

SMITHFIELD TOWN COUNCIL AGENDA

January 3, 2017 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. December Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- January 3 - 7:30 p.m. – Town Council Meeting
- January 10 - 3:00 p.m. – Pinewood Heights Management Team Meeting
- January 10 - 6:30 p.m. – Smithfield Planning Commission Meeting
- January 13 - Town Offices Closed in Observance of Lee/Jackson Holiday
- January 16 - Town Offices Closed in Observance of Martin Luther King, Jr. Holiday
- January 17 - 6:30 p.m. – Board of Historic and Architectural Review
- January 17 - 7:30 p.m. – Board of Zoning Appeals
- January 23 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Police Committee
 - Water and Sewer Committee
 - Finance Committee
- January 24 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Parks and Recreation Committee
 - Public Works Committee
 - Public Buildings and Welfare Committee

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda Items

- a. Finance Committee Chair, Mr. Randy Pack
- b. Parks and Recreation Committee Chair, Ms. Connie Chapman

CONSENT AGENDA ITEMS

C1. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair, Randy Pack

- a. Isle of Wight County E911 True-up \$88,605.95
- b. Isle of Wight County Tourism True-up \$10,884.50

C2. Motion to Adopt New Section 1, Policy 3.1 and Policy 3.4 of the Town Personnel Policies

Finance Committee Chair, Randy Pack

C3. Motion to Approve Change Order # 1 – Reduction in Site Work Contract with RAD Sports in the Amount of \$101,633.68

Parks and Recreation Committee Chair, Ms. Connie Chapman

ACTION SECTION

1. Motion to Accept the Proposal to Relocate the Wombwell House Smokehouse Outbuilding

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

2. Motion to Accept Nominating Committees Recommendation to Appoint/Reappoint the Expiring Term (01-31-2017) of Ronny Prevatte of the Board of Historic and Architectural Review

Mr. Pack and Dr. Milton Cook

3. Motion to Approve the Town Council Meeting Minutes of December 6th, 2016

Mr. William H. Riddick, III, Town Attorney

4. New Business:

5. Old Business:

- a. Update on Windsor Castle Restoration Project

6. Closed Session: Disposition of Real Property

7. Adjournment

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – DECEMBER 2016

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and events: VML Insurance Programs board meeting in Williamsburg, Volunteered at Kiwanis Toy Store, Draper Aden Associates to review Utility master Planning Phase 1 Draft Report, HRPDC Chief Administrative Officers meeting in Franklin, SHS Key Club meeting, HRPDC staff regarding Regional Solid Waste Plan update, assisted with coordination of town holiday luncheon, and groundbreaking ceremony for Joseph W. Luter, Jr. Sports Complex, HRCJTA (police academy) annual board meeting, IOW Water and Sewer Task force organizational meeting along with Vice Mayor Gregory, IOW Emergency Communications Center board meeting, VDEM and FEMA kick off meeting regarding damage to public facilities from Hurricane Matthew in early October, and submitted required forms and information to VDOT on Urban Fund projects.

HUMAN RESOURCE DIRECTOR:

- a. Processed new hire for the Smithfield Police Department on December 12th
- b. Rewrote two sections of the personnel manual.
- c. Posted two job openings for part-time Event Assistant and Police Officer.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, Board of Historic and Architectural Review and The Board of Zoning Appeals
- b. Attended Employee Christmas Luncheon on December 9th at the Smithfield Center

- c. Prepared December Town Council Committee Agenda and January Town Council Agenda.
- d. Attended Town Council Committee meetings on December 19th and 20th and prepared summary reports from committees.

TREASURER'S OFFICE:

- a. Participated in MUNIS dashboard training (webinar) on December 7.
- b. Attended the employee lunch on December 9.
- c. Participated in MUNIS training at Town Hall - December 13 through December 15.
- d. Attended meeting with FEMA representatives and town staff on December 21 regarding damages to the Waterworks Dam from Hurricane Matthew.
- e. Completed bank reconciliations for November.
- f. Worked on outstanding items for MUNIS conversion.
- g. Reviewed draft report of 2016 audit and started MD&A and statistical reports.
- h. Started work on the November financial statements.

PUBLIC WORKS:

- A. Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 9 water samples and have them tested, flush water lines, repair water leaks, repair radio reads after each reading if needed, maintenance on town owned buildings.
- 1. Sewer Line Repairs and Maintenance:
 - A. Located and repaired sewer line laterals in various locations.
 - B. Cleaned sewer main line in various areas of the town.
- 2. Sewer Pump Station Repairs and Maintenance:
 - A. Weekly and daily checks on all 27 pump stations.
 - B. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet-wells
 - Alarms testing
 - Sump pump cleaning

- Check Valve cleaning and repair
- Generator checks / Godwin pump checks
- Control Panel / Flow monitor checks
- Fence and Grounds inspections
- Inspected Structure
- Inspect and clean pumps
- Level system check
- Test limit switches
- Bar screen cleaning
- Rain gauge cleaning
- C. Installed new pump at Scotts Landing pump station.

3. Water line Repairs and Maintenance

- A. Repaired water leaks at Verizon building located on S. Church St and 5 Faye Dr.
- B. Replaced water meters at Morris Creek apartments and Cedar St apartments.

4. Well Repairs and Maintenance

- A. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.

5. Water Treatment Plant

- A. Daily lab analysis, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
- B. Performed monthly routine tasks including but not limited to:
 - 1. Daily Inspection of RO Plant and grounds.
 - 2. Monthly Tank inspections.
 - 3. Inspect and exercise plant generator monthly.
 - 4. Fill antiscalant day tank.
 - 5. Truck Inspections.
 - 6. Routine service of lime system.
 - 7. Service online fluoride and chlorine analyzers.
 - 8. Calibrate online turbidimeter and pH meter.
 - 9. Check and replace air filters

10. Test Alarms.

- C. District Engineer Ernie Johnson with the Virginia Department of Health inspected RO Plant, tanks, and emergency wells and found all within compliance.
- D. Plant staff winterized all emergency wells and tanks.
- E. REW electrician replaced faulty breaker within concentrate pump station panel.
- F. All RO Plant staff attended Defensive Driving training.

6. Safety

- A. Monthly truck inspections
- B. All Public Works employees attended Hazmat/Chemicals/Pesticide safety training.

7. Miscellaneous

- A. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.
- C. Grounds crews started right of way clearing on water and sewer lines.
- D. Staff worked Evening Market and Christmas parade.

PLANNING AND ZONING:

1. Planning Commission – December 13, 2016

- A. Entrance Corridor Overlay District (EC-O) Design Review - 1400 S. Church St. – Erica Pierce, BluFlame Enterprises, LLC, applicants – Approved.
- B. Zoning Ordinance Amendment Review – Article 3.G, Residential / Office Zoning District (R-O) – Town of Smithfield, applicant – Consensus to hold public hearing at January 10, 2017 Planning Commission meeting.

2. Rezoning Applications under review

- None

3. Special Use Permit Applications under review

- A. Temporary, Private Water and Sewer Service for Single Family Residence – 18220 Cypress Run Drive – Brian H. White, applicant.

4. Subdivision and Site Plans under review

- A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
- B. Recycling Facility – 89 Pagan Road - Bay Disposal, applicant.

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (95% complete)
- C. Lakeview Cove Condos (75% complete)

6. Board of Historic & Architectural Review – December 20, 2016

- A. Demolish Contemporary Additions – 301 Jericho Road (Windsor Castle) - Landmark – Historic Windsor Castle Restoration, LLC, applicants – Approved as presented.
- B. Wall and Detached Signs – 202 Main Street – Contributing – Richard C. Goetsch, owner – Approved as presented.
- C. Siding Color and Shutter Addition – 107 Thomas Street – Contributing – Vicky Adams, owner – Siding color approved; shutter color not approved; shutters approved if wooden, proportional to windows and functional.
- D. Pergola – 121 South Church Street – Landmark - Tim Mitchem, applicant - Approved as presented.
- E. Exterior Renovation – 202 Washington Street – Non-Contributing – Ken Coleman, applicant – Approved as presented; more information requested regarding plan for shutters.

7. Board of Zoning Appeals – December 20, 2016

- A. Application for a Special Yard Exception under Article 12 Section D of the Town of Smithfield Zoning Ordinance: 92 Moonefield Drive, Dave Hare and Mary Mitchell, applicants, property owners – Granted.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.

- B. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- C. Blair Brother's Contr. Contractor regraded roadside ditch at 300 Hunter Way. Contractor repaired sinkhole area around drop inlet near entrance to sanitary sewer pump station at end of Canterbury Lane.
- D. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 12 locations throughout the Town and required reports were filed.
- E. Field inspections were held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew.
- F. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.
- G. Contractor Spivey Pavement Markings restriped Berryhill Road, North Mason Street and Battery Park Road from South Church Street to the Villas subdivision.

**COMMITTEE
SUMMARY REPORTS**

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, DECEMBER 19TH, 2016

The Police Committee met Monday, December 19th, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; and Ms. Connie Chapman. Other Council members present were Mr. Michael Smith, Mr. Randy Pack, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Chief of Police; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Terry Hall, Director of Emergency Communications for York, James City and Gloucester Emergency Communications; Ms. Pam Bradsher, Mr. Jerry Hackney, Deputy Chief of the Smithfield Volunteer Fire Department. There was one (1) citizen present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Police Committee Chair, Mrs. Denise Tynes called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Chief Bowman reported that the promotional process in the department is now complete. Officer Eric Phillips was promoted to Patrol Sergeant to fill the vacant sergeant position. Chief Bowman also reported that he had received a letter of resignation from Officer Paul Bancroft that has been with the Smithfield Police Department for three and half years. He has accepted a job with the City of Portsmouth. The town will be advertising to fill that space soon. Chief Bowman reported that the Smithfield Christmas Parade went well. They had a few incidents including one car fire; one lady went into labor and one person that fell and required medical attention. He also reported that the cold weather Friday night into Saturday morning brought in some

sleet/freezing rain and caught them a little off guard with numerous accidents in the early morning hours along the bypass bridge. In regards to the holiday season there have been no incidents reported from businesses in town.

2. Presentation on the Isle of Wight Safety Radio Project by Terry Hall – Chief Bowman introduced Mr. Terry Hall as Director of Emergency Communications for York, James City and Gloucester's 911 systems. Also, present with Mr. Hall was Ms. Pam Bradsher also with the York, James City and Gloucester Emergency Communications Office and Deputy Chief Hackney of the Smithfield Volunteer Fire Department. Mr. Hall stated that the same presentation was provided to the County approximately two weeks ago. The purpose of the presentation is to give an overview of the new system on how it works and the cost that will be associated with it. He stated that a couple of years ago Sheriff Marshall had contacted him to look at the overall communication needs of Isle of Wight County. It was determined that the County's existing communication system is extremely inadequate. Over time it has become obsolete to the Federal mandates of narrow banding. During this narrow banding some areas lost thirty-five percent of their communication coverage. So with the significant loss of coverage the County entered into a competitive process and purchased a system used by the City of Suffolk. Mr. Terry explained where the towers are expected to be built which includes Nike Park with a 300 foot tower, Woody Acres Way with a 400 foot tower, fairgrounds with a 400 foot tower, Holly Run with a 300 foot tower, and an 80 foot tower at the Courthouse. The location of the towers for building the system out were determined based on three types of buildings including residential, shopping centers, and industrial facilities to guarantee service. Mr. Hall stated that emergency services are needed and the system that is being built needs to be cross compatible with surrounding localities. Connectivity needs to be seamless when traveling across the area. He explained that there are many permits needed to complete the design process. If one permit in the process gets stopped it stops the entire project until resolved. This digital radio communication system will be clear all the time or you will not hear anything at all. Testing for the radio system will be done when leaves are on the trees. Mr. Hall also talked about the different types of radios that are public safety approved to be used with this system. They are very durable and can be used in explosive areas. Each portable unit is approximately \$3,500 and then you have the radios that are located in the emergency vehicles for another \$3,500. The radios that are being used now are not compatible with the new system. For firefighters they have radios that hook to face masks so that it cuts out the muffled sound of using a radio through the mask. Mrs. Tynes asked how often the radios would need to be upgraded. Mr. Hall replied the approximate life expectancy of a radio is fifteen years. The design of the new 911

system would also include renovations to the facility at the county. Currently they have four (4) dispatchers with zero room for growth. When the renovations are complete they will have room for six (6) dispatchers. Mr. Hall also stated that becoming part of a regional system will allow you to get regional grants. Everyone must be cross compatible to receive grants. Regional channels allow you to communicate with other localities. He explained that the City of Suffolk owns the brain to the system in this area and Isle of Wight County has a partnership with them through a signed Memorandum of Understanding (MOU). Each locality can have their own channel or connect to other surrounding localities. Dr. Cook asked approximately how many radios will the town need to purchase for this new 911 system. Chief Bowman stated that it would be approximately 30 units. The town would also need to purchase the base station that would be located at the police department and that cost is approximately \$15,000. Mr. Hall gave an example of fees associated with being part of the system. Isle of Wight is a partner with the City of Suffolk and if the town became a tenant on the system then the town would pay a subscriber fee and a percentage to help take care of the maintenance of the system. Dr. Cook expressed concern with entering into a MOU with the County without the town having a say in making decisions. Chief Bowman stated that his concerns are well taken. The final MOU would require Town Council's approval. Dr. Cook asked Mr. Hall if he was able to get coverage from his York County office here in Smithfield why is there a need for so many towers. Mr. Hall replied that the computer models have to guarantee coverage and without the proper number of towers they could not guarantee coverage. Mr. Hall also explained that the new radios also have the capability of having encrypted codes. Ms. Chapman asked how long the warranty is on the new radios. Mr. Terry replied that they all have a two year warranty and the durability is great. Equipment will be purchased at a pre-bid contract with various financing options. Dr. Cook asked if the state gives public safety grants. Mr. Hall stated the answer is yes; however at this time there are no foreseeable grants in the next twelve months. Mrs. Tynes stated that one of the most important things is public safety and the town will look at what needs to be done to secure the safety of the citizens. The Town Manager and Chief Bowman have been very involved in the process since the beginning and will bring any update to council as necessary.

The meeting adjourned at 4:55 p.m.

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, DECEMBER 19TH, 2016

The Water & Sewer Committee held a meeting on Monday, December 19th, 2016 at 4:55 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Michael Smith, and Mrs. Denise Tynes. Other Council members present were Dr. Milton Cook, Mr. Randy Pack, Ms. Connie Chapman, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Ms. Judy Winslow, Director of Tourism. There was one (1) citizen present. The media represented by Mr. Ryan Kushner of The Smithfield Times.

Water and Sewer Committee Member, Mrs. Denise Tynes, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Public Comments - Ms. Natalie Roberts of 406 North Church Street was present to express her concern about an article that was in the Smithfield Times in regards to her failing septic system. She explained that she has spoken to Mayor Williams, the reporter at the Smithfield Times, the Health Department, Public Works and the Town Manager to discuss her options to resolve the problem. Ms. Roberts asked if the town could provide her with a cost estimate to connect to town utilities. The Town Manager stated that he could ask the town's consulting engineer to determine if connecting to the town utilities is possible and if so an estimate to do so. He stated that this could take a couple of months to complete. Ms. Roberts stated that at this time she is just looking to identify all options available to her, including grants, to determine the most cost effective way to resolve this issue. Committee thanked Ms. Roberts for coming.

2. Operational Updates – The Town Manager mentioned, that in regards to the Main Street waterline replacement that was discussed at last month’s committee, Mr. Bodson has e-mailed all the merchants and residents about a pre-construction meeting that will be held in January. The purpose of the meeting is to update everyone on the overall project.

The meeting adjourned at 5:06 p.m.

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, DECEMBER 19TH, 2016

The Finance Committee held a meeting on Monday, December 19th, 2016 at 5:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Dr. Milton Cook. Other Council members present were Mr. Michael Smith, Ms. Connie Chapman, Mrs. Denise Tynes, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Tourism. There was one (1) citizen present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL AGENDA

1. Invoices Over \$10,000 Requiring Council Authorization:

a. Isle of Wight County – E911 True-up \$88,605.95

Ms. Minga reported that Isle of Wight County has recalculated this year's E911 True-up as well as last fiscal year. The change in the calculation consisted of incorporating the Virginia Comp Board funding into the allocations which in effect reduced the amount due by the town. Committee recommended approval of invoice to Isle of Wight County.

2. Discussion on Isle of Wight County Tourism and E911 True-up – Ms. Minga explained that she was concerned that when we received the E911 True-up it was going to be calculated the same way as last year where the Virginia Comp Board funding was not included in the calculations; however it was not. The county had recalculated both years to include the Virginia Comp Board funding giving us a reduction in what was

originally budgeted for this year in the amount of \$27,000. Last year's portion that the town did not pay that was over the original budgeted amount was re-calculated and zeroed out. Ms. Minga explained that the overall budget for Tourism and E911 True-ups were decreased this year in a net amount of \$16,000. Ms. Minga explained that she has expressed her concerns with county staff about being part of discussions that will impact the town's budget in the future. County staff has agreed to include the town in these discussions. Committee was happy to see county and town staff working together.

3. Personnel Policies Manual Audit and Proposed Updates – The Town Manager stated that included in the packet were Sections 1 and 2 out of what will be a total of seven sections of a newly created personnel manual. There are also two policies in Section 3 for consideration in this review cycle. The Town Manager stated that Ms. Rogers, Director of Human Resources is on vacation this week but asked that the following sections be considered for adoption at Council's January meeting so that she can deploy them on employee training at the end of January. All policies in Section 1 in regards to Diversity and Inclusion, policy 3.1 in regards to the Town of Smithfield's Code of Conduct, and policy 3.4 in regards to Attendance and Punctuality. Ms. Rogers is proposing that the remaining policies be adopted in May 2017 so that we can roll out the entire revised personnel manual at our open enrollment, for benefits, meeting. The Town Manager stated that committee will continue to get Sections 3 thru 7 to review at your January and February committee meetings. Dr. Cook asked if there was a reason to redo the entire manual. The Town manager explained that the existing manual covers the basics and the revised manual will clarify a lot of grey areas that have come up over the years. The Town Treasurer stated that Ms. Rogers will be reviewing the personnel manual annually to be sure that the town stays in compliance with all state and federal regulations. Mr. Pack stated that he is very pleased with the work that Ms. Rogers has done in the short time that she has been here. Committee recommends approval of adopting Section 1, policy 3.1, and policy 3.4. at their January 3rd meeting.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. November Cash Balances – Ms. Minga reported that cash balances are still looking strong. We are down a bit from last month mostly due to availability fees. The town had received availability fees from a builder and it was determined that they could not build at this location so those availability fees were refunded. The town received \$13,000 for the Windsor Castle Account. Ms. Minga stated that she hopes to have the

VML/VACo Investment Pool update included in the Town Council's January packet. - Water = \$467,581.89; Water Debt Service = \$772,835.48; Water Capital Escrow Availability Fees = \$429,762.94; Water Treatment Plant Escrow = \$116,086.12; Water Deposit Account = \$93,217.09; Water Development Escrow = \$116,086.12; **Subtotal Water = \$1,995,569.64.** Sewer = \$(19,458.02); Sewer Development Escrow = \$374,184.32; Sewer Capital Escrow Availability Fees = \$778,016.52; Sewer Compliance = \$1,681,418.23; **Subtotal Sewer = \$2,814,161.05. Highway = \$144,397.54.** General Fund = \$1,503,484.94; Payroll = \$290,730.78; Money Market General Fund Towne Bank = \$2,198.50; Business Super NOW-General Fund = \$33,336.06; Money Market General Fund Farmers Bank = \$291,231.29; General Fund Capital Escrow = \$215,863.43; Certificate of Deposit = \$526,565.09; Certificate of Deposit Police Dept = \$36,886.95; Special Project Account = \$3,049,440.36; Pinewood Heights Escrow = \$56,063.78; SNAP Program = \$2,294.75; Museum Account = \$145,361.57; Windsor Castle Acct \$63,500.00; **Subtotal General Fund = \$6,216,957.50. TOTAL ALL FUNDS = \$11,171,085.73.**

The meeting adjourned 5:20 p.m.

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 20TH, 2016

The Parks and Recreation Committee held a meeting on Tuesday, December 20th, 2016 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Dr. Milton Cook, Mr. Michael Smith and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Sonja Eubank, Office Manager for Public Works; and Mr. Wayne Griffin, Town Engineer; Also in attendance was Mr. Jamie Weist of Kimley-Horn Associates. The media was represented by Ryan Kushner of The Smithfield Times.

Parks and Recreation Committee Chair, Ms. Connie Chapman called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA

1. Joseph W. Luter, Jr. Sports Complex

a. Change Order # 1 – Reduction in Site Work Contract with RAD Sports – Mr. Jamie Weist of Kimley Horn Associates was present to explain the change order from RAD Sports contract. It has been decided that all sewer line extension work, commercial entrance work, and associated utility work will be done under a separate contract when the right turn lane is constructed. RAD Sports and the town's engineer and project manager negotiated the cost of this portion of the original contract. It was agreed per the change order that RAD Sports original contract would be reduced by \$101,633.68. Committee agreed with removing this work from the original contract so it can be done at a later time when the right turn lane is installed.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.

1. Operational Update – Parks and Recreation Committee Report – Ms. Chapman stated that looking at the committee report, prepared by Ms. Musick, December has been a very busy month downtown. Since last committee meeting some of the larger events to take place were the Antique Show on Wednesday, November 30 through Saturday, December 3rd; Women's Club Tree Lighting Friday, December 2nd; Santa Breakfast and Christmas Evening Market on Saturday, December 10th; and Smithfield's Christmas Parade on Saturday, December 17th. Upcoming events to note are the Chamber of Commerce Legislative Breakfast on January 5th and the BOB Festival on January 14th. Ms. Chapman mentioned that five of the Trail Doctor Volunteers were presented certificates at the Town Christmas Luncheon on Friday, December 9th for putting in 30 or more hours in the last year. Mr. Steve Senkovich led the pack in hours by volunteering for over 300 hours. The Windsor Castle Construction Committee, for the Manor House Restoration Project, is meeting monthly to discuss contracts and budget, etc. The Windsor Castle Foundation Board has been very busy working on ornament sales and planning the next Park Lover's Party which will be Friday, May 13th. Ms. Chapman stated that the construction fencing at the Joseph W. Luther, Jr. Sports Complex is in place and construction will begin soon.

2. Joseph W. Luter, Jr. Sports Complex

a. Franchise Agreement / Lease with Smithfield Recreation Association (SRA) – The Town Attorney stated that this item is not ready for Town Council to take action on it at this time. It will come back to committee next month.

b. Ground Breaking Ceremony – Wednesday, December 28th @ 1:00 p.m. – The Town Manager stated that this item was added to the agenda to make sure everyone was good with the date. The Town Clerk has prepared an invitation and is working on pulling together a list of invitees. The Town Manager asked if committee thinks of somebody that should be included on the list to please let the Town Clerk know.

The meeting adjourned at 4:14 p.m.

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, DECEMBER 20TH, 2016

The Public Works Committee held a meeting on Tuesday, December 20th, 2016 at 4:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mrs. Sonja Eubank, Office Manager of Public Works; and Mr. Wayne Griffin, Town Engineer. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Public Works Committee Chair, Mr. Michael G. Smith, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Recycling and Refuse Contract Renewal – Ms. Eubank stated that the contract with Bay Disposal and Recycling will expire on June 30th, 2017 and the town is required to issue a new Request for Proposals (RFP). The RFP will need to be issued in January 2017 in order to allow companies time to respond, staff to evaluate proposals received, hold oral presentations and negotiations as well as getting cost of service to be included in the town's budget process. Ms. Eubank continued to explain that the current contract provides commercial curbside recycling and refuse collection for businesses and/or churches that were grandfathered in as of 2006 or that generate the approximate amount of refuse/recycling as a normal household. Ms. Eubank mentioned that the cost of providing commercial services is approximately \$13,548 per year. Staff is asking for Town Council's direction on whether they wish to continue providing these commercial services in the new contract terms. Discussion was held on how to keep track of who pays for their trash/recycling to be collected and who would continue to have their

trash/recycling pickup by the town at no additional charge. Committee decided that at this time the RFP could be issued on a per stop bases and then decide at a later time what we are going to do about charges once we know what the bids are.

2. Waterworks Lake Dam Request for Public Assistance from Hurricane Matthew for Emergency Spillway Repair – The Town Manager stated that after staff’s initial damage assessment of Hurricane Matthew the town only had one overflow at a pump station and everything else seemed to be okay. After investigating a little further at the Waterworks Dam it was realized that the primary spillway where the rocks were cemented together was working very well; however the large stones at the secondary outfall spillway that were not cemented in place when it was repaired approximately ten years ago had washed away. The town initially filed a damage report through Isle of Wight County. At that time Isle of Wight County was not included in areas to receive assistance. By the end of October the Department of Emergency Management stated that Isle of Wight County was included for storm damage assistance from Hurricane Matthew but the Town of Smithfield would need to apply individually. The Town Manager stated that he reported the town’s storm damage last Thursday to the state. Along with the report that was submitted to the state was a cost estimate to make the appropriate repairs prepared by Draper Aden Associates. Once the process with FEMA is complete the town will have eighteen months to make the repairs. The Town Manager explained that because it is listed as a public facility that was damaged by the storm and it is not an emergency and the town will be required to bid this work out. The Town Manager stated that FEMA will put it back like it was; however if the town wishes to have the stones cemented like the ones on the primary spillway FEMA will pay for 75% of the additional work as a hazard mitigation project. This item was for informational purposes only at this time.

Meeting adjourned at 4:36 p.m.

December 30, 2016

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, DECEMBER , 2016

The Public Buildings and Welfare Committee held a meeting on Tuesday, November 29th, 2016 at 4:36 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. Michael Smith, and Ms. Connie Chapman. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mrs. Sonja Eubank, Office Manager of Public Works; and Mr. Wayne Griffin, Town Engineer. The media was represented by Ryan Kushner of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Dr. Milton Cook called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA.

1. Disposition of the Wombwell House and Outbuildings – Mr. Pack stated that he asked this item to be place on the agenda for further discussion. Mr. Mayes that had responded to the town's request for proposals (RFP) for the relocation of the Dr. Jordan Wombwell house, came to see him. He was inquiring about his desire to relocate the smokehouse only to his property in Surry County. Mr. Pack stated that in his opinion if someone wants a portion of what the original RFP included then we should let it go before it deteriorates further. Included in his RFP was a detailed report on how he would move the structure. Mayor Williams stated that he had previously spoken to Ms. Jane Hansen and she had an interest in having the house moved to Institute Street. The Town Manager stated that in more recent conversations with Ms. Hansen it has been determined that the house will not fit on that lot on Institute Street. Discussion was held on the need to remove all buildings from that lot prior to the sports complex opening. This item will

be put on the Town Council's Agenda under the Action Section for consideration to let the smokehouse go separate from the desired relocation of the Wombwell house.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.

1. Post- Public Hearing Discussion: Historic Windsor Castle Restoration, LLC – The Town Attorney stated that the agreement with the LLC is all most finished now that the big question in regards to tax credit allocations has been answered. The question was whether the \$1.5 million from Smithfield Foods should be included toward the tax credit allocations. It was determined that they will get a tax credit of 43%. This item will be ready for action at Town Council's February meeting. Dr. Cook gave an update from the Windsor Castle Construction Committee on the progress of the Windsor Castle Restoration Project. Mayor Williams as ordered the lumber to start restoring the outbuildings. He also mention that previously the interior of the tenant house was in phase III of the project; however it has been moved to Phase I because Smithfield VA Events has agreed to pay for the interior renovations and the two new barns on the property. They are in need of space so if they can renovate the interior of the house they can use that as their headquarters.

2. Pinewood Heights Relocation Project Phase III Update – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for Phase III. Dr. Cook mentioned that there was recently a nice article in the Daily Press about the project. He stated that lonely was the big word that many of the residents that are still there feel as many of their neighborhood family has already received benefits and relocated. At this time many of the residents of Phase III have moved and the town owns six homes. After the first of the year Mr. Dodson recommends focusing on acquiring the vacant rental units that are adjacent to homes that town has already acquired. By doing this the town will be able to demolish a couple more of the duplexes. The next Pinewood Heights Management Team meeting will be held on January 10th, 2017.

Meeting adjourned at 4:53 p.m.

ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
December 2016**

Committees and Projects:

11/28 Police Committee – Center – Chief Bowman, Deputy Chief Howell
12/07 Department Head – Center – Chief Bowman
12/12 Promotional Process pinning of Sgt. Phillips – PD – Chief Bowman, Deputy
 Chief Howell, Lt. Rogers, Sgt. Meier, Officer Powell, Kristi Jenkins, Annette
 Crocker, Kurt Beach, Lorrie Porter
12/12 Swearing in of Officer McGough – PD - Chief Bowman, Deputy Chief Howell,
 Lt. Rogers, Sgt. Meier, Officer Powell, Kristi Jenkins, Annette Crocker, Kurt
 Beach, Lorrie Porter
12/19 Police Committee – PD – Chief Bowman, Deputy Chief Howell
12/20 ECC meeting – IOW Board of Supervisors room – Chief Bowman, Deputy Chief
 Howell

Training

12/12-13 Homicide Investigation Crime Scene Management Training – York-Poquoson
 Sheriff's Office – Lt. Araojo

In-House Training

12/06 ERT Training – Lt. Rogers, Lt. Araojo, Sgt. Jones, Sgt. Phillips, Officer Adams,
 Officer Powell, officer Wooley, Officer Johnson
12/09 VCIN Recert – IOW Sheriff's Department – Officer Gutierrez, Officer Johnson,
 Sgt. Jones, Officer Wooley (4 hrs.)
12/12 Color Guard training – Sgt. Meier, Sgt. Jones, Officer Wright, Officer Johnson
12/30 ERT Training – Lt. Rogers, Lt. Araojo, Sgt. Jones, Sgt. Phillips, Officer Adams,
 Officer Powell, Officer Wooley, Officer Johnson

Motorcycle Utilization

12/02 Christmas Parade – Poquoson – Sgt. Jones, Officer Phillips
12/03 Christmas Parade – Carrsville – Sgt. Miller
12/03 Christmas Parade – Rushmere – Sgt. Miller
12/03 Christmas Parade – Chesapeake – St. Jones
12/03 Christmas Parade – Windsor – Officer Phillips
12/10 Christmas Parade – Suffolk – Sgt. Jones, Sgt. Miller

Boat Utilization

12/15 First Aid/Cold Water Training – Sgt. Meier, Sgt. Miller, Sgt. Phillips, Officer Powell, Officer Adams, Officer Wooley

Honor Guard Utilization

12/14 Isle of Wight Commission on Aging Program – Center – Sgt. Jones, Sgt. Meier, Officer Wright, Officer Johnson

Community Relations

11/19 Festival of Trees – Smfd Center – Lt. Araojo
11/30 Neighborhood Watch – Covenant Place – Sgt. Miller
11/30 Homework Station – Jersey Park/Woods Edge Apts. – Officer Cook
12/01 – 16 School Zone – Westside Elementary – Officer Gutierrez, Sgt. Miller, Officer Johnson, Office Adams, Officer Cook, Officer Washington
12/03 Toys for Tots - Escort Santa Clause from Health Department to Smithfield Auto Center – Sgt. Jones, Sgt. Miller
12/07 2016 TRIAD SALT Council Christmas Lunch Social – Smfd Station – Kurt Beach
12/07 Pearl Harbor Memorial Service – Ivy Hill Cemetery – Lt. Araojo
12/10 Vintage Christmas Market – Smfd – Lt. Rogers, Lt. Araojo, Officer R. Howell, Officer Johnson
12/11 Playing with children on the playground – West St/Windsor Ave. – Officer Powell
12/11 Playing with children – Wrenn Road – Officer Washington
12/14 TRIAD Senior Christmas Program – Center – Deputy Chief Howell, Kurt Beach
12/14 Homework Station – Jersey Park/Woods Edge Apts. – Officer Cook
12/17 Christmas Parade – Smfd – PD
12/17 Ride Along for Christmas parade – Brady Criswell – Chief Bowman
12/28 Groundbreaking Ceremony – Sports Complex – Deputy Chief Howell, Lt. Rogers, Sgt. Phillips, Sgt. Miller, Officer R. Howell

Investigations:

Case#: 2016-00960
Location: 310 Institute Street
Offense: Grand larceny
Disposition: Cleared by Exception

On 12/06/2016 the Investigations Division took a report from Town Officials in reference to a Grand larceny. The previous owner of 200 Vincent Crossing (Hampton Inn) had failed to remit approximately \$25000 in utilities and taxes after the sale of his property. This included approximately \$9800 in escrow for the Town's Transient Occupancy tax. Attempts to make contact with the previous owner by Town Officials were negative. Investigations located the subject. He stated he was unaware of any past due accounts but would resolve the issues. Town

officials were provided with the subjects' contact information for any follow up remedies. This incident was closed by exception.

Case#: 2016-01010
Location: 500 block of Main Street
Offense: DUI, Obstruct justice, Provide false information, Paper service
Disposition: Clear by arrest

On 12/18/2016 Officers conducted a traffic stop on a vehicle for a moving violation. The driver had been drinking and provided false information to the officers about his identity. A subsequent investigation revealed the driver was wanted out of another jurisdiction for a felony probation violation. The driver was arrested for multiple offenses.

Case#: 2016-01028
Location: 100 block of Cary Street
Offense: Shoot into occupied dwelling
Disposition: Under investigation

On 12/24/2016 Officers responded to Main Street in reference to multiple calls about shots fired. Citizens heard two to three gunshots in rapid succession. Initially, no victims or suspects were located. During a canvass of the area a resident located damage to their home and called the police. The residence sustained wall, door and window damage. A slug was later located inside the home. This incident remains under investigation.

Smithfield Center - Monthly Report
December 2016

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
12/1/2016	Center	MHSu	Historic Smithfield	Antique Show Vendor Move-in	Smithfield	Word of Mouth	Resident-Saturday	20.00%	\$3,240.00	
12/2/2016	Center	MHSu	Historic Smithfield	Antique Show	Smithfield	Word of Mouth	Resident-Saturday	20.00%		
12/5/2016	Center	C&D	Stronger US	IOW Volunteer Meeting	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$200.00	
12/5/2016	Center	MH	Kiwanis Club of Smithfield	Set Kiwanis Toy Store	Smithfield	Returning Client	g.) Sponsored	100.00%		
12/6/2016	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
12/6/2016	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
12/6/2016	Center	MH	Kiwanis Club of Smithfield	Kiwanis Toy Store	Smithfield	Returning Client	g.) Sponsored	100.00%		
12/7/2016	Center	A&B	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
12/9/2016	Center	MH	Town of Smithfield	Town Holiday Party	Smithfield	Town Event	h.) Town	100.00%		
12/9/2016	Center	Suites	Kiwanis Club of Smithfield	Set Santa Breakfast	Smithfield	Recurring Event	g.) Sponsored	100.00%		
12/10/2016	Center	MHSu	Kiwanis Club of Smithfield	Santa Breakfast	Smithfield	Town Event	g.) Sponsored	100.00%		
12/10/2016	Town Sites	Main Street	Tourism Isle of Wight - Smithfield	Christmas Farmers Evening Market	Smithfield	Returning Client	Resident-Friday/Sunday	0.00%		\$3,705.00
12/11/2016	Center	MHSu	Anderson and Jordan Wedding and Reception	Anderson and Jordan Wedding and Reception	Chesapeake	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$3,000.00	
12/13/2016	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
12/13/2016	Center	C&D	VA AWWA	EPA grant Workshop	Lynchburg	Word of Mouth	C.) Standard-Weekday	0.00%	\$250.88	
12/13/2016	Center	MH	Isle of Wight County	Isle of Wight County Holiday Luncheon	Isle of Wight	Returning Client	Half Off (50% off)	50.00%	\$200.00	
12/14/2016	Center	MHSu	Isle of Wight Commission on Aging	Senior Christmas Party	Carrollton	Returning Client	Resident -Weekday	0.00%	\$50.00	
12/15/2016	Center	MH	Smithfield VFW Post 8545	VFW Holiday Party	Smithfield	Word of Mouth	Half Off (50% off)	50.00%	\$200.00	
12/16/2016	Center	MH	Newport News Shipbuilding	Newport News Shipbuilding Retirement	Newport News	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$2,600.00	
12/17/2016	Center	MH	Steele and Orth Reception	Steele and Orth Reception	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,492.56	
12/19/2016	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
12/20/2016	Center	A&B	Town of Smithfield	BZA/BHAR	Smithfield	Town Event	h.) Town	100.00%		
12/20/2016	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
12/22/2016	Center	Suites	The Smithfield Center	Carpet Cleaning	Smithfield	Town Event	h.) Town	100.00%		

Deposit totals for December
 \$4,279.02 Venue Rentals Deposits
 \$360.00 Town Services Deposits

\$11,233.44 \$3,705.00

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					Courtney Off Staff-Driver Training Antique Show MHSu 500	Antique Show MHSu 500
4	5	6	7	8	9	10
Antique Show MHSu 500	IOW Volunteer Meeting C&D 45 Set Kiwanis Toy Store MH 10	Kiwanis Toy Store MH 10 Town Council A&B 20 WCFB Meeting C&D 10	Staff Meeting A&B 20		Town Holiday Party MH 80	Santa Breakfast MHSu 400
11	12	13	14	15	16	17
Anderson and Jordan Wedding and Reception MHSu 128		EPA grant Workshop C&D 32 Isle of Wight County Holiday Luncheon MH 150 Planning Commission A&B 20		VFW Holiday Party MH 90	Newport News Shipbuilding Retirement MH 130	Steele and Orth Reception MH 138
18	19	20	21	22	23	24
	Amy Off Committee Meetings C&D 20	Amy Off BZA/BHAR A&B 20 Committee Meetings C&D 20 Schoolhouse Committee C&D 10	Amy Off Staff Meeting C&D 20	Amy Off Carpet Cleaning Suites 1	Closed - Town Holiday Amy Off	Christmas Eve-Closed
25	26	27	28	29	30	31
Christmas-Closed	Closed - Town Holiday	Herbert Off	Herbert Off	Herbert Off	Herbert Off	New Year's Eve

Smithfield/Isle of Wight Tourism Activity Report –DECEMBER 2016

- Director attended Smithfield Town Council Meeting 12/6/16.
- December featured two specialty Farmer's Markets and the Christmas Evening Market on 12/10. Prep meeting 12/6/16, Set up 12/9 and take down 12/11. Great attendance! CEM Debrief meeting 12/15/16.
- Attended County Agenda Review meeting 12/1/16
- Attended County Lunch & Learn session 12/1/16. Handling Holiday Stress.
- VACVB Conference Committee Conference Call 12/1/16; 12/6/16; 12/14/16.
- Attended County Tree Lighting Ceremony 12/1/16.
- Board of Supervisors Work Session meeting 12/1/16.
- Organized, supervised and worked Christmas in Smithfield event 12/2-4/16. Antique Show and Homes Tours. Homes Tours SOLD OUT. Excellent event and very well attended.
- Monthly Tourism Staff meeting held 12/5/16.
- 12/7/16 Smithfield 2020 Meeting.
- Tourism planned and Executed Pearl Harbor Remembrance event at Ivy Hill Cemetery 12/7/16.
- Smithfield VA Events Board Meeting 12/7/16. Construction Committee meeting 12/21/16.
- Chamber Student Leadership Institute held 12/8/16. Topic: Leadership Training from Christopher Newport University. Tourism Director is co-facilitator of program.
- Staff exhibited at WW1 & WW2 Commemoration Event in Richmond 12/8/16.
- Town Christmas Lunch held 12/9/16.
- County Holiday Lunch 12/13/16.

- County Executive Marketing Committee meeting 12/13/16 and 12/22/16.
- Emily Brewer Meet & Greet 12/13/16.
- Christmas Parade pre-meeting with PD and PW staff 12/14/16. Parade held 12/17/16.
- Historic Saint Luke's Board meeting 12/14/16.
- Coastal Virginia Tourism Alliance Executive Board conference call 12/15/16.
- Board of Supervisors Meeting 12/15/16.
- County Staff Meeting 12/19/16.
- Christmas Holiday 12/23-26/16.
- Director annual leave 12/27/16-1/2/17
- Attended Council Committees 12/19/16.
- Smithfield Staff Meeting 12/7/16.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See www.VisitSmithfieldVa.com for more details!