

**Minutes
Windsor Town Council Work Session
Town Hall
January 22, 2019**

The Windsor Town Council met in a work session on January 22, 2019 at 5:00 p.m. Vice Mayor Scott called the meeting to order. Terry Whitehead, Town Clerk, recorded the minutes. Mayor Glyn Willis, Michael Stallings, Town Manager and Christy Jernigan, Treasurer, were present.

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

Mayor Willis thanked everyone for attending the work session.

Appointment of Planning Commission Members

Mayor Willis said Council reviewed the bios for the Planning Commission candidates at the January 8, 2019 Council meeting in a closed session. He said it was the consensus of Council to appoint Jesse Taylor and Dale Scott to the Planning Commission.

Councilman Stubbs made a motion to appoint Jesse Taylor and Dale Scott to the Planning Commission. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Six-Month Budget Review

Mr. Stallings presented the six-month budget review. He reported that most revenues are at 50% of collection if not more at this six-month point in the budget for the General Fund. He reviewed each of the revenue items with Council stating that personal property taxes are just over 95% of collection and real estate taxes are at 100% of collection. He noted that meals tax is the town's largest source of revenue, and are over 50% of collection. He explained that meals tax rates were increased this year from 5% to 6%. He noted that expenses are on pace to come in below or at budgeted amounts. Mr. Stallings said he anticipates that the town will meet budget again this fiscal year.

Council continued to discuss delinquent taxes and what actions are taken by the Town to collect these taxes.

Mr. Stallings stated that Water Fund revenues are on pace to meet or exceed budget. He said water sales are approximately \$15,000 ahead of where they were last year at this time. He said this is mainly due to the fact that water rates increased from \$7.25 per 1,000 gallons to \$7.50 per 1,000 gallons this fiscal year. He said expenditures for the Water Fund are on pace to come in less than budgeted. Mr. Stallings reported that by the end of the fiscal year, the town will have collected enough revenue to cover operating, maintenance, and debt service, but the town should anticipate a loss due to depreciation. He noted that for the fiscal year ending on June 30, 2016, depreciation was

\$102,427. He said the town is currently funding approximately 75% of the depreciation. Mr. Stallings explained that we need to continue our efforts to fund depreciation so that we can reinvest in our water system infrastructure as it continues to age.

Mr. Stallings reported that revenues are strong in both funds. He said he will continue to watch revenues and expenditures for the remainder of the fiscal year. He stated that the town's overall financial condition remains sound.

Mr. Stallings reviewed the draft 2019 budget calendar with Council. He explained that in February he will discuss the 2018-2019 revenue projections, and Planning Commission will be providing input on the CIP. He said in March, he and Council will be working on the development of the draft 2019-2020 budget and CIP. Mr. Stallings said the calendar has April as the month to hold a work session for Council to continue working with him on the 2019-2020 draft budget. He concluded by saying he will have the 2019-2020 budget and CIP ready to be adopted by Council at its June 11, 2019 meeting. Mr. Stallings asked if Council had any questions at this time regarding the budget.

Mr. Stallings updated Council on Phase II of the Holland Meadows Sub-division project. He said the developers are in the process of conducting a Fiscal Impact Study. He explained that they would like to meet with Council when the study is completed to discuss possibly reducing cash proffers if the data shows that the actual school impact is less than what the agreed upon cash proffers were. He noted that in-kind proffers of \$100,000 are designated to the town for sidewalks to be constructed across the front of the Holland Meadow's property, and the developers may want to discuss constructing the sidewalks themselves.

Council continued to discuss other possible revenue sources and other means of funding depreciation.

Planning Session

Town Council discussed scheduling an annual planning session to discuss town objectives, set project priorities, and to define a long term vision for the town. Council selected several tentative dates and asked Mr. Stallings to start the process of scheduling an annual planning session.

Councilman Stubbs made a motion to adjourn. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

The meeting adjourned at 7:00 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date January 22, 2019 Budget Mtg, Work session

Motion #	Scott	Greg Willis	Bernacki	Blankenship	Carr	Stubbs	Glyn Willis
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Jerry Whitehead, Town Clerk