

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
3	Public Works Building	1/14/20	In Progress	3/5/20	Update is on the agenda. Final design work is being completed now. 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>	<u>Amount Paid</u>	<u>Amount Remaining</u>	<u>Notes</u>	<u>Staff Assigned</u>	<u>Costs</u>
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 Mtg	Gym	1/10/2019	2pm-8pm	\$0.00	\$0.00	\$0.00		Michael Stallings/Melvin	\$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 Breakfast	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		\$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 Meeting	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
Craft Fair	All	11/2/2019		\$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	12/7/2019	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	\$150.00	\$150.00	\$0.00	Check 437/CC	Melvin Evans	\$30.00
Lion's Club	Meeting Room	1/11/2020	8am-12	\$75.00	\$75.00	\$0.00	Check 1191	Rita Richardson	\$0.00
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

Total Rentals \$5,763.50
Total Costs \$537.50
Net Revenue \$5,226.00

Isle of Wight County

2020 Windsor Town Center Deposit Information

	Date	Amount	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		

2020 Total \$ 824.00

Total \$ 1,648.00