

Town of Windsor

Memorandum

April 12, 2016

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

Attached is the action list since the last Council Meeting.

This is for your information.

Action List
3/8/16 – 4/11/16

New Items

1. Town Code Update
 - The first four sections of the Town Code update have been reviewed and are on your agenda for discussion.
2. Municipal Campus
 - A RFP has been sent out for architectural and engineering services to move forward on the new municipal building. They are due in by the end of April.

Ongoing Items

1. Route 460 sidewalks (Sidewalks in front of Town Property)
 - Some additional funds have been moved to the project. However, more funds are still needed to fully fund the engineering work.
2. Streetlight Requests
 - No new requests
3. Town Patrols
 - 3/28 – Visited Old Suffolk Road, East Griffin Street, Buckhorn Drive, Bank Street
 - 3/31 – Visited Windsor Woods, North Court Street, Duke Street, Virginia Ave, Randolph, Court Street, Holland Meadows.
4. Streetlight Outages
 - None
5. VDOT
 - No update
6. Church Street/Shiloh Drive Sidewalks
 - We have received a bid to complete the engineering work for these sidewalks from the firm that did the initial work. I am waiting for additional bids to come in before I ask Council to move forward on this.
7. Drainage Committee
 - Staff is working with Isle of Wight to determine possible funding sources to help tackle some of the problems identified by the committee.
8. Business Visits/Calls
 - None
9. Civic Organization Meetings
 - None

11. Property Surveys

- All surveys have now been completed.

12. Public Works Building

- The site plan for the building as well as the building plans are being developed now. We should have them in hand by the next Council meeting.