

Town of Windsor

Memorandum

September 10, 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.

Things of note:

- Isle of Wight County and VDOT are finalizing the invitation for bids for the Church Street sidewalk project. They anticipate having bids due in October. The schedule is slightly delayed. They do anticipate issuing a notice to proceed by the end of the calendar year.

This is for your information.

Ongoing items - Status updates

Description	Update	Update / Status
Business Visits / Calls		
Church Street/Shiloh Sidewalks	9/5/19	The invitation for bids is being finalized now, with October being the estimated timeframe for bid opening. The anticipation is that a notice to proceed will be issued before the end of the year. This does represent a delay from the previously communicated schedule.
Drainage Committee	9/5/19	Drainage Committee has met. Next meeting scheduled for October 17th.
Street light requests	9/5/19	I have responded to a request for a specific request letter after the work order was created.
Street light outages reported	8/8/19	None
Town patrols	9/5/19	
Civic Organization meetings	5/9/19	None

Action Items

No.	Description	Added	Status	Updated	Comments
1	Get with drainage committee to review assessment report and determine next steps	2/12/19	In Progress	9/5/19	Committee has met. Next meeting scheduled for October 17.
2	Qualifications List	6/11/19	Completed	9/5/19	The completed list is on the agenda.
3	Church Street Paving Repair	8/13/19	Completed	8/20/19	The contractor has repaired the paving patch.
4	Salary Study	9/14/19	In Progress	9/5/19	This item will be on the October Agenda. I did not have time to compile all the necessary information ahead of the meeting.

Utility Costs

ACCOUNT	DESCRIPTION	YEAR	PER	EFF DATE	REF1	AMOUNT	P	COMMENTS
120-12000-45100-0000-0000-	Utilities	2,020	2	08/31/2019	AUG	149.95	Y	CK 1067 SPECTRUM
120-12000-45100-0000-0000-	Utilities	2,020	2	08/31/2019	AUG	1,363.34	Y	CK 1070 DOMINION
120-12000-45100-0000-0000-	Utilities	2,020	2	08/31/2019	AUG	19.38	Y	CK 1065 ISLE OF WIGHT
120-12000-45100-0000-0000-	Utilities	2,020	2	08/31/2019	AUG	195.96	Y	CK 1071 BAY DISPOSAL
120-12000-45100-0000-0000-	Utilities	2,020	1	07/31/2019	JULY	149.95	Y	CK 1056 SPECTRUM
120-12000-45100-0000-0000-	Utilities	2,020	1	07/31/2019	JULY	334.29	Y	CK 1059 DOMINION
120-12000-45100-0000-0000-	Utilities	2,020	1	07/31/2019	JULY	26.25	Y	CK 1061 TOWN OF WINDSOR
120-12000-45100-0000-0000-	Utilities	2,020	1	07/31/2019	JULY	20.89	Y	CK 1062 HRSD
120-12000-45100-0000-0000-	Utilities	2,020	1	07/31/2019	JULY	110.00	Y	CK 1060 BAY DISPOSAL

Total Utilities 2,370.01

<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	
Woman's Club	Craft Fair	All	11/2/2019			\$0.00		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 \$3,901.00
									Total Costs \$267.50
									Net Revenue \$3,633.50

Windsor Town Center Monthly Attendance: 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Sub-Total
Board of Supervisors			319	180									499
Chamber of Commerce (Business After Hours)				50									50
Children's Service Act						23							23
Community Electric Meeting						8							8
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
Isle of Wight County Fair Committee						26							26
Library Reading Program						106	246						352
Medicare Seminar							20						20
Movies in the Park (Rain Location)					5								5
National Night Out								117					117
Open Rec			241	204	156	283	225	213					1322
Senior Luau								125					125
Solar Farm Meeting						17							17
Spring Break Camp				120									120
Summer Blast Camp						160	666	328					1154
Summer Blast Camp Fun Day								119					119
Town of Windsor Concert Series						38							38
Town Of Windsor Recognition Dinner					51								51
Windsor Town Center Advisory Board					5	5		8					18
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	0	0	0	0	4467