

Town of Windsor

Memorandum

December 10, 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	Salary Study	9/14/19	In Progress	12/5/19	Pending
2	102 Maple Lane	12/5/19	In Progress	12/5/19	Met with contractor doing the repairs. Repairs are underway and should be completed soon.

<u>Renter</u>	<u>Event</u>	<u>Rooms</u>	<u>Dates</u>	<u>Hours</u>	<u>Fees</u>	<u>Amount Paid</u>	<u>Amount Remaining</u>	<u>Notes</u>	<u>Staff Assigned</u>	<u>Costs</u>		
Windsor Lions Club	Meeting	Gym	7/20/2019	12pm-5pm	\$125.00	\$125.00	\$0.00	Check 1225	Rita Richardson	\$0.00		
VA Farm Bureau	Medicare Seminar	Meeting Room	7/25/2019	6pm-8pm	\$50.00	\$50.00	\$0.00	Check 1050	William Winstead	\$0.00		
Mariah Bowers	Party	Meeting Room/Kitchen	7/27/2019		\$375.00	\$375.00	\$0.00	Check 2422	Rita Richardson		Total Rentals	\$4,988.50
Woman's Club	Craft Fair	All	11/2/2019		\$287.50	\$287.50	\$0.00	Check 3103	Kim Garrett	\$0.00		
Community Harvest	Luncheon	Meeting Room/Kitchen	12/7/2019	12pm-4pm	\$100.00	\$0.00	\$100.00		Rita Richardson			
Louise Cargill	Party	Gym/Kitchen	3/7/2020	10:30am-4pm	\$550.00	\$275.00	\$275.00	Check 2036	Rita Richardson			
Jennifer Simpson	Birthday Party	Meeting Room	1/25/2019	12pm-3pm	\$150.00	\$75.00	\$75.00	Check 437	Melvin Evans			
											Total Costs	\$332.50
											Net Revenue	\$4,656.00

FY 2019-20 Revenue \$1,637.50

Windsor Town Center Monthly Attendance: 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Sub-Total
Anytime Fitness Bootcamp										5	2		7
Board of Supervisors			319	180						54			553
Chamber of Commerce (Business After Hours)				50					100				150
Children's Service Act						23							23
Community Electric Meeting						8							8
Cornhole League									20	47	60		127
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
General Election											833		833
Hampton Roads Planning District										19			19
IOW Citizens Association Delegate Forum										93			93
Isle of Wight Economic Development										16			16
Isle of Wight County Fair Committee						26							26
Library Reading Program						106	246						352
Lunch and Learn											17		17
Medicare Seminar							20						20
Movies in the Park (Rain Location)					5								5
National Night Out								117					117
Open Enrollment Health Insurance 2020										4			4
Open Rec			241	204	156	283	225	213	84	46	179		1631
Senior Luau								125					125
Solar Farm Meeting						17							17
Special Needs Task Force											10		10
Spring Break Camp				120									120
Summer Blast Camp						160	666	328					1154
Summer Blast Camp Fun Day								119					119
Town of Windsor										16			16
Town of Windsor Concert Series						38							38
Town Of Windsor Recognition Dinner					51								51
Windsor Lions Club											18		18
Windsor Town Center Advisory Board					5	5		8			6		24
Yoga										12	9		21
Zumba				13	7	12	2						34
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Total
Monthly Total	0	0	560	811	345	682	1159	910	204	312	1134	0	6117