

Town of Windsor

Memorandum

February 11, 2020

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.

Note that we have issued an RFP for the salary and compensation study. Proposals are due back by February 21st. This will give us time to review them and have a report to Council prior to its March meeting.

We have are working with the original engineering firm and a new architect to review and update the public works building plans. We anticipate having a full package to Council prior to the March meeting.

Bowman Consulting is moving forward with design work for the drainage project. Survey work is underway this week.

Planning Commission held a public hearing on the games of skill conditional use application. The Commission recommended denial of the application. Council will hold a public hearing on the application at its March meeting.

The invitation for bids for the Church Street/Shiloh Drive sidewalk project went out Friday. Bids are due back to IOW on 2/26.

I have received a revised draft of our strategic plan from our facilitator. I am currently working on narratives for each of the action items. Once I have completed the narratives and my review of the draft plan, I will send it to Council for review. This should be within the next week. The next action will be holding the joint meeting with the various stakeholder groups, and then the public rollout.

This is for your information.

Ongoing items - Status updates

Description	Update	Update / Status
Business Visits / Calls		
Drainage Committee	2/4/20	Engineers have been authorized to move forward with the drainage project planning. Survey work should take place this week. Drainage committee meets on 2/19 and will work on developing criteria for future projects.
Street light requests	1/2/20	
Street light outages reported		
Town patrols	1/27/20	Visited Church Street, Butler Ave (inoperative vehicles), Johnson Ave, Holland Meadows (inoperative vehicle), Shiloh Drive, Whitfield Trailer Park, Lover's Lane, Hidden Acres (inoperative vehicle), Bank Street (inoperative vehicles), B Ave (inoperative vehicle), Maple Lane (junk), Route 258, and Beartrap Circle
Civic Organization meetings		
Games of Skill	2/4/20	Planning Commission held its public hearing on 1/22. The Commission has recommended denial of the application. It will be on the March 10th Council agenda.
Strategic Planning	2/4/20	Staff if working on drafting narratives for the action items and making revisions to the plan based on the discussion at the January meeting.

Action Items

No.	Description	Added	Status	Updated	Comments
1	Salary Study	9/14/19	In Progress	2/4/20	RFP has been issued. Responses are due back February 21.
2	102 Maple Lane	12/5/19	Complete	1/2/20	Significant repairs have been completed
3	Public Works Building	1/14/20	In Progress	2/4/20	Engineers and Architects are currently reviewing and updating the plans to prepare them for bidding. The goal is to have the package prepared for the March agenda.

Isle of Wight Parks and Recreation
Windsor Town Center Deposit Information

	Date	Amount
1	April 5, 2019	\$ 346.00
2	May 1, 2019	\$ 226.00
3	May 17, 2019	\$ 215.00
4	June 6, 2019	\$ 283.00
5	June 20, 2019	\$ 201.00
6	July 23, 2019	\$ 222.00
7	July 26, 2019	\$ 53.00
8	August 2, 2019	\$ 236.00
9	August 9, 2019	\$ 304.00
10	August 19, 2019	\$ 120.00
11	September 4, 2019	\$ 71.00
12	September 20, 2019	\$ 89.00
13	October 21, 2019	\$ 202.00
14	November 8, 2019	\$ 118.00
15	November 15, 2019	\$ 131.00
16	December 6, 2019	\$ 217.00
17	December 16, 2019	\$ 37.00
18	December 27, 2019	\$ 143.00

Fiscal Year To Date \$ **1,943.00**

Total Since Opening \$ 3,214.00

Windsor Town Center Monthly Attendance: 2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Sub-Total
Anytime Fitness Bootcamp													0
Board of Supervisors													0
Breakfast with Santa													0
Chamber of Commerce (Business After Hours)													0
Children's Service Act													0
Community Electric Meeting													0
Cornhole League	80												0
CPR Class													0
Dept. of Social Services Information Fair (Senior Citizens)													0
Ducks Unlimited													0
Envirothon (Peanut, Soil, and Water Conservation)													0
Friends of Library													0
General Election													0
Hampton Roads Planning District													0
IOW Citizens Association Delegate Forum													0
Isle of Wight Economic Development													0
Isle of Wight County Fair Committee													0
Library Reading Program													0
Lunch and Learn													0
Medicare Seminar													0
Movies in the Park (Rain Location)													0
National Night Out													0
Open Enrollment Health Insurance 2020													0
Open Rec	178												0
Senior Luau													0
Solar Farm Meeting													0
Special Needs Task Force													0
Spring Break Camp													0
Summer Blast Camp													0
Summer Blast Camp Fun Day													0
Town of Windsor													0
Town of Windsor Concert Series													0
Town Of Windsor Recognition Dinner													0
Windsor Lions Club	20												0
Windsor Town Center Advisory Board													0
Yoga	9												0
Zumba													0

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Total
Monthly Total	287	0	0	0	0	0	0	0	0	0	0	0	287

