

Town of Windsor

Memorandum

September 9, 2014

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Action List

I am enclosing the Action List for the Month of August.

Action List
8/12/14 – 9/8/14

New Items

1. Retreat
 - Will be working on a revised agenda for the strategic planning retreat for January. Will present it to Council once it has been completed.
2. Replacement Sign
 - Second quote should be ready before the Town Council meeting. If it is received, it will be sent out as a late item on the agenda.

Ongoing Items

1. Route 460 sidewalks
 - The MOU has been adopted by IOW. We are holding on the project as directed by Council.
3. Streetlight Requests
 - A request for a streetlight at 9404 Willie Roberts Road has been submitted to Dominion Power.
4. Town Patrols
 - 8/20 – Visited Bank Street, Old Suffolk Road
 - 8/27 – Visited Lovers Lane, North Court Street, Duke Street, Virginia Ave, Randolph Ave
 - 8/29 – Visited Holland Meadows, Roberts Ave, Shiloh Drive, Church Street
 - 9/4 – Visited Windsor Woods
5. Streetlight Outages
 - None
6. VDOT
 - Met with Residency Administrator on 8/5 to discuss issues throughout Town. Will bring back a report on several items once information is provided to me. – No update as RA was out town and no update has been received.
 - VDOT has been made aware of the manholes on Church Street that need attention.
 - Working with VDOT and private individuals to have the ditch beside Windsor Café cleaned out
7. Church Street/Shiloh Drive Sidewalks
 - Exploring possible funding sources for this project as we prepare to proceed with engineering work.
8. Drainage Committee
 - Met with representative of committee and Mayor on 8/4 to help determine direction of committee. Will be scheduling a full committee meeting soon.
9. Business Visits/Calls
 - Visited Windsor Dry Cleaners 8/20

- Visited Community Harvest Outreach 8/20

10. Post Office

- There will be an update on this topic during the closed session.

11. Lover's Lane Bushes

- A letter has been sent to the home owner. I am waiting a response regarding his willingness to share in the cost of removal of the trees.

12. Civic Organization Meetings

- Scheduled to speak to Men's Fellowship at Windsor Christian Church on Sunday October 5th.