

Town of Windsor

Memorandum

January 14, 2020

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.

Please note that the next strategic planning session will be on January 22nd at 9am. Staff is currently reworking the draft plan to put items in the order of priority established at the last session. The January 22nd session will be focused on finalizing the plan and planning for the public information session.

Also note that we have received a conditional use application for a games of skill establishment. The Planning Commission will hold a public hearing on this application at its January 22nd meeting. Depending on the outcome of that meeting, Town Council could see the application as early as its March meeting.

This is for your information.

Action Items

No.	Description	Added	Status	Updated	Comments
1	Salary Study	9/14/19	In Progress	1/9/20	On the agenda
2	102 Maple Lane	12/5/19	In Progress	1/2/20	Significant repairs have been completed

Ongoing items - Status updates

Description	Update	Update / Status
Business Visits / Calls	12/30/19	Met with owner of Windsor True Value
Drainage Committee	12/5/19	Drainage Committee Met on 12/3. The committee worked to identify a priority area to start putting together a ditch cleaning project. The committee will meet again on 2/19.
Street light requests	1/2/20	None
Street light outages reported	10/9/19	7 streetlights were reported to Dominion Power.
Town patrols	1/2/20	Visited Holland Meadows, Shiloh Drive, Church Street.
Civic Organization meetings		
Games of Skill	1/9/20	Application for conditional use has been received. Planning Commission will hold a public hearing on 1/22
Strategic Planning	1/9/20	The next strategic planning meeting will be on 1/22 at 9am at the Town Center. We will finalize the strategic plan and prepare for public meetings.

<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>
Woman's Club	Craft Fair	All	11/3/2018		\$150.00	\$150.00	\$0.00		Kim Garrett	\$0.00
Melvin Evans	AARP EXPO	Meeting Room	11/16/2018	2pm-6pm	\$200.00	\$200.00	\$0.00	Check number 2185	Melvin Evans	\$0.00
Jennifer Linza	Baby Shower	Meeting Room	12/8/2018	1pm-4pm	\$150.00	\$150.00	\$0.00	Deposit Paid in Cash	Melvin Evans	\$0.00
IOW P&R	Interviews	Meeting Room	12/4/2018	9am-4pm	\$0.00	\$0.00	\$0.00		Michael Stallings	\$0.00
Friends of the Library	Breakfast with Santa	All	12/1/2018	8am-10am	\$100.00	\$100.00	\$0.00	Check number 1470	Rita Richardson	\$0.00
IOW & Windsor	Information Session	Meeting Room	12/12/2018	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 Evans	\$70.00
Brittney Haywood	Birthday Party	Meeting Room	2/2/2019	11:30am-2:30pm	\$150.00	\$150.00	\$0.00		Melvin Evans	\$30.00
Isle of Wight County	Religious Leaders Breakfast	Meeting Room	2/11/2019	8:30am	\$0.00	\$0.00	\$0.00		David Smith	\$0.00
Windsor	Town Hall Meeting	Gym	2/18/2019	6pm-8pm	\$0.00	\$0.00	\$0.00		Michael Stallings	\$0.00
Ducks Unlimited	Banquet	Gym/Kitchen	4/25/2019	12pm-11pm	\$1,075.00	\$1,075.00	\$0.00	Check Number 1328	Melvin Evans	\$87.50
Doni Young	Baby Dedication	Meeting Room/Kitchen	3/9/2019	2:30pm-6:30pm	\$300.00	\$300.00	\$0.00	Check Number 6026	Michael Stallings	\$0.00
Victoria Sanderson	Birthday Party	Meeting Room	3/23/2019	4pm-5pm	\$50.00	\$50.00	\$0.00	Paid with CC	Melvin Evans	\$15.00
Brittany Jenkins	Church Basketball	Gym	3/10/2019	12:30pm-3:30pm	\$231.75	\$231.75	\$0.00	Paid with CC	Melvin Evans	\$35.00
Peanut Soil & Water Conservation	Envirothon	All	4/3/2019		\$400.00	\$400.00	\$0.00	Check 10007	William Winstead	\$0.00
Susan Anderson	Graduation Party	Gym	6/8/2019	5pm-8pm	\$231.75	\$231.75	\$0.00	Paid with CC	Melvin Evans	\$30.00
Community Electric	Meeting	Art Room	6/4/2019	9am-9:30am	\$162.50	\$162.50	\$0.00	Check 2948/2944	Melvin Evans	\$65.00
Forrest Melvin	Public Information Meeting	Meeting Room	6/12/2019	5pm-8pm	\$150.00	\$150.00	\$0.00	Check 184	William Winstead	\$0.00
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	\$0.00 Total Rentals
Woman's Club	Craft Fair	All	11/2/2019		\$287.50	\$287.50	\$0.00	Check 3103	Kim Garrett	\$0.00
Friends of the Library	Breakfast with Santa	All	12/7/2019	7am-11am	\$100.00	\$100.00	\$0.00	Check 1480		\$0.00
Community Harvest	Luncheon	Meeting Room/Kitchen	12/7/2019	12pm-4pm	\$100.00	\$100.00	\$0.00	Pd 12/23	Melvin Evans	\$40.00
Louise Cargill	Party	Gym/Kitchen	3/7/2020	10:30am-4pm	\$550.00	\$275.00	\$275.00	Check 2036	Melvin Evans	\$55.00
Jennifer Simpson	Birthday Party	Meeting Room	1/25/2019	12pm-3pm	\$150.00	\$150.00	\$0.00	Check 437/CC	Melvin Evans	\$30.00 Total Costs
Lion's Club	Lion's Club	Meeting Room	1/11/2020	8am-12	\$125.00	\$0.00	\$125.00		Rita Richardson	\$50.00 Net Revenue
Valerie Coffield	Valentines Party	Gym and Kitchen	2/15/2020	4-8pm	\$400.00	\$200.00	\$200.00	Cash	Melvin Evans	\$40.00

FY 2019-20 Revenue \$2,262.50

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		523	1076
Breakfast with Santa												400	400
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	118	245
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	4	21
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	220	1851
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	6	27
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	1271	7388

**Isle of Wight Parks and Recreation
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
14	November 8, 2019	\$ 118.00
15	November 15, 2019	\$ 131.00
16	December 6, 2019	\$ 217.00
17	December 16, 2019	\$ 37.00
18	December 27, 2019	\$ 143.00
	<u>Fiscal Year To Date</u>	<u>\$ 1,943.00</u>