Town of Windsor

Memorandum

March 10, 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.

Bowman Consulting has completed their survey work and are currently finalizing design work for the drainage project. They will be at the March 18th Drainage Committee meeting to present their findings.

This is for your information.

Action Items

No.	Description	Added Status	Updated Comments
1	Salary Study	9/14/19 In Progress	3/5/20 On Agenda
			Update is on the agenda. Final design work is being compelted now.
3	Public Works Building	1/14/20 In Progress	3/5/20 Additional soil borings were needed that has delayed design.

Ongoing items - Status updates

Description	Update	Update / Status
Business Visits / Calls		
Drainage Committee	3/5/20	Engineers have completed survey work and are completing the design work. They will present their report to the
		Drainage Committee at their March 18th meeting.
Street light requests		
Street light outages reported		
Town patrols	2/28/20	Visited Lover's Lane, Bank Street, East Griffin Street, Court Street, Holland Meadows, Hidden Acres, Windsor Woods.
Civic Organization meetings		
Games of Skill	3/5/20	On tonight's Agenda
Strategic Planning	3/5/20	The final draft document is being compiled. Narratives have been drafted and are being incorporated into the final document. Next step is to schedule a joint meeting with Planning Commission and the Citizen Advisory Group.

<u>Event</u>	<u>Rooms</u>	<u>Dates</u>	<u>Hours</u>	<u>Fees</u>	Amount Paid	Amount Remaining Notes	Staff Assigned	Costs	
Craft Fair	All	11/3/2018		\$150.00	\$150.00	\$0.00	Kim Garrett	\$0.00	
AARP EXPO	Meeting Room	11/16/2018	2pm-6pm	\$200.00	\$200.00	\$0.00 Check number 2185	Melvin Evans	\$0.00	
Baby Shower	Meeting Room	12/8/2018	1pm-4pm	\$150.00	\$150.00	\$0.00 Deposit Paid in Cash	Melvin Evans	\$0.00	
Interviews	Meeting Room	12/4/2018	9am-4pm	\$0.00	\$0.00	\$0.00	Michael Stallings	\$0.00	
Breakfast with Santa	All	12/1/2018	8am-10am	\$100.00	\$100.00	\$0.00 Check number 1470	Rita Richardson	\$0.00	
Information Session	Meeting Room	12/12/2018	2pm-5pm	\$0.00	\$0.00	\$0.00	Michael Stallings	\$0.00	
Public Information IV	le Gym	1/10/2019	2pm-8pm	\$0.00	\$0.00	\$0.00	Michael Stallings/Mel	v \$70.00	
Birthday Party	Meeting Room	2/2/2019	11:30am-2:30pm	\$150.00	\$150.00	\$0.00	Melvin Evans	\$30.00	
Religious Leaders Bre	ea Meeting Room	2/11/2019	8:30am	\$0.00	\$0.00	\$0.00	David Smith	\$0.00	
Town Hall Meeting	Gym	2/18/2019	6pm-8pm	\$0.00	\$0.00	\$0.00	Michael Stallings	\$0.00	
Banquet	Gym/Kitchen	4/25/2019	12pm-11pm	\$1,075.00	\$1,075.00	\$0.00 Check Number 1328	Melvin Evans	\$87.50	
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	
Birthday Party	Meeting Room	3/23/2019	4pm-5pm	\$50.00	\$50.00	\$0.00 Paid with CC	Melvin Evans	\$15.00	
Church Basketball	Gym	3/10/2019	12:30pm-3:30pm	\$231.75	\$231.75	\$0.00 Paid with CC	Melvin Evans	\$35.00	
Envirothon	All	4/3/2019	i	\$400.00	\$400.00	\$0.00 Check 10007	William Winstead	\$0.00	
Graduation Party	Gym	6/8/2019	5pm-8pm	\$231.75	\$231.75	\$0.00 Paid with CC	Melvin Evans	\$30.00	
Meeting	Art Room	6/4/2019	9am-9:30am	\$162.50	\$162.50	\$0.00 Check 2948/2944	Melvin Evans	\$65.00	
Public Information N	It Meeting Room	6/12/2019	5pm-8pm	\$150.00	\$150.00	\$0.00 Check 184	William Winstead	\$0.00	
Meeting	Gym	7/20/2019	12pm-5pm	\$125.00	\$125.00	\$0.00 Check 1225	Rita Richardson	\$0.00	
Medicare Seminar	Meeting Room	7/25/2019	6pm-8pm	\$50.00	\$50.00	\$0.00 Check 1050	William Winstead	\$0.00	
Party	Meeting Room/Kitchen	7/27/2019	•	\$375.00	\$375.00	\$0.00 Check 2422	Rita Richardson	\$0.00 Total Rentals	\$5,763.50
Craft Fair	All	11/2/2019	1	\$287.50	\$287.50	\$0.00 Check 3103	Kim Garrett	\$0.00	
Breakfast with Santa	All	12/7/2019	7am-11am	\$100.00	\$100.00	\$0.00 Check 1480		\$0.00	
Luncheon	Meeting Room/Kitchen	1,2/7/2019	12pm-4pm	\$100.00	\$100.00	\$0.00 Pd 12/23	Melvin Evans	\$40.00	
Party	Gym/Kitchen	3/7/2020	10:30am-4pm	\$550.00	\$275.00	\$275.00 Check 2036	Melvin Evans	\$55.00	
Birthday Party	Meeting Room	1/25/2019	12pm-3pm	\$1.50.00	\$150.00	\$0.00 Check 437/CC	Melvin Evans	\$30.00 Total Costs	\$537.50
Lion's Club	Meeting Room	1/11/2020	8am-12	\$75.00	\$75.00	\$0.00 Check 1191	Rita Richardson	\$0.00 Net Revenue	\$5,226.00
Valentines Party	Gym and Kitchen	2/15/2020	4-8pm	\$400.00	\$200.00	\$200.00 Cash	Melvin Evans	\$40.00	
Baby Shower	Meeting Room	3/21/2020) 1pm-5pm	\$200.00	\$100.00	\$100.00 CC	Melvin Evans	\$40.00	

FY 2019-20 Revenue

\$2,412.50

Windsor Town Center Monthly Attendance: 2020 **Running Sub-Total** Dec Oct Nov Feb Mar Apr May Jun Jul Aug Sep 0 Anytime Fitness Bootcamp 0 **Board of Supervisors** 0 Breakfast with Santa Chamber of Commerce (Business After 0 Hours) 0 Children's Service Act 0 Community Electric Meeting 80 Cornhole League 80 0 CPR Class Dept. of Social Services 0 Information Fair (Senior Citizens) 0 Ducks Unlimited Envirothon (Peanut, Soil, and Water 0 Conservation) 0 Friends of Library 0 **General Election** 0 **Hampton Roads Planning District IOW Citizens Association Delegate** 0 Forum 0 Isle of Wight Economic Development 0 Isle of Wight County Fair Committee G Library Reading Program 11 11 Lunch and Learn 0 Medicare Seminar 0 Movies in the Park (Rain Location) 0 National Night Out 0 Open Enrollment Health Insurance 2020 401 223 Open Rec 0 Senior Luau 0 Solar Farm Meeting 0 Special Needs Task Force 0 Spring Break Camp 0 Summer Blast Camp .0 Summer Blast Camp Fun Day 0 Town of Windsor

Town Of Windsor Recognition Dinner Windsor Athletic Association Windsor Lions Club Windsor Town Center Advisory Board

52

7

20

9 7

Town of Windsor Concert Series

Yoga

Zumba

Monthly Total

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
287	300	0	0	0	0	0	0	0	0	0	0	

Running Total 587

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0

52

20

7

16

0

Isle of Wight County

2020 Windsor Town Center Deposit Information

	Date	Am	nount	Previous Yearly Total (2019)	\$3,214.00
1	January 7, 2020	\$	109.00		
2	January 22, 2020	\$	142.00		
3	January 31, 2020	\$	167.00		
4	February 7, 2020	\$	101.00		
5	February 14, 2020	\$	102.00		
5	February 28, 2020	\$	203.00		
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	2020 Total	\$	824.00		

Total \$ 1,648.00