

Town of Windsor

Memorandum

June 11, 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.

This is for your information.

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	Send information on McClung-Logan Invoice	5/14/19	Completed	5/14/19	Invoice Sent 5/13/19
4	Contact IOW regarding smell at Duke St. Pump St.	5/14/19	In Progress	5/14/19	Contacted IOW 5/14/19
5	Lover's Lane Fire Hydrant	5/14/19	In Progress	6/6/19	A riser has been ordered
6	Pictures of Mayors from dinner to Mayors	5/14/19	Completed	5/14/19	Pictures have been framed and are being delivered.
7	Add Availability of Budget to Sign	5/14/19	Completed	5/16/19	Message has been added to the Town sign.
8	Pine Lane Culvert and Pothole	5/14/19	In Progress	5/29/19	Reported these issues to VDOT.
9	Hazelwood Drive Culvert	5/14/19	In Progress	5/29/19	Reported these issues to VDOT.

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	6/6/19	Met with IOW and Engineer to discuss status. 100% drawings are complete. We are waiting on environmental reviews from ACOE. Working to complete nessicary easements.
Drainage Committee	5/9/19	Will be setting up a meeting in June
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	6/6/19	Visited Church Street, Roberts Ave, Holland Lane, Holland Drive, Johnson Ave, Butler Ave (2 possible junk cars), Pierce Circle, Sarahnell Lane, Holland Meadows, Shiloh Drive, Lover's Lane, Hidden Acers, Community Drive (possible car vilolation), Pine Lane, Route 460
Civic Organization meetings	5/9/19	None

Windsor Town Center

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Total
Open Rec	241	204	156								601
Board of Supervisors	319	180									499
Zumba		13	7								20
Spring Break Camp		120									120
Business After Hours (Chamber of Commerce)		50									50
Ducks Unlimited		201									201
Envirothon (Peanut, Soil, and Water Conservation)		43									43
CPR Class			6								6
Town Center Advisory Board			5								5
Town Of Windsor Recognition Dinner			51								51
Dept. of Social Services Information Fair (Senior Citizens)			103								103
Windsor Town Center Advisory Board			5								5
Movies in the Park (Rain Location)			5								5
Friends of Library			12								12
											0
											0

Monthly Total 560 811 350

Deposit Information

April 5, 2019 \$ 346.00
 May 1, 2019 \$ 226.00
 May 17, 2019 \$ 215.00

