

Town of Windsor

Memorandum

November 12, 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	10/3/19	Pending
2	Streetlight Reporting on Website	11/6/19	Complete	11/6/19	Posted on website and on water bills.
3	Lover's Lane Pothole	11/6/19	Complete	11/6/19	Reported to VDOT

Ongoing items - Status updates

Description	Update	Update / Status
Business Visits / Calls		
Drainage Committee	11/6/19	Drainage Committee met on 10/24. Bowman Consulting gave a presentation on the drainage study. Next meeting on Nov 14th.
Street light requests	11/6/19	Both lights have been authorized for installation
Street light outages reported	10/9/19	7 streetlights were reported to Dominion Power.
Town patrols	10/31/19	Windsor Manor (inoperative vehicles), Hazelwood West.
Civic Organization meetings		

<u>Renter</u>	<u>Event</u>	<u>Rooms</u>	<u>Dates</u>	<u>Fees</u>	<u>Amount Paid</u>	<u>Amount Remaining</u>	<u>Notes</u>	<u>Staff Assigned</u>	<u>Costs</u>
Woman's Club	Craft Fair	All	11/2-11/3/18	\$150.00	\$150.00	\$0.00		Kim Garrett	\$0.00
Melvin Evans	AARP EXPO	Meeting Room	11/16/18 2pm to 6pm	\$200.00	\$200.00	\$0.00	Check number 2185	Melvin Evans	\$0.00
Jennifer Linza	Baby Shower	Meeting Room	12/8/18 1pm to 4pm	\$150.00	\$150.00	\$0.00	Deposit Paid in Cash	Melvin Evans	\$0.00
IOW P&R	Interviews	Meeting Room	12/4/18 9am to 4pm	\$0.00	\$0.00	\$0.00		Michael Stallings	\$0.00
Friends of the Library	Breakfast with Santa	All	12/1 8am-10am	\$100.00	\$100.00	\$0.00	Check number 1470	Rita Richardson	\$0.00
IOW & Windsor	Information Session	Meeting Room	12/12/18 2pm-5pm	\$0.00	\$0.00	\$0.00		Michael Stallings	\$0.00
IOW EDA	Public Information Meeting	Gym	1/10/2019 2pm-8pm	\$0.00	\$0.00	\$0.00		Michael Stallings/Melvin	\$70.00
Brittney Haywood	Birthday Party	Meeting Room	2/2/19 11:30-2:30	\$150.00	\$150.00	\$0.00		Melvin Evans	\$30.00
Isle of Wight County	Religious Leaders Breakfast	Meeting Room	2/11/2019 8:30	\$0.00	\$0.00	\$0.00		David Smith	\$0.00
Windsor	Town Hall Meeting	Gym	2/18/19 6pm-8pm	\$0.00	\$0.00	\$0.00		Michael Stallings	\$0.00
Ducks Unlimited	Banquet	Gym/Kitchen	4/25/19 12noon - 11:00 pm	\$1,075.00	\$1,075.00	\$0.00	Check Number 1328	Melvin Evans	\$87.50
Doni Young	Baby Dedication	Meeting Room/Kitchen	3/9/19 2:30-6:30	\$300.00	\$300.00	\$0.00	Check Number 6026	Michael Stallings	\$0.00
Victoria Sanderson	Birthday Party	Meeting Room	3/23/19 4pm-5pm	\$50.00	\$50.00	\$0.00	Paid with CC	Melvin Evans	\$15.00
Brittany Jenkins	Church Basketball	Gym	3/10/19 12:30-3:30	\$231.75	\$231.75	\$0.00	Paid with CC	Melvin Evans	\$35.00
Susan Anderson	Graduation Party	Gym	6/8/19 5-8pm	\$231.75	\$231.75	\$0.00	Paid with CC	Melvin Evans	\$30.00
Peanut Soil & Water Conservation District	Envirothon	All	4/3/2019	\$400.00	\$400.00	\$0.00	Check 10007	William Winstead	\$0.00
Forrest Melvin	Public Information Meeting	Meeting Room	6/12/19 5-8pm	\$150.00	\$150.00	\$0.00	Check 184	William Winstead	\$0.00
VA Farm Bureau	Medicare Seminar	Meeting Room	7/25/19 6-8pm	\$50.00	\$50.00	\$0.00	Check 1050	William Winstead	\$0.00
Community Electric	Meeting	Art Room	6/4/19 9-3:30	\$162.50	\$162.50	\$0.00	Check 2948/2944	Melvin Evans	\$65.00
Windsor Lions Club	Meeting	Gym	7/20/19 12-5	\$125.00	\$125.00	\$0.00	Check 1225	Rita Richardson	\$0.00
Woman's Club	Craft Fair	All	11/2/2019	\$287.50	\$287.50	\$0.00	Check 3103	Kim Garrett	\$0.00
Mariah Bowers	Party	Meeting Room/Kitchen	7/27/2019	\$375.00	\$375.00	\$0.00	Check 2422	Rita Richardson	Total Rentals \$4,838.50
Community Harvest	Luncheon	Meeting Room/Kitchen	12/7/2019	\$100.00	\$0.00	\$100.00		Rita Richardson	
Louise Cargill	Party	Gym/Kitchen	3/7/2020	\$550.00	\$275.00	\$275.00		Melvin Evans	
									Total Costs \$267.50
									Net Revenue \$4,571.00
									FY 2019-20 Revenue \$1,487.50

IOW

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

Total Deposits \$ 2,568.00

FY 2019-10 Deposits \$ 1,297.00