

Town of Windsor

Memorandum

July 9, 2019

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.

Things of note:

- Beginning July 1, we are transitioning our IT support to Isle of Wight County. We are working out the contractual arrangement and will present it to Council for approval once finalized.
- We will conduct a retrospective meeting with stakeholders after the 4th of July celebration.

This is for your information.

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	7/2/19	Have obtained some of the required easements. Waiting on ACOE for permitting.
Drainage Committee	7/2/19	Have sent out drainage committee bylaws, priority report, and engineering report in preparation for meeting later this month.
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	7/2/19	Visited Route 460 (1 possible car violation), Bank Street (1 possible car violation), Maple Lane (possible car violations), Buckhorn, East Griffin, Old Suffolk, Lover's Lane, Whitfield Park, Holland Meadows, Butler Ave (possible car violation), Johnson Ave, Church Street (possible car violation)
Civic Organization meetings	5/9/19	None

Action Items

No.	Description	Added	Status	Updated	Comments
1	Work with VDOT for assistance with recommended work identified in drainage assessment report	2/12/19	In Progress	5/9/19	VDOT is completing several of the items on Bowman's report.
2	Get with drainage committee to review assessment report and determine next steps	2/12/19	In Progress	6/6/19	Have met with several of the new members. Will be setting up a meeting in June.
3	Lover's Lane Fire Hydrant	5/14/19	In Progress	7/2/19	Riser has been installed.
4	Pine Lane Culvert and Pothole	5/14/19	In Progress	5/29/19	Reported these issues to VDOT.
5	Hazelwood Drive Culvert	5/14/19	In Progress	5/29/19	Reported these issues to VDOT.
6	Bicycle Helmet Information	6/11/19	Completed	6/13/19	Town Attorney emailed out information regarding helmet laws
7	Qualifications List	6/11/19	In Progress	7/2/19	List of requirements has been developed. Waiting on input from various boards for desired qualities.

Windsor Town Center Monthly Attendance: 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Sub-Total
Board of Supervisors			319	180									499
Chamber of Commerce (Business After Hours)				50									50
Children's Service Act						23							23
Community Electric Meeting						8							8
CPR Class					6	4							10
Dept. of Social Services Information Fair (Senior Citizens)					103								103
Ducks Unlimited				201									201
Envirothon (Peanut, Soil, and Water Conservation)				43									43
Friends of Library					12								12
Isle of Wight County Fair Committee						26							26
Library Reading Program						74							74
Movies in the Park (Rain Location)					5								5
Open Rec			241	204	156	283							884
Solar Farm Meeting						17							17
Spring Break Camp				120									120
Summer Blast Camp						160							160
Town of Windsor Concert Series						38							38
Town Of Windsor Recognition Dinner					51								51
Windsor Town Center Advisory Board					5	5							10
Zumba				13	7	12							32

Running Total

Month 560 811 345 650

2366

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		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -