.

Mr. Stallings explained that paying the loan off by the end of 2020-2021 fiscal year will save the Town approximately \$1,660 in interest charges. He said making an additional principal payment of \$53,494.37 would accelerate the payoff of this loan and leave \$117,189.65 available in the Town Center account to cover operating expenses for the center.

Mr. Stallings recommended that Council adopt the enclosed resolution authorizing an additional payment of \$53,494.37 from the Windsor Town Center account onto the Town Center loan with Farmer's Bank.

After discussion, Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$53,494.37 from the Unappropriated Fund Balance of the Windsor Town Center Fund to the 2019-20 Windsor Town Center Fund Operating Budget."

Councilman Greg Willis made a motion to the adopt the resolution entitled: A Resolution Appropriating The Sum Of \$53,494.37 From The Unappropriated Fund Balance Of The Windsor Town Center Fund To The 2019-20 Windsor Town Center Fund Operating Budget. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### ***Action List***

Mr. Stallings reviewed the Action List with Council. He reported that staff has issued a request for proposal (RFP) for the salary and compensation study. He said proposals are due back by February 21, 2020. He said this will give staff time to review the RFP's and have a report to Council prior to its March meeting.

Mr. Stallings reported that staff is working with the original engineering firm and a new architect to review and update the public works building plans. He said he anticipates having a full package to Council prior to the March meeting.

Councilman Greg Willis asked Mr. Stallings if he had received a call back from Capital Concrete regarding the possible use of that property for the public works building.

Mr. Stallings said he has not received a call back from Capital Concrete. Mr. Stallings noted that this building has been evaluated in the past, and it was determined that it would still have storm water requirements and costs. He said he would reach out again to gather information regarding this property.

Councilman Bernacki explained that this property would also need additional site work to remove buildings, equipment, cement pads, and potential underground fuel tanks.

Mr. Stallings reviewed the interior design of the public works building as requested by Councilman Stubbs.

Mr. Stallings said Bowman Consulting is moving forward with design work for the drainage project. He said survey work is underway this week.

Mr. Stallings reported that the Planning Commission held a public hearing on the "games of skill" conditional use application. He said the Commission recommended denial of the application, and a public hearing will be held at the March Council meeting.

Mr. Taylor explained that we will know by March 7, 2020 if the General Assembly has passed legislation making "games of skill" illegal. He explained that the Governor may not have legislation passed at that time, but we will have knowledge of what the General Assembly has passed regarding this issue.

Councilman Stubbs stated that the applicant did not show up at the public hearing to answer any questions regarding the conditional use permit for Reba's Gaming Parlor. He also noted that a citizen spoke against the conditional use permit and presented detailed research information regarding electronic gaming establishments.

Councilman Carr said he was under the impression that the applicant may not have known the date of the public hearing for the Planning Commission. He asked if it could go back to the Planning Commission to give the applicants another chance to speak. Mr. Stallings explained that the Planning Commission had three options which were to table, to deny or to approve, and they chose to deny. He said the applicants were notified of the date.

Councilman Carr asked what financial benefits would Reba's Gaming Parlor contribute to the Town. Mr. Sullivan explained that the Town would receive an initial business license fee of \$100 for a new business, and going forward, the license fee would be \$0.25 per \$100 of gross receipts.

After further discussion, Council agreed by consensus to have staff reach out to the applicants to have them provide information regarding their estimated revenues and their business plan. It was agreed that this information is needed to help Council make a business decision regarding the conditional use permit for Reba's Gaming Parlor.

Mayor Willis asked the Clerk to include the minutes from the January 22, 2020 Planning Commission meeting in the March Council packets. He explained that this will give Council an opportunity to review the information presented at the Planning Commission public hearing regarding the conditional use permit for Reba's Gaming Parlor.

Mayor Willis asked that contact with any applicants in the future be journaled to avoid communication misunderstandings as suggested by Councilman Bernacki.

### ***Calendar of Events***

Mr. Stallings reviewed the Calendar of Events with Council.

### ***Revenue Projections***

Mr. Stallings updated Council on the Town's year end revenue projections. He reported that current projections in the General Fund show that the Town will end the fiscal year with \$102,816 more than budgeted which is mostly attributed to meals tax and sales tax. He said current projections in the Water Fund anticipate the Town bringing in \$38,000 above the budgeted amount.

Mr. Stallings said as he prepares the revenue projections for the upcoming budget, he does not anticipate a large deviation from the current fiscal year projections. He said he will continue to update projections as we move through this fiscal year, and this data will be used to help determine revenue for the 2020-2021 budget.

Mr. Stallings recommended that any surplus at the end of the fiscal year be put into the General Fund Fund Balance to be allocated for capital projects.

### **Town Attorney's Report**

None

### **Mayor's Report**

Mayor Willis reiterated that when the Drainage Committee meets, he would like the committee to be tasked with defining specific objective criteria for what drainage projects will be funded by the Town. Mr. Stallings said the Drainage Committee is scheduled to meet February 19, 2020, and setting guidelines and criteria for drainage projects that will be funded by the Town will be the main topic.

Councilman Carr said there has been a tremendous amount of rain in the last couple of weeks, and he has seen improvement in the drainage due to the work VDOT has done to some of the drop inlets in Town. He noted that the biggest problem seems to be the flash flooding on Route 460.

Mayor Willis asked what would be the next action specifically for Council to take before a joint meeting with the EDA, Planning Commission, and the Citizens Group is scheduled regarding the strategic plan prepared by Council at the Strategic Planning Sessions.

Mr. Stallings said he emailed Council a copy of the draft strategic plan and draft narratives for each of the action items. He asked Council to review the draft plan and the draft narratives and provide him with comments. He said once Council has made any necessary revisions, he will schedule a joint meeting with the EDA, Planning Commission, and the Citizens Group. He said the next step will be a meeting with the public.

**Economic Development Authority (EDA) Report**

None

**Other Reports**

None

**Old or Unfinished Business**

***Beautification Award***

Mayor Willis reported that Vice Mayor Scott and Councilman Bernacki have met to discuss information regarding the Beautification Award that was presented to businesses when Vice Mayor Scott served on the Beautification Committee in the past. Mayor Willis said he would like this information in writing so that Council can review and make better decisions regarding the Residential Beautification Award.

After discussion, Council agreed by consensus to table this matter until the March 10, 2020 Council meeting.

Councilman Willis reported that the Town Center Advisory Board will be meeting on February 25, 2020 to discuss the proposed sound panels for the Town Center.

**New Business**

Councilman Carr asked staff to research who owns the property next to the EDA property located on both sides of Route 460 on the west side of Town. He commented that if the owner gave permission, it would enhance the entrance of the Town if sunflowers were planted on this property. Mr. Stallings said he would research who owns this property and report back to Council

**Closed Session**

None

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

The meeting adjourned at 8:10 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
RECORD OF  
COUNCIL VOTES

Council Meeting Date Feb. 11, 2020

Motion #	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Scott	Glyn Willis
1	✓	✓	✓	✓	✓	absent	
2	✓	✓	✓	✓	✓		
3	✓	✓	✓	✓	✓		
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Jerry Whitehead, Clerk