

## Town of Windsor

### Memorandum

April 9, 2019

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager  
**SUBJECT:** Action List

Attached is the action list since the last Council Meeting.

I have put the action list in the format suggested by Councilwoman Blankenship. I will work to streamline it as we move forward. I will also have a more detailed report for the Town Center in the next packet. Some of the revenue reported last month was for events paid for in March, but scheduled in April.

This is for your information.

**Action Items**

No.	Description	Added	Status	Updated	Comments
1	Get updated schedule on bank street railroad crossing from Norfolk Southern		none	4/4/19	no response
2	Work with VDOT for assistance with recommended work identified in drainage assessment report	2/12/19			Met with VDOT on drainage assessment report. They will review and report back.
3	Get with drainage committee to review assessment report and determine next steps	2/12/19	in progress	4/4/19	On Agenda for direction
4	Request Planning commission review noise ordinance and consider aligning with county	2/12/19			
5	Schedule appreciation dinner for past council	2/12/19	in progress	4/4/19	Scheduled for May 7
7	Schedule public hearing for March Town Council hearing Polling station move to WTC	2/12/19	complete	4/4/19	On Agenda
8	Council members to complete evaluation packets and return to Mayor Willis by 2/22/19	2/12/19	in progress	4/4/19	Closed Session on Agenda for completion
10	Draft resolution in opposition of the DJJ facility to be approved by Council at March council meeting	2/12/19	complete		Based off BOS action, Mayor and TM determined no need for resolution

Ongoing items - Status updates

Description	Update	Update / Status
Business Visits / Calls	3/12/19	
Church Street/Shiloh Sidewalks	3/12/19	working on 90% drawings for VDOT. Then will go out to bid early summer with construction starting in summer
Drainage Committee	4/4/19	On Agenda
Street light requests	4/4/19	None
Street light outages reported	3/12/19	Outages report have been report effective 2/13/19 for the following locations: BN71 460 at West N & W St AO70 37 W Windsor Blvd DL96 460 at Joyner Ave JJ28 61 E Windsor Blvd JJ48 65 E Windsor Blvd JJ87 67 E Windsor Blvd YP20 61 W Windsor Blvd XL18 10160 Bank St XL86 Maple Ln at Bank street
Public Works bldg	3/12/19	None
Town patrols	3/27/19	3/27/19 Visited Bank Street (1 possible inoperative vehicle), East Blackwater (1 possible inoperative vehicle), East Griffin Street, Taylor Drive, Old Suffolk, Lovers Lane, Shiloh Drive (1 junk case), Twin Circle, Holland Meadows, Butler Ave, Johnson Ave, Church Street, Duke Street, A Street, North Court Street, Courthouse Highway (2 inoperative vehicle cases, 1 junk case), Route 460 (1 inoperative vehicle case).
Civic Organization meetings	4/4/19	Attended March Ruritan Club Meeting

**Windsor Town Center Performance / Activity**

January			February			March		
Rentals	Revenue	Cost	Rentals	Revenue	Cost	Rentals	Revenue	Cost
			5	2400	100	5	400	50

April			May			June		
Rentals	Revenue	Cost	Rentals	Revenue	Cost	Rentals	Revenue	Cost

July			August			September		
Rentals	Revenue	Cost	Rentals	Revenue	Cost	Rentals	Revenue	Cost

October			November			December		
Rentals	Revenue	Cost	Rentals	Revenue	Cost	Rentals	Revenue	Cost

YTD	Totals
Rentals	10
Revenue	2800
Town Cost	150
County Cost	

