

## Town of Windsor

### Memorandum

August 8, 2017

**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  
7/12/17 – 8/7/17

New Items

1. Job Descriptions
  - Revisions have been made and are on the agenda for discussion.

Ongoing Items

1. Municipal Campus
  - Project is on hold.
2. Route 460 sidewalks (Sidewalks in front of Town Property)
  - Isle of Wight County has started this work and will be managing the project. They are coordinating with the work that is ongoing with our Municipal building.
3. Streetlight Requests
  - No new requests
4. Town Patrols
  - 8/1/17 – Visited Duke Street, Randolph, Virginia, A Street, North Court Street, Windsor Woods, Windsor Manor, Bank Street, East Griffin Street, and Taylor Drive
5. Streetlight Outages
  - Police Officers have submitted a list of streetlights that are out. They have been reported to Dominion.
7. VDOT
  - No Update
8. Church Street/Shiloh Drive Sidewalks
  - Waiting to receive comments from IOW on the MOU.
9. Drainage Committee
  - None
10. Business Visits/Calls
  - 8/2/17 – Spoke with owner of Southeastern Armament Company
11. Civic Organization Meetings
  - None
12. Public Works Building
  - Waiting to hear from IOW on this project.