Town of Windsor

Memorandum

June 11, 2019

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager M S

SUBJECT: Action List

Attached is the action list since the last Council Meeting.

This is for your information.

Action Items

No.	Description	Added	Status	Updated	Comments
	Work with VDOT for assistance with recommended	2/12/19	In Progress	5/9/19	VDOT is completing several of the items on Bowman's report.
1	work identified in drainage assessment report				
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2	Get with drainage committee to review assessment	2/12/19	In Progress	6/6/19	Have met with several of the new members. Will be setting up a meeting in
2	report and determine next steps				June.
3	Send information on McClung-Logan Invoice	5/14/19	Completed	5/14/19	Invoice Sent 5/13/19
- 4	Contact IOW regarding smell at Duke St. Pump St.	5/14/19	In Progress	5/14/19	Contacted IOW 5/14/19
5	Lover's Lane Fire Hydrant	5/14/19	In Progress	6/6/19	A riser has been ordered
6	Pictures of Mayors from dinner to Mayors	5/14/19	Completed	5/14/19	Pictures have been framed and are being delivered.
7	7 Add Availability of Budget to Sign		Completed	5/16/19	Message has been added to the Town sign.
8	Pine Lane Culvert and Pothole	5/14/19	In Progress	5/29/19	Reported these issues to VDOT.
9	Hazelwood Drive Culvert	5/14/19	In Progress	5/29/19	Reported these issues to VDOT.
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Ongoing items - Status updates		
Description	Update	Update / Status
Business Visits / Calls	6/3/19	Attended Ribbon Cutting for Brighton Gardens Adult Day Services Facility in the Food Lion Shopping Center
Church Street/Shiloh Sidewalks	6/6/19	Met with IOW and Engineer to discuss status. 100% drawings are complete. We are waiting on environmental reviews from ACOE. Working to complete nessicary easements.
Drainage Committee	5/9/19	Will be setting up a meeting in June
Street light requests	5/9/19	Two streetlight request have been received and will be forwarded to Dominion Power for pricing.
Street light outages reported	5/9/19	None
Town patrols	6/6/19	Visited Church Street, Roberts Ave, Holland Lane, Holland Drive, Johnson Ave, Butler Ave (2 possible junk cars), Pierce Circle, Sarahnell Lane, Holland Meadows, Shiloh Drive, Lover's Lane, Hidden Acers, Community Drive (possible car viloation), Pine Lane, Route 460
Civic Organization meetings	5/9/19	None

Windsor Town Center

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Total
Open Rec	241	204	156			×					601
Board of Supervisors	319	180									499
Zumba		13	7		5 30	5					20
Spring Break Camp	12.5	120						*		×.	120
Business After Hours (Chamber of Commerce)		50									50
Ducks Unlimited		201	1				1				201
Envirothon (Peanut, Soil, and Water Conservation)		43									43
CPR Class			6	5	1.17					×.	6
Town Center Advisory Board			5								5
Town Of Windsor Recognition Dinner		14	51		5						51
Dept. of Social Services Information Fair (Senior Citizens)			103								103
Windsor Town Center Advisory Board		e.	5		3.						5
Movies in the Park (Rain Location)			5								5
Friends of Library		-	12								12
											0
×											0

Monthly Total

560 811 350

Deposit Information

April 5, 2019	\$ 346.00	
May 1, 2019	\$ 226.00	
May 17, 2019	\$ 215.00	

Renter	Event	Rooms	Dates	Fees	Amount Paid	Amount Remaining Notes	Staff Assigned	<u>Costs</u>		
Woman's Club	Craft Fair	All	11/2-11/3/18	\$150.00	\$150.00	\$0.00	Kim Garrett	\$0.00		
Melvin Evans	AARP EXPO	Meeting Room	11/16/18 2pm to 6pm	\$200.00	\$200.00	\$0.00 Check number 2185	Melvin Evans	\$0.00		
Jennifer Linza	Baby Shower	Meeting Room	12/8/18 1pm to 4pm	\$150.00	\$150.00	\$0.00 Deposit Paid in Cash	Melvin Evans	\$0.00		
IOW P&R	Interviews	Meeting Room	12/4/18 9am to 4pm	\$0.00	\$0.00	\$0.00	Michael Stallings	\$0.00		
Friends of the Library	Breakfast with Santa	All	12/1 8am-10am	\$100.00	\$100.00	\$0.00 Check number 1470	Rita Richardson	\$0.00		
IOW & Windsor	Information Session	Meeting Room	12/12/18 2pm-5pm	\$0.00	\$0.00	\$0.00	Michael Stallings	\$0.00		
IOW EDA	Public Information Meeting	Gym	1/10/2019 2pm-8pm	\$0.00	\$0.00	\$0.00	Michael Stallings/Melvin	\$70.00		
Brittney Haywood	Birthday Party	Meeting Room	2/2/19 11:30-2:30	\$150.00	\$150.00	\$0.00	Melvin Evans	\$30.00		
Isle of Wight County	Religious Leaders Breakfast	Meeting Room	2/11/2019 8:30	\$0.00	\$0.00	\$0.00	David Smith	\$0.00		
Windsor	Town Hall Meeting	Gym	2/18/19 6pm-8pm	\$0.00	\$0.00	\$0.00	Michael Stallings	\$0.00		
Ducks Unlimited	Banquet	Gym/Kitchen	4/25/19 12noon - 11:00	\$1,075.00	\$1,075.00	\$0.00 Check Number 1328	Melvin Evans	\$87.50		
Doni Young	Baby Dedication	Meeting Room/	3/9/19 2:30-6:30	\$300.00	\$300.00	\$0.00 Check Number 6026	Michael Stallings	\$0.00		
Victoria Sanderson	Birthday Party	Meeting Room	3/23/19 4pm-5pm	\$50.00	\$50.00	\$0.00 Paid with CC	Melvin Evans	\$15.00		
Brittany Jenkins	Church Basketball	Gym	3/10/19 12:30-3:30	\$231.75	\$231.75	\$0.00 Paid with CC	Melvin Evans	\$35.00		
Susan Anderson	Graduation Party	Gym	6/8/19 5-8pm	\$231.75	\$231.75	\$0.00 Paid with CC	Melvin Evans	\$30.00		
Peanut Soil & Water Conservation District	Envirothon	All	4/3/2019	\$400.00	\$400.00	\$0.00 Check 10007	William Winstead	\$0.00		
Forrest Melvin	Public Information Meeting	Meeting Room	6/12/19 5-8pm	\$150.00	\$150.00	\$0.00 Check 184	William Winstead	\$0.00		
VA Farm Bureau	Medicare Seminar	Meeting Room	7/25/19 6-8pm	\$50.00	\$50.00	\$0.00 Check 1050	William Winstead	\$0.00		
						\$0.00				
						\$0.00				
						\$0.00				
						\$0.00			Total Rentals	\$3,238.50
						\$0.00				
						\$0.00			Total Costs	\$267.50
						\$0.00				
						\$0.00			Net Revenue	\$2,971.00
						\$0.00				
						\$0.00				
						1				

\$0.00 \$0.00