

SMITHFIELD TOWN COUNCIL AGENDA

June 3rd, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|---|
| June 3 | - | 7:30 p.m. – Town Council Meeting |
| June 10 | - | 7:30 p.m. – Smithfield Planning Commission Meeting |
| June 17 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| June 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| June 23 | - | 6:00 p.m. Continued Town Council Meeting |
| June 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. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Resolution in Honor of Georgia Moton Shivers 100th Birthday

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. Police Committee Chair, Denise N. Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Works Committee Chair, Michael G. Smith
- f. Public Buildings and Welfare Committee, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution Street Closure Request for the Mardi Gras Run 4 Beads Festival, Saturday, February 7th 2015** **TAB # 1**
Police Committee Chair, Denise N. Tynes
- C2. Contract Agreement for Sanitary Sewer Rehabilitation with Tri-State Utilities** **TAB # 2**
Water and Sewer Committee Chair, Vice Mayor Gregory
- C3. Contract Agreement for Underground Utilities with Lewis Construction of Virginia** **TAB # 3**
Water and Sewer Committee Chair, Vice Mayor Gregory
- C4. Invoices Over \$10,000 Requiring Council Authorization**
Finance Committee Chair, Randy Pack
- | | | |
|----|--|-------------|
| a. | Smithfield Volunteer Fire Department | \$12,973.38 |
| b. | Beach Ford (Budgeted Public Works Truck) | \$25,595.00 |
- C5. Resolution to Adopt Contribution Rate for Virginia Retirement Systems** **TAB # 4**
Finance Committee Chair, Randy Pack
- C6. Resolution to Authorize the Town Treasurer to Open a Bank Account for Isle of Wight County Museum Donations** **TAB # 5**
Finance Committee Chair, Randy Pack
- C7. Motion to Approve as Amended Trail Markers for Windsor Castle Park** **TAB # 6**
Parks and Recreation Committee Chair, Connie Chapman
- C8. Motion to Approve Kayak Shed/Storage as Amended** **(forthcoming)**
Parks and Recreation Committee Chair, Connie Chapman
- C8. Motion to Approve Stormwater Memorandum of Agreement with Isle of Wight County** **TAB # 7**
Public Works Committee Chair, Michael G. Smith
- C9. Motion to Approve Kimley-Horn and Associates Proposal for Pinewood Heights Infrastructure Master Planning**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **PUBLIC HEARING; Adoption of Amended Budget for FY 2013/2014** **TAB # 8**
 - a. Staff Presentation by Town Treasurer, Ellen D. Minga
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Finance Committee Chair, Mr. Randy Pack

2. **PUBLIC HEARING: Proposed Budget for FY 2014/2015** **TAB # 9**
 - a. Staff Presentation by Town Treasurer, Ellen D. Minga
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration at Continued Council Meeting on June 23rd, 2014: Finance Committee Chair, Mr. Randy Pack

3. **Motion to Approve Isle of Wight County Museum Partnership Agreement**
Finance Committee Chair, Randy Pack **TAB # 10**

4. **Motion to Direct Town Manager Regarding Staffing of the Isle of Wight County Museum**
Finance Committee Chair, Randy Pack

5. **Motion to Approve the Town Council Meeting Minutes of May 6th, 2014**
Mr. William H. Riddick, III, Town Attorney

6. **New Business:**
 - a. **Appoint an Evaluation Committee for the Four Appointed Positions, Town Treasurer, Town Clerk, Town Attorney, and Town Manager**
T. Carter Williams, Mayor

 - b. **Appoint a Nominating Committee for the Expiring Term of Joseph Howell on the Board of Zoning Appeals**
T. Carter Williams, Mayor

7. **Old Business:**

8. **Closed Session:**

9. **Continue Meeting until June 23rd, 2014**

May 30, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MAY 2014

TOWN MANAGER'S OFFICE:

- a. Utilized two half days of accrued leave to participate in annual Kiwanis charity golf tournament and to move my daughter out of dormitory at VCU. Utilized three days of accrued leave to travel to Illinois and Indiana for my nephew's high school graduation.
- b. Attended Kiwanis International overnight community service training session in Pittsburg, PA
- c. Participated in staff retreat with Smithfield Center employees
- d. Attended the following meetings/events: TRIAD annual program, Smithfield 2020, Town Safety Committee, Employee benefits session with TFA and AFLAC, Pinewood Heights Management Team, HRPDC Mayors and Chairs Caucus, VML Insurance Programs board meeting via conference call, and Intergovernmental Relations Committee
- e. Coordinated free, open to the public boater safety course at Town Hall with Coast Guard Auxiliary

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Staff attended Safety Committee Meeting on, May 7th
- c. Attended TFA and AFLAC Benefits meeting, May 12th.
- d. Attended Congressman Forbes' meeting with Town Council members and staff at the Smithfield Center on May 14th.
- e. Prepared May Town Council Committee Agenda and June Town Council Agenda
- f. Attended Town Council Committee meetings on May 19th and 20th and prepared summary reports of the committee
- g. Attended Intergovernmental Relations Committee meeting on May 28th, to take Minutes

TREASURER'S OFFICE:

- a. Reconciled April bank statements and prepared cash balances report and April financial statements for May Finance Committee meeting.
- b. Attended health/dental plan employee meeting on May 12 at the Smithfield Center.
- c. Attended special events meeting at the Smithfield Center on May 14.
- d. Attended Congressman Forbes' meeting with Town Council members and staff at the Smithfield Center on May 14.
- e. Finalized changes and prepared summary budgets for the Town Attorney to publish public notices.
- f. Assisted front office staff with cut-offs on May 22 and 23rd.
- g. Prepared cash flow analysis and submitted application for participation in the VML/VACO investment pool.
- h. Attended Intergovernmental Relations Committee meeting on May 28.

PUBLIC WORKS:

- 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 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. Repaired sewer line at 221 N. Church St.
 - c. Repair work on the sewer main line on South Mason St.
 - d. Inspected 5 manholes as part of the consent order.
 - e. 26 and 30 Faye Dr. - tv sewer line no breaks in line.
 - f. 111 N Mason St - cleaned sewer line due to back up.
 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
Inspected Structure
Inspect and clean pumps
Level system check
Test limit switches
Bar screen cleaning
Rain gauge

- c. Removed pump 1 at Cresent pump station - due to seal fail.
- d. Pulled and cleaned both pumps at Morris Creek pump station.
- e. Pulled and cleaned pump 1 at Plaza pump station.
- f. Replaced volute on pump #1 at Plaza pump station.
- g. Replaced worn out parts on pump #1 at Watson pump station.
- h. Replaced bad lead float and reset all floats at pump station.

3. Water Line Repairs and Maintenance

- a. Replaced 330' water service line behind the center with Lewis Const.'s help.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (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 once a month.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Caldwell Tanks inspected all four of the town's water storage tanks and found them to be in good working order.
- c. RO Plant staff drained Battery Park tank so Caldwell could pressure wash inside. After disinfection of tank it was put back online.
- d. The annual Consumer Confidence Report/ Water Quality Report was completed and posted on the Towns website.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Heat Stress Training

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

8. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Grounds crew has been working on clearing brush from sewer main line right of ways.

PLANNING AND ZONING:

- Joseph Reish attended the Virginia Institute of Marine Science Tidal Wetlands Workshop.
 - William Saunders attended the DEQ E & S Control Inspectors Class.
 - William Saunders passed the American Institute of Certified Planners exam.
1. Planning Commission – May 13, 2014
 - A. Final Site Plan Review – Livengood Project, Carver Avenue – Mr. Bob Kellam, Mr. Bob Livengood, applicants. Livengood Project, Carver Avenue – Approved.
 2. Rezoning Applications under review
 - A. None
 3. Special Use Permit Applications under review

- B. None
- 4. Subdivision and Site Plans under review
 - A. Livengood Project, Carver Avenue
 - B. Magnolia Manor, Riverside Health Care Expansion
- 5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. True Value (99% complete)
- 6. Board of Zoning Appeals – May 20, 2014
 - C. No meeting held.
- 7. Board of Historic & Architectural Review – May 20, 2014
 - A. Proposed Roof Change – 117 South Mason Street – Landmark – Justin Hornback, applicant - Approved.
 - B. Proposed Window Change – 511 Main Street – Contributing – Bruce & Jacqueline Cypress, applicants - Approved.
 - C. Proposed Banner Change – Main Street – Rick Bodson, Smithfield 2020, applicants

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 at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.
- D. Blair Bro.'s Contr. started and completed asphalt road repair on Barclay Crescent and Ridgeland Dr. Contractor cleared storm drain pipe of debris

and regraded existing ditch line on Evergreen Way and also Azalea Drive. Contractor also repaired sinkhole adjacent to drop inlet at #8 Widgeon Ct.

- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Isle of Wight Christian Outreach Center & Dollar General (Main St.).
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time. It has been noticed that a beaver dam has been constructed in front of the primary spillway. This will require removal and the beavers relocated.

May 30, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, MAY 19TH, 2014

The Police Committee met Monday, May 19th, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Mr. Andrew Gregory and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; Others in Attendance were Ms. Meredith Marchant of the Chamber of Commerce; and Mr. Rick Bodson of Smithfield 2020. There were approximately eleven (11) citizens present. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Street Closure Request for the Mardi Gras Run 4 Beads Festival, Saturday, February 7th, 2015 – Mrs. Tynes asked for Ms. Marchant to explain this first time event. Ms. Marchant explained that this event, sponsored by the Chamber of Commerce, is a fundraiser for their student leadership program. It will be a fun run in the morning that will start downtown and wrap through Windsor Castle and finish back downtown. At that time it will be a festival with visitors and food. The event will be open to the public as well as the runners. Mrs. Tynes asked if there were any concerns or questions. The Town Attorney asked for clarification on street closure request. Ms. Marchant stated that the race would not require the streets to be closed, only traffic assistance from the Police Department between the hours of 10:00 a.m. to noon. The runner's course would include Cedar Street, Church Street, Jericho Road, Hill Street, and Windsor Castle Park Trails. The street closure request is for the 200 block and 1\2 of the 300 block of Main Street (from Mason Street to Cox Lane) from 9:00 a.m. to 3:00 p.m. Runners will register

between 9:00 a.m. and 10:00 a.m. and the race will begin at 10:00 a.m. The festival will start immediately follow the race until 2:00 p.m. Exhibitors will pack up between 2:00 p.m. and 3 p.m. Mrs. Tynes stated that this is a Saturday morning so it will interfere with the Post Office and recommends placing signage out prior to the event to make people aware of the closure. She also asked that the residents in this area be notified of the closure. Ms. Marchant asked if the Chamber of Commerce was responsible for notifying the residents prior to the event. Mrs. Tynes asked for her to contact the Town Manager to determine who would notify residents. Dr. Cook asked if beer would be served throughout Main Street during the festival. Ms. Marchant stated that they are looking at having the beer on Main Street so that people can walk up and down the festival to visit the exhibitors and watch the band while drinking their beer. Ms. Marchant stated that she has spoken with Chief Bowman and Agent Perry at the ABC office and explained what the Chamber would like to do. A map has been sent to Agent Perry showing where the road closure signs are and signage stating that no beer is allowed beyond this point for his review. She stated that it will be a little bit more difficult to do it this way rather than a beer garden but it can be done. Dr. Cook asked if it would need to be fenced off. Ms. Marchant stated that has not been determined at this time. Mrs. Tynes asked if Windsor Castle Park would be used for this event. Ms. Marchant replied that the run will wrap through Windsor Castle Park. Ms. Marchant stated that the reason for having it on Main Street is to bring people to the businesses downtown. February 7th will be a slow time for businesses after the holiday season and this will help to boost the economy at that time. Ms. Tynes asked if the town has ever had an event where beer was sold on Main Street. The Town Manager stated that the most recent Winter Farmers Market had a beer garden. This will be the first event to his knowledge where beer is planned to be sold on Main Street. Ms. Marchant stated that she has done a lot of research for this event and it is not uncommon for runs to end with a beer festival type event. She stated that they are not focusing the event around beer. The focus will be on the Mardi Gras where exhibitor come in and serve traditional type Mardi Gras food. It will be marketed as a family friendly run and festival. Committee recommended approval of event.

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

1. Operational Updates – Chief Bowman reported that two officers participated in the Police Unity Tour that came through Smithfield, Saturday, May 10th. There were over five hundred police officers riding bicycles in this event to raise awareness of Law Enforcement Officers who have died in the line of duty. It is also a fundraiser for the National Law Enforcement Memorial and Museum in Washington DC. The officers for the Town of Smithfield were sponsored by Smithfield Foods. The Town of Smithfield also had a motor unit that participated as an escort. Chief Bowman also reported that Lt. Rogers is at the FBI Academy and will be completing that academy in approximately one month. He stated that he and Deputy Chief Howell will be attending his graduation on June 13th. Tickets are limited and are at the discretion of the graduate as far as family is

concerned. Chief Bowman stated that he has been missed here in Smithfield and look forward to him bringing back lots of good information from the academy to make the department a better place.

The meeting adjourned at 4:07 p.m.

May 30, 2014

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, MAY 19TH, 2014

The Water & Sewer Committee held a meeting on Monday, May 19th, 2014 at 4:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Andrew Gregory, Chair; Mrs. Denise N. Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; There were approximately twelve (12) citizens present. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair Andrew Gregory called the meeting to order.

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

1. Contract Renewal for Sanitary Sewer Rehabilitation with Tri-State Utilities – Mr. Hopkins reported that the town received two proposals in response to the town's request for proposals (RFP) for Sanitary Sewer Rehabilitation. Staff interviewed both firms and thoroughly reviewed the qualifications, experience, available staff and equipment as well as the cost of services. Both firms were very well qualified. Due to the fact that Tri-State Utilities provided the lowest cost of service and they have substantial experience in this type of work, staff recommends awarding the contract to Tri-State Utilities. Mr. Hopkins reported that this will be a new contract with the option to renew for up to four additional years. Vice Mayor Gregory stated that he has met with town staff last week and Tri-State Utilities is very qualified and continues to be the lowest cost provider as well. Committee recommends approval of awarding the Sanitary Sewer Rehabilitation contract to Tri-State Utilities.

2. Contract Renewal for Underground Utilities with Lewis Construction - Mr. Hopkins reported that the town received three proposals in response to the town's request for proposals (RFP) for Underground Utility repairs. This contract would provide labor

and equipment for scheduled and emergency repairs/replacement to the town's sanitary sewer, water and stormwater systems. Staff interviewed all three firms and thoroughly reviewed the qualifications, experience, available staff and equipment as well as cost of services. He explained that do to the fact that Lewis Construction provided the lowest cost of service per hour and they have substantial experience in this type of work staff recommends awarding the underground utilities contract to Lewis Construction. This contract would be a new contract with the option to renew for four additional years. Committee agreed with staff's recommendation.

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

1. Additional Item Discussed: Work on South Mason Street – Dr. Cook asked if the work on South Mason Street was an ongoing job or is it now complete. Mr. Hopkins stated that it is an ongoing problem. There are three sewer lines on this portion of Mason Street. Two of the lines are about two feet deep on the sides of the road and the third one six feet deep in the middle of the road. The one in the middle of the street is the main line. Dr. Cook asked if all three lines are being used. Mr. Hopkins replied that they are at this time. Staff is looking into abandoning the two minor lines and put new laterals in that will connect to the main line. Mr. Hopkins stated that staff has been working in this area every two or three days. He also stated that these older lines have a lot of ninety degree terracotta pipes. The Town Manager stated that this work falls under the find and fix of the consent order. Dr. Cook asked if staff is working on a plan to abandon the two lines along the side of the roadway. Mr. Hopkins stated that is the plan and they hope to bring back to committee next month.

2. Additional Item Discussed: Repairs to Main Street - Mayor Williams mentioned that for the record the ongoing sewer line repairs to Main Street is part of the reason why Main Street has not been repaired properly at this time. Once all sewer line repairs have been made then the town will have Main Street resurfaced. The Town Manager stated that staff appreciates everyone's patience as we work through these repairs in the historic district. The town does not want to spend money on fixing the road only to tear it up again for additional repairs.

The meeting adjourned at 4:15 p.m.

May 30, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, MAY 19TH, 2014

The Finance Committee held a meeting on Monday, May 19th, 2014 at 4:16 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Tourism. Others in attendance were Mr. Rick Bodson of Smithfield 2020; Mr. James Gregory of The Genieve Shelter; Mr. Peter Faleski of the Coast Guard Auxiliary; Ms. Kathy Peterson of the Luter Family YMCA; Ms. Anne Edwards of the Isle of Wight Museum Foundation Board; and Mr. Lee Duncan of the Isle of Wight Historic Society; Ms. Anne Seward, Isle of Wight County Administrator; and Mr. Albert Burkhart. There were approximately five (5) citizens present. The media was represented by Ms. Abby Proch 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'S AGENDA

1. Isle of Wight County Museum Partnership Agreement – Mr. Pack mentioned that this was discussed in length at the Town Council's last meeting on May 6th. He stated that he and Vice Mayor Gregory were authorized to work with Ms. Seward at the County to try and workout a partnership agreement. In this partnership agreement some compromises were made and it was given to the Town Attorney for review. Mr. Pack and Vice Mayor Gregory are pretty comfortable with this partnership agreement and wanted to bring it before the rest of Town Council to see what everyone else thought about it. Mr. Pack explained that there were a couple of keys points within the agreement. It is a three year agreement where the county agrees to maintain the building and maintain the insurance on the building, to pay the power and HVAC bills, pay for

water service and pay for IT support in the building. The agreement says that the town agrees to staff the Museum. The County was very agreeable on how the town chooses to staff the building. Whatever hours that we determine to be set to properly fund it. The county was also agreeable to staff staying on as County employees or the staff becoming town employees. This was left up to Town Council discretion. The Isle of Wight Board of Supervisor's shall retain ownership of all items that have or will be donated to the museum to benefit all citizens of the county. They have agreed not to sell them off without the consent of Town Council and the same goes for the building. Mrs. Tynes stated that she had reviewed the partnership agreement and satisfied with it as well. Ms. Chapman asked if there would be any financial contribution from the Museum Foundation. Mr. Pack stated that is not in this partnership agreement. Mr. Pack explained that when you look at Mrs. Winslow's budget we have three major line items in the budget. The first line item in the amount of \$30,000 Isle of Wight County has agreed to put in their budget to take care of the maintenance, insurance and utilities. The second line item is just shy of \$100,000 which is for staffing of the museum being proposed in this partnership agreement for the town to budget for. The third item is for approximately \$26,000 to cover the operations of the museum that he is not proposing that the town fund and is not included in this partnership agreement. This amount will be discussed with the Museum's Foundation Board shortly. This partnership agreement keeps the doors open and staff there. The additional operating expenses will be cut if they cannot be funded. The town's intent is to work with the Museum Foundation to assist with this \$26,000 in operating cost. Mr. Pack explained that the Museum does have restrictions on what they can fund. Discussion has also been held on having a gift shop or charging an adult admission fee to help bring funds back to the museum to help fund some of these operating cost. Mr. Pack explained that the partnership agreement only states that the county takes care of the building, the town takes care of the staff and they both look at other ways to fund the operating cost of \$26,000. Mr. Pack stated that he would like to break this discussion up into three parts. The first discussion would be on the partnership agreement. The second would be on the employees of the museum. The third would be on the funding of the additional operating cost. Dr. Cook stated that he likes the structure of the partnership agreement. It assures that the artifacts cannot be sold without approval of both partners and it lays out who is responsible for what. Vice Mayor Gregory stated that from a timing aspect it is his understanding that the Isle of Wight Board of Supervisor's have already adopted this partnership agreement. This has been done to provide some certainty to the employees whether they are the ones staying or going. Mr. Pack stated that he feels approval of this partnership agreement with the Board of Supervisor's is a step in the right direction to keep the museum open. Committee agreed to move the partnership agreement to Town council for approval at their June 3rd meeting.

Dr. Cook stated that in regards to the staff he feels that that the employees should be come town employees if the town will be paying their salaries. Mayor Williams stated that he is opposite of the way Dr. Cook feels. The easiest way to handle the staffing is to let them stay county employees and the town issue a check to Isle of Wight County.

Discussion still needs to be held by the town to determine a revenue source for this funding. Mr. Pack stated that Ms. Seward has shared some salary information with him. Employees may go either way; however if they do stay with the county the employees will follow the county compensation plan. This means that if county employees receive a 2% raise across the board then the town would pick up the 2% increase for these employees. Mr. Pack also stated that he has given these numbers to the Town Treasurer. The cost to the town to keep them as town employees is approximately \$1,600 cheaper for a couple of different reasons. If the museum employees were to become town employees they would automatically get the VRS percent applied to them rather than be phased in as they are now. Ms. Minga stated that the Town of Smithfield does not pay the same VRS rate as Isle of Wight County; however calculation were done based on the town's rate so there could be a little bit more differential. Mr. Pack stated that he would also recommend that they stay under the County because the town is looking at this as only a three year agreement with the hope to turn it back over to the county. Mayor Williams asked how it would affect the employee's retirement to be moved to a town employee and then three years later going back to the county. Mr. Pack stated that it would be a mess and it would be easier on the employees to stay with the county. Mayor Williams stated that he also agrees with Dr. Cook in that if the town is going to be paying these salaries then the town should have control over them. Mr. Pack stated that the thought here is that Ms. Winslow, Director of Tourism, would oversee the employees. Ms. Winslow is considered a county employee even though more than half of her salary comes from the town. The town's control of the employees would go through Ms. Winslow. The Town Manager stated that Ms. Winslow participates in all town staff meetings and keeps town staff up to date on what is going on under her pervue on a regular bases. Mrs. Tynes stated that she agrees with Mr. Pack. She stated that the town is not dealing with twenty or twenty-five employees. There are only a few and it would be easier for the employee to remain a county employee in regards to insurance and their VRS plans. Dr. Cook expressed concern over sending money to the County has not always worked out the best for the town. If the town is going to be paying for the staffing of the museum then it should be managed from within the town. Mrs. Tynes stated that she has been on Town Council for a number of years now and agrees that some of the agreements that the town has had with the county has not always benefited the town; however she feels with the new administration at the county the town and county have a chance to work together and build better relationships. Dr. Cook stated that this partnership agreement is a big step in moving forward with the County. Ms. Chapman asked if this agreement maintains all of the same positions that are currently at the museum. Mr. Pack stated that staffing will go from three full time positions to one full time director and one part-time curator along with filling some additional slots with part-time docents. Mr. Pack stated that the budget to keep all of the employees would be approximately \$150,000. Ms. Chapman asked if all the other historic structures are closed other than the museum. Mr. Pack stated that was correct. Dr. Cook mentioned that the partnership is for three years and then automatically renewed each year after that. The Town Attorney stated that the town or the county can terminate the agreement in any year

if notice is given in March. Mayor Williams mentioned that he likes the museum and he hates to see anyone lose their job. The quality and leadership of the employees that are there right now are dedicated to what they do. Mr. Pack stated that the employees are important and Mayor Williams makes a great point; however the county does not care how many employees the museum has as long as the town is willing to fund their salaries. Mayor Williams suggested doing all the employees for one year and see how it works out. Mr. Pack stated that does not need to be decided in order to approve the partnership agreement. There is nothing in the agreement that says how many employees the town is allowed to have. The Town Attorney confirmed that it is up to the town on the level of staffing because the town is the one paying for these employees. The number of staff will need to be determined when the town discusses budget. Vice Mayor Gregory stated that before the town gets into a budget conversation we need to determine how much we are willing to spend. Vice Mayor Gregory disagreed with Mayor Williams that holding position for only a year would not be in the best interest for the town because employees that know that they are going to only have a job for another year will spend that time looking for another job. Vice Mayor Gregory stated that he is still hung up a little bit on whether they should be town employees or county employees. He explained that we have looked at the math and it looks like it would be cheaper for them to be town employees then why are we still talking about them being county employees. Mr. Pack stated that if this ends up being a long term arrangement, which it could very well be, he feels that they should absolutely be town employees. Mr. Pack stated that he agrees that if the town is going to pay for the employees then they should be town employees; however he is going into this with the mindset that this is a temporary three year agreement the simplest thing for the employee is to stay where they are. Dr. Cook stated that he hopes he is wrong but he does not see the county getting things fixed to take them back in three years. Discussion was held on what option would affect the employees the least in regards to insurance, retirement, tenor, and accrued vacation and sick time. Mrs. Tynes stated that the employees should remain county employees under Ms. Winslow. Vice Mayor Gregory explained that if he believed that in three years the county was going to take this back over he would agree; however he does not believe that. Mr. Pack asked Ms. Winslow where she would like to see the employees. Ms. Winslow stated that it is easier and they would get to keep far more benefits if they stay where they are. Mr. Pack stated that in Ms. Winslow's budget she is recommending a bare minimum in staffing of one and a half persons. Ms. Winslow continued to explain that Historic Resources Division is being slimmed down to be only a museum division. Realistically she does not know if all three current employees are needed to run the one facility. Ms. Winslow asked Council to keep in mind that the Historic Resource Division did all the programming. Ms. Chapman asked of the four divisions was the museum the busiest and most visited. Ms. Winslow replied that was correct. Ms. Winslow stated that the County has been very forthcoming and open about trying to keep anybody who is still on board perhaps in another position at the County. Dr. Cook stated that the town needs to go with Ms. Winslow's recommendation of what she thinks it will take to run the museum since she has been over seeing them. Mr. Smith stated that he is not in favor of making the

museum staff town employees. Vice Mayor Gregory stated that the consensus is that Town Council is okay with the partnership agreement and employees will stay on as County employees at this time. Mr. Pack explained that the goal here is to put a partnership agreement in place to keep the museum open. The details on where the employees stand is not included in this agreement. That is a decision that the town will need to figure out. Mr. Pack asked the Town Attorney what the protocol was for making a decision on both of these topics. The Town Attorney stated the partnership agreement is one motion and the number of employees and how you intend on funding the staff is a separate motion. He explained that Town Council approves the funding and then gives the Town Manager direction as to whether the town hires these individuals to staff the museum or fund the position through Isle of Wight County. Dr. Cook asked the Town Manager what pitfalls he sees with the museum staff becoming town employees. He explained that it would be a little different with Ms. Winslow as a county employee overseeing them; however he would certainly recommend that to continue. Ultimately they would report to him as the Town Manager. The Town Attorney stated that Ms. Winslow would then be the Town Manager's liaison or advisor for that department. Mr. Pack suggested sending the proposed partnership agreement to Town Council as an action item for consideration. A second action item presuming that the partnership agreement is approved would be a discussion on the whether the employees remain county employees or become town employees.

Mr. Pack reported that there are still budget expenditures in Ms. Winslow's budget in the amount of \$26,235. He introduced Ms. Anne Edward, President of the Isle of Wight Museum Foundation. Mr. Pack explained that the \$26,235 at this time remains unfunded. Mr. Pack gave a little background on the Foundation. He stated that the purpose of the Foundation is to raise and maintain funds used to promote and benefit the museum operated by the County of Isle of Wight Virginia. The Foundation promotes and encourages historical research, acquires and maintains custody and control of historic locations and structures within Isle of Wight County. It collects and preserves records and other historical artifacts. Ms. Edwards began with explaining what the Foundation's relationship is to the museum. In 1975 the Board of Supervisors appointed a Commission for the purpose of starting a museum for the bicentennial celebration of the county. The museum was opened in 1976 and operated by the Commission members. In 1978 or 1979 the Commission was dissolved and the museum and the members were brought under the Isle of Wight County Public Recreation Facility Authority. At a later date that Authority became Parks and Recreation. The Isle of Wight Museum Foundation Board was formed around 1997. At that time they were able to accept contribution from the public so the money did not have to go through the county coffers. It could go directly to the foundation tax exempt. The Foundation was eligible for a 501c3 status. There were numerous presidents of the museum up until it was flooded in 2006. The museum reopened in November 2008. Since that time the Foundation has contributed over \$75,000 to the museum. Ms. Edwards gave a list of items that the Foundation Board has purchased to benefit the museum. Ms. Edwards stated that in a letter dated April 15th, 1997 the Commissioner endorsed the concept of a Foundation that would be directly

affiliated with the Isle of Wight County Museum understanding that the foundation would be independent of the museum and would not participate with the daily operations of this facility. The Commission felt that the creation of an Endowment Foundation would better serve the needs of those interested in the museum. Ms. Edwards continued to explain that because of the bylaws and the wishes of the founders and the conditions placed on the majority of their donations the Foundation cannot fund the museums day to day operations. Ms. Edwards stated that the Museum Foundation would like to offer \$5,000 a year for the protection of the artifacts in the form of additional funding for insurance and/or storage. Ms. Edwards stated that the museum is very important to them and very important to the history of the county. Dr. Cook asked who Ms. Edwards was referring to when she said Commission. Ms. Winslow stated that the Commission is now considered the Foundation. Mr. Pack explained to Ms. Edwards that the town is prepared to enter into a partnership agreement with the County to take care of funding staff at the museum and maintaining the building. He continued to explain that the Town Council is looking for the community to help with some of the existing budgeted expenditures in the amount of \$26,000. He stated that it makes sense to the town that the Museum Foundation be the one to assist with raising these funds. The Museum Foundation's 501c3 status is nice for anyone that may wish to donate. Mr. Pack asked if the Foundation was to receive donations from the community would it be against your bylaws to use them towards the operations of the museum? Ms. Edwards stated that was correct. The Town Attorney asked Ms. Edwards if the Foundation could not change their bylaws or were they unwilling to change the bylaws. Ms. Edwards said that she is not saying that they cannot change their bylaws but this is what the founders wanted and that is what their 501c3 is based on. If they changed their bylaws they would have to go through the entire process again to obtain a new 501c3 status. The Town Attorney stated that if the Foundation Board changed their bylaws and still comply with the IRS guidelines in respect to 501c3's they would be more flexible in how they could spend their money. He asked Ms. Edwards if this was not something that they would consider. Ms. Edwards stated that the money that has been donated has strings attached to it on where it is allowed to be spent. She explained that if the Foundation Board spends their money in the wrong way it goes back to the estate. Dr. Cook stated that what the town is asking for is for the Museum Foundation be a place for people to donate money to help fund the operational cost to keep the museum open. Dr. Cook asked if the Foundation's bylaws prohibit them from doing that. Ms. Edwards stated that to her understanding that is correct. The Town Attorney used Historic Smithfield as an example of a 501c3 and how the town has used them over the years as a conduit of tax deductible gift for all kinds of projects. It has never jeopardized the 501c3 status of Historic Smithfield. The Town Attorney stated that he could not see any reason why it could not be done the same way through the Museum Foundation as a conduit for funding the operations of the museum. He explained that the town is not suggesting that the Foundation use pots of money that is already ere marked for something else. It would just allow the town to have a place to have new donations directed to from those individuals wishing to help keep the museum open. Mr. Pack stated that there is a group out there now that wishes to make a \$5,000

challenge grant to help keep the museum open but at this time we have nowhere those funds can be placed to get matching donations. Ms. Edwards stated that the \$5,000 that the Foundation is willing to give the town is for artifact storage and the foundation feels that they can do this through their current bylaws because it directly impacts the artifacts. Vice Mayor Gregory thanked Ms. Edwards for being here and stated that all the town is asking for today is consideration from the Foundation Board and membership to consider, not changing how the Foundation spends money on money that has already been raised and ere marked and tied to a certain cause but to potentially amend your bylaws so that new contributions that come into your Foundation could be put towards the operation of the museum. Ms. Edwards stated that they talked about it at their meeting last week and they were not willing at that time. Ms. Edwards stated that the Foundation is trying to go by their own bylaws and guidelines. She stated that no Museum Foundation is founded to pay day to day operating expenses. The Town Attorney stated that the Museum Foundation is a 501c3 and you can have more than one function. Ms. Edwards stated that this is not their function to collect donations and administer funds. The Town Attorney asked Ms. Edwards again if the Foundation was unwilling to consider changing their bylaws. Ms. Edwards stated that at this they were not willing to make any changes. Committee thanked Ms. Edwards for attending. Mr. Pack stated that he would recommend looking for a foundation that would be willing to raise and accept funds to help fund the museum. Mrs. Tynes suggested asking the Windsor Castle Park Foundation Board to assist the town with this. Mr. Pack stated that the concept here is the County is funding \$30,000 and the town is funding \$100,000 and he would like to see the remaining come from private donations. He thinks it might be better suited for an organizations such Historic Smithfield or the Isle of Wight Historic Society. The Town Attorney stated that Historic Smithfield would be willing but at the same time you run into the same identity issue that the town had with Windsor Castle Park donations. People were more skeptical at making donations because donations were going through a different organization than Winsor Castle Park. Mr. Lee Duncan stated that the \$5,000 Challenge Grant offered by the Isle of Historical Society was established last Tuesday at their meeting. They are also a 501c3 organization and would be happy to accept funding on behalf of the museum. He stated that they do not have any foundation regulations that say that they cannot help with the day to day operating cost. Mr. Duncan stated that he was not sure how the money would transfer from them to the museum. The Town Attorney stated that the town could establish a museum account so that funds that are received on behalf of the museum can be deposited and spent at the direction of the Town Council. Mr. Pack clarified that the Isle of Wight Historical Society would be willing to assist the town in accepting donations in regards to the museum under their 501c3 status. Mr. Duncan replied that was correct. Mr. Duncan had one question in regards to number of staff at the museum. He explained that in the past the employees there have never really been asked to make money there by fundraising, charging admission, or locating grant funding. He stated that there are a ton of ways to raise money to support the museum however there will need to be staff there to do that. He asked that the Town Council consider keeping all three employees for at least the next

year. Dr. Cook asked what Mr. Duncan's position was for Isle of Wight Historical Society. He responded that he was the current President of the Isle of Wight Historic Society. Mr. Duncan stated that he also serves on Historic Smithfield, Smithfield 2020, and the Isle of Wight Museum Foundation Board. Dr. Cook asked what his position was on the Isle of Wight Museum Foundation. He replied that he was a just a board member, not an officer. Mr. Pack thanked Mr. Duncan for his offer to help with the museum and asked the Town Manager to direct Ms. Winslow to work together to determine how this \$26,000 can be raised.

2. Additional Item Discussed: Open Bank Account for IOW Count Museum - Mr. Pack asked if the town could establish an account to deposit museum funds in. Ms. Minga stated that could be; however she would need approval form the Town Council to open an account. Committee recommended placing this item on Town Council's consent agenda for approval to open a bank account for museum funds.

3. Invoices Over \$10,000 Requiring Council's Authorization:

a. Smithfield Volunteer Fire Department \$12,973.38

This invoice is for reimbursement for calls run by the Smithfield Volunteer Fire Department. Committee recommended payment of invoice.

b. Beach Ford (Budgeted Public Works Truck) \$25,595.00

This invoice is for a budgeted Public Works truck. Mr. Pack asked if the town has received this truck. Ms. Minga reported that it was picked up last week. She also explained that the cost of the truck is spread over the water, sewer, and highway funds. Committee recommended approval of invoice.

4. Virginia Retirement Systems (VRS) Contribution Rate Election – The Town Manager reported that last month Town Council approved the continued 1% phase-in. This month the town needs to do another resolution to reflect the contribution rate for the budget which is 6.72%. The town is actually paying 8.72% for Plan 1 employees as the town does the phase-in. Plan 2 and Hybrid employees would be the 6.72%. Committee recommended approval of contribution rate election.

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

1. Public Comments – Mr. Albert Burkhart was present to thank the Finance Committee for putting together the draft agreement to support the Isle of Wight County Museum. He feels that it is a huge step in the right direction. He stated that he would like to encourage Town Council to move forward with adopting the agreement.

2. Contribution Request for Fiscal Year 2014/2015

a. The Genieve Shelter by James Gregory – Mr. Gregory reported that the Genieve Shelter has been a benefactor of funding from the Town of Smithfield for several years. They continue to serve the Town of Smithfield and would like to request a contribution of \$9,000 for fiscal year 2014/2015. Mr. Gregory explained that they are a domestic violence shelter based out of Suffolk. The Genieve Shelter has been established for 26 years and serves Suffolk, Smithfield, Isle of Wight County, Franklin, Surry and South Hampton County. They run a twenty-four hour emergency shelter as well as a public information campaign based in libraries, schools, hospitals and other civic organizations to make sure those that need help can find the Genieve Shelter. One in four people experience domestic violence at some point in their lifetime. Very few of this number report the domestic violence and even less seek shelter. The Genieve Shelter is here to help those that seek shelter. Mr. Gregory stated that the Genieve Shelter would not be able to provide these services to individuals that need help without public and private assistance. Mr. Gregory stated that the shelter is generally run to assist women and children; however they are able to house men that are in need. Services provided are a private room with utilities, twenty-four hour security, meals, snacks, full use of a private community center (including entertainment resources and technology resources that allows them to job seek and stay on top of their finances along with staying in touch with their loved ones while they are in the shelter), assist with childcare cost, assist with seeking and locating counseling services, transportation assistance, employment assistance, safety planning for when they leave the shelter, children's therapy, and after school programs for the dependents of the abused victims. Mr. Gregory reported that they served 48 individuals from the Town of Smithfield and 29 individuals from Isle of Wight County. They gave citizens of the Town of Smithfield 1,248 nights of shelter in the past fiscal year. These are women that are in imminent danger and in dire need of protective services of temporary shelter on their way to transitional housing or permanent self-supported housing. Mr. Gregory explained some of the shelters newest programs. They have increased development operations so people that need them can find them. They have increased their shelter capacity from 20 beds to 35 beds through renovating one structure and building a second structure. They do have a permanent supportive housing unit in Isle of Wight County in addition to a permanent housing unit in Suffolk and Franklin. Mr. Gregory stated that they also offer two very valuable services. One is legal counseling through the faculty at Regent University and the second is a grant for intensive one on one on site counseling. A mental health counselor has been granted to the Genieve Shelter by the Health Department and this service will be available in the next couple of months. Committee thanked Mr. Gregory for the update.

b. Coast Guard Auxiliary, Smithfield Flotilla 59 by Peter Faleski – Mr. Faleski thanked the town for their support last fiscal year. He stated that this year they are taking a little bit of a different approach to partner closer with the town in regards to the increasing number of people kayaking in Cypress Creek. They are very concerned

about the safety of the paddle crafters in the water. Flotilla 59 over the past couple of years has been trying to get the Coast Guard to approve paddle craft patrols through the Coast Guard Auxiliary. One of Flotilla 59's members has been certified to train the trainers to get operators qualified to go out and patrol; however this initiative will require some expense in order to get the required equipment. The cost to outfit an operational patrol kayak is approximately \$500 which is not funded by the Coast Guard. A minimum of two kayaks are required to institute a patrol. The Flotillas hope is to have patrols in Cypress Creek and Pagan River started in the next month. Mr. Pack asked Mr. Faleski what amount of funding was Flotilla 59 requesting from the town. He stated that they were requesting \$1,000 to help fund the kayak patrol program. Ms. Chapman asked what the \$1,000 would pay for. Mr. Faleski stated that the kayakers supply their own kayaks and the funds would be used to purchase the necessary equipment to go on the kayak during a patrol. Items would include waterproof marine radios, waterproof watch, compass, throw bags and first aid kits. Mr. Pack asked if the patrol would be stopping kayaker and educating them. Mr. Faleski stated that they do not stop kayaker; however if someone is out there without a life jacket then they would approach them and let them know that they should be wearing a life jacket. Mr. Faleski stated that they have no law enforcement powers. Their main goal is to educate and promote safety on the water. Committee thanked Mr. Faleski for coming.

c. Luter Family YMCA by Kathy Peterson – Ms. Kathy Peterson was present to update Town Council on how the town's funds are used at the Luter Family YMCA. Ms. Peterson handed out a sheet that shows how the YMCA served the community in 2013. The YMCA is focused on youth development, social responsibility and healthy living. In planning for programs and organizing events held at the YMCA these are their three focus areas. She reported that 96,822 visits were made to the Luter YMCA in 2013. Seventy children were served in Isle of Wight by the YMCA's Bright Beginnings program. This means that they took seventy school aged children shopping before the first day of school to provide them with backpacks and school supplies. Fourteen volunteers were arrested for the YMCA Jail and Bail annual community campaign to raise funds. One hundred and three children participated in the free Learn to Swim program. This program is vital in our area to teach kids about water safety with water all around us. Other events that the Luter Family YMCA sponsors are Healthy Kids Day and Festival of Trees. Recently they held the Smithfield Sprint that was very successful. This event brings a lot of people in the town. This year alone there were over five hundred sixty participates. Ms. Peterson stated that currently the YMCA is serving the community by partnering with the Sheriff's Department to hold self-defense classes. The class held this morning was well attended. Tomorrow night they will be having another self-defense class. The YMCA does provide opportunities within the community. There will be a Health Fair on Wednesday and a Diabetes Clinic later this week. Any opportunity that the YMCA can work with other organizations they are doing so. Ms. Peterson stated that she would like to thank the Town Council again for their continued support. Dr. Cook asked for Ms. Peterson to explain the Learn to Swim program. She

explained that it is provided by their Endowment program which is part of the Peninsula YMCA. All second graders identified in the service area are provided free swimming lessons. The second graders do not have to be a member of the YMCA to attend the free swimming lessons. Ms. Peterson stated that they can also do the free swimming lessons based on a child's age. Mrs. Tynes asked if the YMCA could partner with the Community Help in Progress (CHIP) Committee to help this group of children with swimming lessons this summer. Ms. Peterson stated that she would be happy to assist the CHIP Committee in providing a service for this group of children. Dr. Cook asked if Ms. Peterson could explain how the town's annual commitment of funds are used. Ms. Peterson stated that these funds stay in the Luter Family YMCA's budget at their branch level. She explained that a percentage of their operating budget goes to the corporate office to be used for the resources that they allocate to local branches. It covers all the things like marketing that corporate does. Ms. Peterson confirmed that the town's \$50,000 pledge stays here in Smithfield and is used to operate the Luter Family YMCA facility. Committee thanked Ms. Peterson for coming and giving an update.

3. Friends of the Smithfield Library Request for Funding – Mr. Pack stated that this request for funding has been withdrawn. The Town Manager explained that the Friends of the Smithfield Library had a larger than expected grant received from Dollar General that covered the balance of what they were going to request from the town.

4. April Financial Statement and Graphs – Ms. Minga reported that she has added all the budget items to the April statement so Town Council would not have so many statements to look at. She stated that she has changed the remaining budget and the percentage of budget columns to reflect actual compared to proposed amendments instead of the adopted budget. This makes it more in line to what is going to show once we make these changes. Ms. Minga stated that she was very pleased with how the April statements looked. There were some areas where the revenues had actually improved with collection of Real Estate and Personal Property. Delinquent notices were sent out and the town still has a few businesses that they have some challenges with. If we could get these resolves there is a possibility that the town could exceed what was expected. Ms. Minga reported that election expenses totaled just over \$3,500. This is approximately one thousand dollars more than two years ago. Ms. Minga explained where the town is with the Pinewood Heights Project. She stated that we have not moved very quickly on the remaining properties in multi-year 1 of Phase II. Ms. Minga explained that this budget is a moving target because you have to budget what you think you are going to finish and what you do not think you will finish gets moved to next year. Ms. Minga stated that the only area that is running a little high that she continues to do some research on is the public works labor. There could be an adjustment made to this before the town has a public hearing. All other departments are running at the 70% and they are at 84%. She explained that it is a little bit more difficult because of all of the spread for that department and that the town changed payroll companies in the middle of the year. Repairs and maintenance under public buildings is also running a little high.

Generally this is because of the supplies for the public restrooms. Last year the public restrooms did not open until the end of June so the town did not know what to anticipate. Sewer and Water revenues have been changed to compare them to the amended revenues. What the town expects with consumption being lower. Dr. Cook mentioned that the Police Departments overtime is coming in way under budget. Ms. Minga stated that while doing budget she has had to go back and reevaluate salaries because she found out that because the police officers are paid at a special rate for special events the new payroll company was putting this under regular time and she thought it was included in overtime. At this time they have redone these and she hopes she has extracted this item correctly. Ms. Minga stated that the town does have some events coming up for the end of the fiscal year so she expects the Police Departments overtime to rise some. Dr. Cook noted that Water and Sewer are tracking on budget at this time. Ms. Minga stated that at this time the town seems to be in a holding pattern. Ms. Minga explained that it will be a little different this year because these statements reflects what has actually been billed. The town will need to do an adjustment at the end of the fiscal year and back out all of July and half of August from last year and add in this July and half of August because it is being done on an accrual basis now. This was a recommendation by the town's auditors. Mr. Pack asked about the Capital Outlay for Planning Engineering and Public Works for the current year. It appears that the town has \$530,000 budgeted and the town has only spent \$30,000. Ms. Minga explained that in the revised budget the town eliminated the public ball fields and that was \$400,000. It was not addresses this year. Ms. Minga also explained that the \$75,000 in the budget originally was for Pinewood Heights Stormwater Management. The town rolled over \$20,000 to professional expenses under Town Council to have an evaluation done of that property. So that money was eliminated from the Capital side and increased the operating side for just the cost to complete this study. Ms. Minga stated that she is not sure about the James / Washington Street improvements. The Town Manager stated that \$5,000 is there for James/Washington primarily to do some landscaping in that area. This will be discussed tomorrow at the Public Buildings and Welfare Committee.

5. April Cash Balances – Ms. Minga reported that the town is moving forward with the application for the investment pool. She stated that she has contacted the banks about some tiered rates for CD's. She explained that she wanted to get through the budget process first where we can map everything out and see what the town's cash flow analysis is. There should be some investments added by next month. –Water = \$305,843.04; Water Debt Service = \$1,211,686.44; Water Capital Escrow Availability Fees = \$318,707.08; Water Treatment Plant Escrow = \$111,428.09; Water Deposit Account = \$22,225.00; Water Development Escrow = \$84,948.78; **Subtotal Water = \$2,054,838.43.** Sewer = \$(68,870.49) Sewer Development Escrow = \$337,934.22; Sewer Capital Escrow Availability Fees = \$825,743.86; Sewer Compliance = \$581,112.19; **Subtotal Sewer = \$1,675,919.78.** Highway = **\$208,423.91.** General Fund = \$3,750,747.46; Payroll = \$38,835.22; Money Market General Fund Town Bank = \$2,181.49; Business Super NOW-General Fund = \$33,050.99; Money Market General

Fund Farmers Bank = \$288,900.77; General Fund Capital Escrow = \$214,194.90; Certificate of Deposit = \$525,841.43; Certificate of Deposit Police Dept = \$36,597.38; Special Project Account (Pinewood) = \$129,373.22; Pinewood Heights Escrow = \$18,014.39; SNAP Program = \$3,063.75; **Subtotal General Fund = \$5,040,801.00.** Beautification = \$7,835.93; Money Market Beautification = \$47,765.65; **Subtotal Beautification = \$55,601.58; TOTAL ALL FUNDS = \$9,035,584.70.**

6. FY 2014 / 2015 Budget Discussion – Ms. Minga reported that she has not made a great deal of changes. Some of the salaries were bumped up a little bit to accommodate overtime. Ms. Minga stated that she was also able to reduce the benefits for health insurance as the town was able to get the rate down from a 10% increase to only a 4% increase. Ms. Minga stated that the biggest item for discussion is the \$100,000 funding for the museum. Ms. Minga stated that she has discussed this with Mr. Pack and they have not been able to come up with any type of new revenue. Ms. Minga stated that last month committee discussed different options using current revenues. She explained that the only area that she could see that could generate more revenue were transient occupancy tax and meals tax. If the town did away with the discounts that they get. At current values meals tax would generate approximately \$39,000 more in revenue and transient occupancy would generate approximately \$4,000 more in revenue for a total of \$43,000. Ms. Minga stated that as far as cigarette tax they could reduce the discount; however the town could not eliminate it because businesses get the discount as part of their processing cost. The town currently allows an 8% discount whereas Norfolk only allows a 6% discount. If the town raises the cigarette tax from twenty-five cents a pack to thirty-five cents a pack and reduced the discount to 6% the town could increase our revenues by approximately \$55,000. Ms. Minga expresses concern that if the town does raise the cigarette tax to the thirty-five cents a pack will people just go to Carrollton to buy cigarettes. It was determined last month that the town was not able to add a facility fee to people staying in local hotels. Mayor Williams suggested raising real estate tax by 1%. Dr. Cook stated that he was not in favor of raising real estate taxes for something that is ultimately the County's responsibility. Discussion was held on whether charging a \$3.00 admission to go into the museum will affect the number of tourist that go to the museum. Vice Mayor Gregory stated if the group of people that you would think has the most investment in the museum are not willing to come to the table with operational money then he is not in favor of raising the taxes a single penny to help. Mr. Pack stated that he has always felt that this needs to be funded by something that is hospitality oriented. Discussion was held the possibility of raising meals tax a quarter percent to help generate additional revenue. The approximate amount based on current sales would

be an additional \$50,000. Mr. Pack stated he would like to see a museum donations account set up that only has museum donations in it. Ms. Minga asked if the public would see that these funds can only be used for operating the museum and not to fund the town's commitment. Mr. Pack stated that was his understanding. Discussion was on whether to charge an admissions fee or not and what fund these monies will help to fund. It was decided that Town Council would like to charge a \$3.00 admissions fee per adults. Children would remain free. Ms. Winslow stated that she did not think that there would be a big decrease in the number of visitors to the museum by charging an admissions fee. Ms. Winslow stated that she feels confident that she could budget \$30,000 in admission charges per year. Ms. Winslow stated that the gift shop is currently funded by the county and typically breaks even or raises a little revenue. Ms. Minga stated that if Town Council wants to do away with the discount for transient occupancy and meals tax she will need to notify the people that calculate these figures. It will need to be approved by Town Council because the town has an ordinance stating that the town offers these discounts. A lot of the surrounding localities do not charge the transient occupancy or meals tax discount. Mr. Pack asked if the town reduces the cigarette discount to 6% and did away with the transient occupancy and meals tax discount what dollar amount are we at? Ms. Minga replied that would be approximately \$46,000 in additional revenue. Ms. Minga stated that cigarette tax is very volatile. The town could sell \$120,000 cigarette stamps one year and the next year sell \$150,000 because they are sold to wholesalers and they buy in bulk. Discussion was held on allowing citizen to purchase annual memberships to the museum to allow unlimited access to the museum. Mr. Pack stated that he did not know if the town would have enough citizens interested in going in the museum that often to pay a \$25 membership fee. Dr. Cook explained that you do not spend that money to go to the museum. A citizen pays for a membership to help support the museum. Mr. Pack clarified that if the town drops the discounts for transient occupancy and meals tax, reduced the discount on cigarettes to 6%, and increase the cigarette tax to thirty-five cents the town will get approximately \$88,000 in additional revenue. He stated that he thinks that this gives Town Council a good start and they will figure out the rest. Committee recommends placing ordinance amendments on June Finance Committee agenda for approval at the continued Town Council meeting, June 23rd.

Ms. Minga asked for direction on contribution request for Fiscal Year 2014/2015. Dr. Cook asked the Town Manager if the Chamber of Commerce President gave the town what it would cost the town to be a member if the town was actually a business as requested at last month's Finance Committee. The Town Manager replied he has not heard back from Mr. Cripps. Dr. Cook stated that this is one of those situations where

fifteen years ago they asked for capital improvement money for a period of time. At this time we continue to give this same amount. Discussion was held and committee recommends only paying for the town's portion for dues and subscriptions in the amount of \$2,800. Mr. Pack asked Mayor Williams how long is IOW Christian Outreach Campaign? Ms. Minga stated that contribution of \$75,000 was to be paid over three years at \$25,000 each year. Mr. Pack stated that he has no problem with this contribution he was just curious on how long it was for. Ms. Minga stated that on the capital side she originally had a \$100,000 in there for computer conversion in the Treasurer's Office. That has been rolled to Fiscal Year 2015/2016. Ms. Minga also explained that she had \$45,000 in the budget for a potential new server because their server is obsolete. At this time it has been reduced to \$15,000 for a refurbished server. The server that they currently have is no longer supported by IBM if it shall breakdown. If the Treasurer's Office does convert to MUNIS or another software the town is still going to need good data on a valid server. Mr. Pack asked what the town's next step is with the budget. Ms. Minga stated that the Town Attorney has already advertised the public hearings for the June 3rd Town Council meeting. A budget summary will be given at that time and then the meeting will be continued until June 23rd for adoption. Discussion was held on the contribution request by the Coast Guard Auxiliary. Dr. Cook stated that he did not see the need to fund a kayak flotilla in Cypress Creek. Mr. Pack stated that the Coast Guard Auxiliary does do a lot in regards to boater safety including a boater free boater safety courses. He has no problem with continuing our contribution of \$250 for Fiscal Year 2014/2015. Ms. Chapman asked if the town had made a decision on the Commonwealth Attorney's request for funding. Ms. Minga reported that \$10,500 has already been included in the budget. Ms. Minga stated that she put \$9,000 in the budget for The Genieve Shelter.

The meeting adjourned at 6:52 p.m.

May 30, 2014

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, MAY 20TH, 2014

The Parks and Recreation Committee held a meeting on Tuesday, May 20th, 2014 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: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William Riddick, III, Town Attorney; Mr. Williams Saunders, Town Planner/GIS Coordinator; and Mr. Josiah Jendrey, Fog Inspector. Also in attendance was Mr. Rick Bodson of Smithfield 2020; Mr. Jamie Weist of Kimley-Horn and Associates; and Mr. Brad Face. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Additional Item Discussed: Signage at Windsor Castle Park - Mr. Hopkins reported that there will be 26 trail marker signs on the pedestrian trails at Windsor Castle Park and 16 markers on the bike trail in Windsor Castle Park. The station markers for the bike trail will be numbered with the letter B in front of it to distinguish it from the pedestrian trail. The size of the station markers will be 7"x11". They will be approximately 2 feet high off the ground attached to a 4"x 4" post. Mr. Hopkins stated that the color of the signs will be very close to the display that they have here today. The background will be yellow or cream and the lettering will be green. Mr. Hopkins stated that staff wanted the bike markers to match the markers that will be placed on the pedestrian trail. Mr. Hopkins stated that the costs for all the markers are \$840.00. The original quote was approximately \$5,000. Mr. Pack stated that he would like the bike markers to match the original trail markers that are shown on the original trail marker signs. Discussion was held on getting the trail marker signs as close in color as they can to the map signage on display. Committee asked for staff to talk to Major Signs, Inc. in

regards to colors and design for them all to match. Once staff has it will be e-mailed to Town Council for review. Mr. Jendrey explained the process for installation of these markers. The Planning Department will take the GIS system and GPS locate every marker in the park. Mr. Saunders will take that information and create a layer that will print a map that will show the specific locations of each marker. This map will be given to all emergency responders so if a call comes in requiring medical assistance it can be dispatched directly to that spot. Ms. Chapman thanked staff for their hard work.

2. Continued Discussion on Kayak Storage and Rental Office – Mr. Smith stated that he had spoken to Mr. Hopkins in regards to the actual size of the building. He explained that any time you have a building that is larger than 150 square feet there are certain requirements that the County has. The previously approved building is well over 150 square feet and to add a foundation may not meet the county's inspection requirements. The way this item has been approved the town is required to have an engineered footing design and an architectural drawing if it was going to be bricked. Mr. Smith stated that he would like to revisit this item for a couple of reasons. He stated that he understands that Mr. Pack wants something brick; however there is no structure out there now that is brick other than some columns. The majority of structures are wood in nature. Mr. Smith stated that he would like to add a post-frame structure that could be easily engineered. The town could then have a wooden floor opposed to a concrete floor. It could be designed with a wood siding that matches the barns and metal roofing. Mr. Smith stated that he thinks this would be more appropriate in the setting than a brick structure. Mr. Pack stated that he has been the one that has been pushing for brick; however he had never really thought about doing a pole barn that matches the other barns that are 100 yards away. If it has a metal roof that is consistent with the other barns out there he would be satisfied with the storage shed being built in this fashion. Discussion was held on how long it would take to get through the permitting process at the county. Mr. Smith stated that sometimes the turnaround time is less than a week. Mr. Pack asked if Mr. Smith had a website that they could look at the buildings. Mr. Smith gave Mr. Pack his website but said that there several other builders in the area as well. Mr. Smith stated that the buildings are affordable and guaranteed. Mr. Hopkins asked if the building could be moved and relocated if the town decided that they no longer wanted it at that location. Mr. Smith stated that the buildings could be relocated. Committee directed staff to get more information on these structures including cost and bring to the Town Council meeting, June 3rd.

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

1. Operational Update – Ms. Musick reported that May has been a busy month at the Smithfield Center and Windsor Castle site. There have been three weddings and receptions at the Windsor Castle site and several more are planned through June. July and August are fairly quiet and then weddings start back up in September. Ms. Musick

reported that the kayak rentals started at the beginning of May but has been fairly slow. She is hopeful that rentals will pick up this Memorial Day weekend. Ms. Chapman asked how kayak rentals are being advertised. Ms. Musick stated that it is on the website and they also have rack cards. The eco-counter data was also included in the agenda packet. The data reflects that Sunday is the busiest day of the week and Mother's Day was the busiest Sunday. Ms. Musick stated that the eco-counter will be moved to the kayak launch area next week. Mr. Pack asked what the hours were for kayak rentals. Ms. Musick stated that they are open Saturdays and Sundays from 9:00 a.m. to 5 p.m. Dr. Cook asked if there was a need to expand the kayak fleet. Ms. Musick stated that she had expanded this year with two additional tandem kayaks; however she is not able to take the entire fleet down there because of storage.

2. Additional Item Discussed: Proposed Windsor Castle Park Project as Submitted to VA Tech Community Design Center - Mr. Brad Face was present to present a proposal to Town Council. He stated that the sheet that was handed was part of the application that was submitted to the VA Tech Community Design Center. He stated that this process started when he was walking through the park one day and met a gentleman from the Master Naturalist Club. They were pulling ivy off the trees in the picnic area. On the poster board that they had was a picture of a Virginia long leaf pine that is nearly extinct. Mr. Face stated that he would like to hear more about the process of trying to reintroduce these trees. The conversation with this group started out as a way to possibly get some free trees for the park to how neat it would be to create a forest of these trees in what is now open field. If the forest was located at the most southern end of the park near the bypass it could be used to screen the park from the noise and pollution of the bypass. The forest of trees could also be placed on the opposite side of the bypass to create this roadway through a forest of trees. Mr. Face stated that he had notified Mr. Hopkins about this idea and explained that he has made a number of phone calls and it has been very well received by all parties that would need to give approval for this project. Attached to the handout was a map that highlights the areas where complimentary plantings could be done to help screen the bypass from the park. HRSD has a right-of-way on the left side of the bypass and has agreed to allow plantings of species that do not have deep roots. VDOT is okay with them using their right-of-way as long as it does not obstruct any views that would be a safety issue. The Department of Forestry is willing to give them some seedlings. VA. Tech has e-mailed him and would like to come to Smithfield on the June 24th to walk the site if Town Council is okay with the idea. Once they have come out they would then come back with a proposal for Town Council's approval. This concept is not to use taxpayer's money. It has been well received by the Department of Environmental Quality and VIMS because it would stop runoff and help with air pollution coming from the bypass. Mr. Brad Face stated that he is not requesting any action at this time other than the town's blessing to allow a group of people from a couple of different agencies to develop a proposal for Town Council's approval. Some of the adjacent landowners are willing to participate in this project as well. Ms. Chapman asked if someone from town staff would be included in the June 24th on site meeting. Mr.

Face stated that Mr. Hopkins will be included in all meetings and anyone else that would like to come as well. Ms. Chapman expressed an interest in wanting to attend this upcoming meeting. Committee thanked Mr. Face for attending.

3. Additional Item Discussed: Grant Funding - Ms. Musick stated that recently the National Recreational Park Association put out a grant application under the America Water Charitable Organization. This grant is for natural playgrounds so it is perfectly suited for what the Windsor Castle Park Foundation Board is getting ready to raise money for. Requirements include being 50 miles away from the waterways that they have indicated on their application. The waterway that they have chosen is Hopewell and the park is 49.5 miles. Ms. Musick stated that she has done a draft of the application and will be letting some individuals that are more familiar with completing grant application review it before it is submitted by the deadline on May 30th. Committee asked how much the grant was for. Ms. Musick replied that it was between \$50,000 and \$150,000. The Town Manager stated that the Town of Smithfield would be the applicant however any match would be through the foundation. Dr. Cook asked if this was a matching grant. Ms. Musick stated that the application does not indicate that it is a matching grant. Ms. Chapman stated that it would be a nice jump start to say that the town already has a \$150,000 grant. Ms. Musick stated some of the play elements could be built with this money as well. Ms. Chapman thanked Ms. Musick for taking the initiative to find this grant and complete an application. Ms. Musick stated that if awarded any money the town would be notified in July and money would need to be used by December of 2014.

The meeting adjourned at 4:39 p.m.

May 30, 2014

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, MAY 20TH, 2014

The Public Works Committee held a meeting on Tuesday, May 20th, 2014 at 4:39 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William Riddick, Town Attorney; Ms. Amy Musick, Director of the Smithfield Center; and Mr. William Saunders, Town Planner; Also in attendance were Mr. Rick Bodson of Smithfield 2020 and Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Stormwater Memorandum of Agreement (MOA) with Isle of Wight County – Mr. Saunders explained that the purpose of the MOA is to reshuffle some of the town's responsibilities as it relates to erosion and sediment control and stormwater management plans. The County has recently adopted a new stormwater ordinance effective July 1st. There have been a lot of changes to stormwater management and the erosion and sediment laws. Since the County will be charging a stormwater fee the town be switching all the responsibilities for stormwater whether they are residential or commercial to the county. The town will be taking back some of the erosion and sediment control responsibilities on single family homes. It is a way for the town to stay involved and stay current with the residential projects that are going on in the town. It is also a benefit to the applicants because on commercial storm water projects the county will start reviewing them and they will also be inspecting them. It will help provide consistence. This MOA reflects the shift of turning all stormwater back over to the county and the town taking on the plan review and inspection of erosion and sediment control for residential properties. The biggest problem with this has been the fees. It is

going to be a state recommended fee structure for all reviews and inspections. Mr. Saunders stated that he would recommend that the town adopt the same fee structure as the County for consistence. This would be for applicants in the town and county. Mr. Saunders stated that the town's concern is not having someone that is certified to do plan reviews and inspections since the town has such a small number of employees. The town has asked the county if they would be willing to back the town up if town staff is short. The County would just accept the fees for the ones that they review and the town would accept the fees for the ones that the town reviews. County and town staff are both satisfied with this language. The Town Attorney stated that this is the language that they have agreed on. Dr. Cook expressed concern over having to regulate water out flows to the creeks in the future and whose responsibility it would be. Mr. Saunders stated that the town is not going to be directly impacted by the Total Maximum Daily Load (TMDL) until the town is a MS4 community. At this time Carrollton is the only ML4 community in Isle of Wight County. This could affect the town next permitting period in 2018. If the TMDL in the county gets extended to the town because we are adjacent to Carrollton or they think in the next five year permitting period the town may be at a 10,000 population the town could be required to take on a MS4 permit in the 2018 cycle. If this happens the town will not have the option to be under the county's program. The town would be required to adopt our own stormwater program and take all the stormwater back or turn our stormwater program over to the state. Mr. Saunders stated that if permitting changes the MOA will be reviewed and modified as necessary. Mr. Smith asked if this was a one year agreement. The Town Attorney stated that it is for one year and automatically renews each year unless notice is given 180 days prior to the termination. Committee recommends approval of MOA.

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

1. Smithfield Center / Little Theater Entrances – Mr. Smith stated that he had spoken to staff in regards to this today. Staff continues to look at ideas to see if anything can be done to fix the large dip in the road when leaving the Smithfield Little Theater and the Smithfield Center. Mr. Hopkins explained that this was looked at a year or two after the center was built. He stated that staff would like a little more time to determine what alternatives are there and what the cost would be as well.

2. Additional Item Discussed: Water Shut-off in Waterford Oaks – Mr. Hopkins stated that on June 5th water will be shut-off to the Waterford Oaks subdivision from noon until approximately 2:00 p.m. Mr. Snead has already discussed this with the daycare facility in this area. A large sign will be placed on Canteberry Lane prior to the shut-off notifying the residents. The sign will be able to be seen when you are entering and exiting the Waterford Oaks subdivision. Mr. Hopkins stated that the purpose of the shut-off is to replace a decreased size in the waterline. Currently the pipe goes from a eight inch to a six inch and then back to an eight inch. The portion of the pipe that is a

six inch will be replaced to an 8 inch for better water flow. Mr. Hopkins stated that it will also be advertised on the town's website. Committee thanked staff for the update.

The meeting adjourned at 4:54 p.m.

May 30, 2014

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, MAY 20TH, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, May 20th, 2014 at 4:54 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council member in attendance was Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; and Mr. William Riddick, III, Town Attorney; Also in attendance were Mr. Rick Bodson of Smithfield 2020 and Mr. Jamie Weist of Kimley-Horn and Associates. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order.

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

1. Kimley-Horn and Associates Proposal for Pinewood Heights Infrastructure Master Planning – Mr. Weist stated that Mr. Saunders, Mr. Hopkins and himself met on site so that Mr. Weist could be brought up to speed on what the town envisions for this area. Mr. Weist stated that Kimley-Horn and Associates is proposing to put together a master infrastructure plan that can be used to serve the commercial development of the Pinewood Heights Neighborhood. Mr. Weist stated that the infrastructure that is out there now is inadequate and the sewer system is aged. The water and sewer system will most likely need to be relocated in order to have buildable lots. There is no stormwater management on site. Kimley-Horn and Associates will be taking a look at the entire area and breaking it out into phases like it is currently in the master plan. Mr. Weist stated that what they will be putting together is a phase infrastructure master plan based on the existing three phases. They will also do an environmental assessment for Wetlands Delineation and Environmental Constraints and determine what topographical challenges may be there. They will also look at water and sewer service for all the parcels at build out and how the town gets there. Stormwater management from a water quality and a

water quantity standpoint based on the new regulations that staff discussed earlier. The result will be a master plan of the entire area. Kimley-Horn and Associates will provide a cost estimate to get the town where we need to be in these phases. The purpose of the preliminary report is to give the town staff direction for commercial development. Mr. Weist stated that his recommendation would be once the town has someone ready to come in and build let them pay for the design and construction piece to further develop it. Dr. Cook stated that what is being proposed today is a report to tell the town what the town can build, where the town can build, what it is going to take to build and the cost. Mr. Weist stated that included in the proposal will be calculations on how many BMP's will be needed and what size they will need to be. It will also show the size of the water and sewer lines that will need to be added. Mr. Hopkins explained that one of his biggest concerns are the utilities. They are all currently in the back of the lots not near the roads. Mr. Weist explained that they will be determining the best way to feed it and where the new lines should go and the cost to abandon the old lines. Mr. Weist stated that it will be expensive to develop. Mr. Smith asked if they had a time frame for getting this preliminary report done. Mr. Weist stated that they have a lot of the information already from Mr. Saunders; but still a few things that they will need to get from him. His hope is to have their first meeting within thirty days to show the town a preliminary layout to get comment and discussion. Then come back with a final report within sixty days. Committee recommended approval of proposal.

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

1. Riverview Campus by Rick Bodson of Smithfield 2020 – Mr. Bodson stated eighteen months ago as part of Riverview Campus strategic planning process the president of Paul D. Camp Community College along with all the other organizations in this area are coming together to develop programs that they can share resources. Historic Smithfield/ Smithfield 2020 nominated Mr. Bodson to be the facilitator of the meetings that they have had. Mr. Bodson stated that there are real tangible programs for early literacy where the library and the head start childcare are working together. Also with kids going to the YMCA from the children's center. Paul D. Camp is providing tech support for the computers that are in the library. Mr. Phillips from the VFW is really involved because they do a lot of volunteer work and he is also on the Smithfield Library board. At this time many of these organizations characterize this area as a forgotten neighborhood. The YMCA looks great but if you come in from Washington Street or James Street it is not exactly a compelling destination. Mr. Bodson stated that he is encouraging the organization to develop plans that will make this area more attractive. Part of the land is owned by the county and part of the land is owned by the town. Mr. Bodson stated that the biggest area of concern is the empty lot across the street from Paul D. Camp Community College. At this time it is used primarily as a parking area. The organizations have asked Mr. Bodson to come before committee to see if the town can do something to make this vacant lot look a little bit more like a parking lot since that is

what it is being used the most for. He suggested it be graveled with some landscaping added as well. Recognizing all the financial challenges that the town has is committee comfortable with him going to the River Campus representatives from the five or six organizations and saying it is on the town's radar map to recognize that something can be done to the Riverview Campus as finances allow. Mr. Bodson asked if graveled the vacant lot something that Town Council is willing to consider. Dr. Cook stated that he thinks a lot needs to be to pretty up the Riverview campus area; however he is hesitant to call anything that is put here a permanent parking lot. He does not think that the town wants a forever parking lot in this area. In the future this area could be developed for much more than a parking lot. He stated that if Paul D. Camp wanted to expand this could possibly be used for that expansion. Dr. Cook stated that he does not want to give anyone involved the impression that this will be a permanent parking lot. Mr. Bodson stated that the idea here is to say that the town is investing enough by putting in a gravel parking lot so that he can continue to put pressure on them to develop programs. The Town Manager did mention that the town does have \$5,000 in the budget that could be spent towards landscaping or gravel. This can be done administratively. Staff can contact Mr. Rudy of Southern Shores Landscaping to work on enhancing this area with some landscaping. Mayor Williams stated that the VFW has a number of volunteers that would be glad to help the town with enhancing this area with the town's permission. Committee agreed to support the idea that Mr. Bodson presented.

2. Pinewood Heights Phase II Update – The Town Manager stated that the monthly update was included in the packet. He explained that the town has funds in the budget for a preliminary engineering report to determine what the town's infrastructures needs are before the town can sell any lots.

3. Additional Item Discussed: Update on Bioassay Testing - Mr. Weist stated that his firm has a meeting with the lab tomorrow to coordinate the delivery of the samples. The plan is to take the first sample next week. Then the lab will have seven days of testing. At the end of the seven days the town will know what happened to the organisms and whether we wait thirty days and do another sample or the town has to go a different direction. Dr. Cook asked if the testing was being done on organisms that are already in the Cypress Creek. Mr. Weist stated that they use organisms from that lab that EPA requires them to use. It is required to use the same types of organisms everywhere testing is done. Dr. Cook thanked Mr. Weist for the update.

4. Additional Item Discussed: Derelict Structures - Dr. Cook expressed concern in regards to some houses in town that are falling down due to lack of maintenance. Mr. Hopkins reported that the house on Washington Street is owned by Mr. Russell Hill. Staff has made contact with him and he is scheduled to be back on board the second week of June. Mr. Hopkins stated that notice has been sent to the property owner of 201 Riverview Avenue. The property owner lives and Suffolk and staff have agreed to meet with them on site to discuss needed repairs. Dr. Cook asked about a structure on Clay

Street in need of repairs. Mr. Hopkins does not have an update on what has been done on this particular property, but will check with staff on status. The Town Manager has suggested to staff to do a comprehensive report to the Board of Historic and Architectural Review in regards to some of the property issues within the historic district. The Town Attorney stated that if the house is not in the historic district then it could be enforced through the Town Code as dangerous buildings. Discussion was also held on grass violations throughout the town. Mr. Hopkins stated that once the grass reached 14 inches staff then sends a letter to them. The property owner has seven days to cut it. If has not been cut in seven days then the town has the right to cut it and put a lien against the property.

Meeting adjourned at 5:28 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
May 2014**

Committees and Projects:

- 05/05 TRIAD Conference – Smfd Center – Chief Bowman, Deputy Chief Howell, Sgt. Miller, Kurt Beach
- 05/05 Mtg regarding Bria Kelly – Smithfield Foods Corporate Headquarters – Chief Bowman, Deputy Chief Howell
- 05/06 Town Council mtg – Smfd Center – Chief Bowman
- 05/06 Special Olympics Torch Run mtg – Williamsburg PD – Sgt. Miller
- 05/07 Safety Committee mtg – Town Hall – Sgt. Miller, Kurt Beach
- 05/10 – 14 Law Enforcement United Bike Ride – Chesapeake to Washington DC – Sgt. Jones (motor), Officer Powell (bike), Officer Phillips (bike)
- 05/10 Law Enforcement United Bike Ride – Smfd – Sgt. Miller (motor)
- 05/10 Bria Kelly – Smfd Foods Corporate Headquarters – Chief Bowman, Lt. Valdez, St. Araojo, Officer Johnson, Sgt. Miller (motor)
- 05/12 Emergency Communications Center mtg – Chief Bowman, Deputy Chief Howell
- 05/14 Hampton Roads Chiefs of Police mtg – Suffolk, VA – Deputy Chief Howell
- 05/14 Special Events mtg – Chief Bowman, Deputy Chief Howell
- 05/14 Randy Forbes mtg – Smfd Center – Chief Bowman, Deputy Chief Howell
- 05/14 Department Head – Smfd Center – Deputy Chief Howell
- 05/16 Active Shooter Tabletop – Richmond, VA – Sgt. Araojo
- 05/16 Isle of Wight Bar Association mtg – Smfd Station – Chief Bowman
- 05/19 Police Committee mtg – Smfd Center - Chief Bowman, Deputy Chief Howell
- 05/20 Crime Line mtg – Smfd Center – Sgt. Meier, Annette Crocker
- 05/20 SCCPT subcommittee meeting – Taste of Smfd – Sgt. Brady, Sgt. Meier, Kurt Beach
- 05/20 C.H.I.P. mtg – PD – Annette Crocker
- 05/27 TRIAD subcommittee meeting – Membership drive – PD – Kurt Beach
- 05/28 Department Head mtg – Smfd Center – Chief Bowman
- 05/28 Hampton Roads Crime Prevention mtg – Newport News – Kurt Beach

Training

- 04/28 – 30 Tactical Community Policing for Homeland Security Instructor Development Program – Richmond – Officer Seamster (24 hrs.)
- 05/01 – 31 FBI Academy – Quantico, VA – Lt. Rogers
- 05/16 Active Shooter Tabletop – Richmond, VA – Sgt. Araojo (8 hrs.)
- 05/19 – 23 Leadership Institute – CNU – Sgt. Miller (40 hrs.)
- 05/21 - 22 Tactical Team Breacher – Crater Criminal Justice Training Academy – Sgt. Araojo (16 hrs.)
- 05/21 – 22 M-16 Carbine Armorer Course – Moyock, NC – Officer Hill (16 hrs.)

- 05/28 – 29 Advanced Supervision and Management – Hampton Roads Criminal Justice Training Academy (HRCJTA) – Sgt. Brady (16 hrs)
- 05/30 Federal Constitutional Law Review and Update – HRCJTA – Sgt. Araojo (8 hrs.)

In-House Training:

- 05/06 - 07 Weapons Qualification – Franklin PD Range – PD

Community Relations

- 04/28 – 05/27 School Zone – Westside Elementary – Officer Cook, Officer Bancroft, Officer Wright, Officer Johnson, Sgt. Miller, Officer Phillips, Officer Fordham,
- 05/01 Neighborhood Watch mtg – Covenant Place – Kurt Beach
- Neighborhood Watch mtg – Jericho Estates – Kurt Beach
- 05/15 Neighborhood Watch mtg – Morris Creek Landing – Sgt. Meier, Officer Wright, Kurt Beach
- 05/16 Playing basketball – Jersey Park Apartments – Officer Fordham, Officer Wright
- 05/17 Special Olympics fundraiser – Farmers Market – Sgt. Miller, Officer Fordham
- 05/17 Mustang Roundup – Downtown Smithfield – Officer J. Adams
- 05/17 Relay for Life bicycle tour – Smithfield – Officer Wright
- 05/18 Playing basketball with teens – Riverview – Officer Powell
- 05/22 Patrol Check – Beale Park – Officer Powell
- 05/22 Talking with teens – Beale Park – Officer Powell
- 05/28 Neighborhood Watch meeting – Covenant Place Apts. – Kurt Beach
- 05/28 Neighborhood Watch meeting – Morris Creek Landing Apts. – Kurt Beach, Officer Wright

Investigations:

Case#: 2014-00373
Location: 954 John Rolfe Dr.
Offense: Burglary
Disposition: Pending

On 5/7/14 Officers responded to 954 John Rolfe Dr. for a Breaking and Entering. The front door had been pried open by an unknown suspect. The suspect then went into the apartment and stole a number of electronics and left out of the back door. Nobody was home during the burglary. Investigation is still pending.

Case#: 2014-00413
Location: 888 Sycamore Springs
Offense: B&E
Disposition: Charges Pending

On 5/23/14 a neighbor called 911 and told dispatchers that he was taking care of his neighbor's home and he went over there and the back door was open. Officers checked the home and found that it was vacant. The homeowners had moved out earlier in the year. The home had been broken into by juveniles who had set up a television and play station in the living room. There was graffiti on the walls and a pellet gun in the home. The suspects have been identified and charges are pending.

Case#: 2014-00432
Location: 119 Richmond Ave.
Offense: B&E
Disposition: Cleared by Arrest

On 5/28/14 Officers responded to Church Square for a report of three juveniles breaking into a construction trailer. Officers arrived on scene and observed the trailer door open a couple of inches. The officer could see feet moving around the trailer. The individuals were identified and two were juveniles and one was an adult. The adult was issued summons and charges are pending for the juveniles.

Smithfield Center - Events in May 2014

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
5/2/2014	Center	MHSu	Cabiroy and Conner Wedding and Reception	Cabiroy and Conner Set	Lanexa	Web-Center Website	Multiday	20.00%		
5/2/2014	WCP	Riverfront	Honeycutt and Soper Wedding and Reception	Honeycutt and Soper Wedding and Reception	Yorktown	Word of Mouth	f.) Nonresident-Saturday	0.00%		
5/3/2014	Center	MHSu	Cabiroy and Conner Wedding and Reception	Cabiroy and Conner Wedding and Reception	Lanexa	Web-Center Website	Multiday	20.00%	\$2,080.00	
5/3/2014	WCP	Courtyard	Optimist Club of Isle of Wight	Optimist 5K	Smithfield	Returning Client	a.) Resident -Weekday	0.00%		\$25.00
5/4/2014	Center	MHSu	Isle of Wight TRIAD	TRIAD	Isle of Wight	Town Event	h.) Town	100.00%		
5/5/2014	WCP	Riverfront	Honeycutt and Soper Wedding and Reception	Soper Teardown	Yorktown	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$850.00	
5/6/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
5/6/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
5/6/2014	Center	MH	Registrars Office	Elections		Town Event	h.) Town	100.00%		
5/7/2014	Center	MH	Isle of Wight Schools	Teacher of the Year and Retirement Banquet	Smithfield	Returning Client	a.) Resident -Weekday	50.00%	\$200.00	
5/9/2014	Center	MHSu	King's Fork High School	Kings Fork Prom	Suffolk	Recurring Client	Non Profit	0.00%	\$1,373.00	\$205.00
5/9/2014	WCP	Riverfront	Bonney-Sylvester Wedding & Reception	Bonney-Sylvester Wedding & Reception	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$750.00	
5/10/2014	Center	MHSu	Ince and Nance Wedding and Reception	Ince and Nance Wedding and Reception	Carrollton	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,552.62	
5/12/2014	Center	C&D	Town of Smithfield	Town Benefits Meeting	Smithfield	Town Event	h.) Town	100.00%		
5/13/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
5/14/2014	Center	A&B	Town of Smithfield	Congressman Forbes Address	Smithfield	Town Event	h.) Town	100.00%		
5/14/2014	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
5/16/2014	Center	MHSu	Smithfield High School	Smithfield Prom	Smithfield	Word of Mouth	Non Profit	50.00%	\$1,198.00	\$205.00
5/17/2014	Town Sites	Main Street	Peninsula Mustang Enthusiasts	Mustang Round Up		Returning Client	a.) Resident -Weekday	0.00%		\$246.00
5/19/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
5/20/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
5/20/2014	Center	C&D	Town of Smithfield	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
5/20/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
5/21/2014	Center	MH	Isle of Wight Commission on Aging	Senior Fish Fry	Smithfield	Town Event	g.) Sponsored	100.00%		
5/22/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Committee Meeting		Town Event	h.) Town	100.00%		
5/23/2014	WCP	Riverfront	Lamb and Malcott Wedding and Reception	Lamb and Malcott Wedding and Reception	Chesapeake	Word of Mouth	f.) Nonresident-Saturday	0.00%	\$850.00	
5/24/2014	Center	MHSu	Welch-Nuttycombe Reception	Welch-Nuttycombe Reception	Newport News	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,250.00	
5/24/2014	WCP	Courtyard	Peninsula Bicycling Association	Smithfield Challenge Bike Ride		Word of Mouth	f.) Nonresident-Saturday	0.00%	\$25.00	
5/25/2014	Center	MHSu	Markland and Wallace Wedding and Reception	Markland and Wallace Wedding and Reception	Virginia Beach	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,552.62	
5/27/2014	Center	MHSu	American Cancer Society	American Cancer Society	Glen Allen	Returning Client	(none)	50.00%	\$300.00	
5/28/2014	Center	C&D	Town of Smithfield	Intergovernmental Meeting	Smithfield	Town Event	h.) Town	100.00%		
5/29/2014	Center	Deck	Copeland-Wilson Wedding & Reception	Copeland-Wilson Wedding & Reception	Hampton	Word of Mouth	b.) Resident-Friday/Sunday	0.00%	\$1,683.36	
5/29/2014	Center	MH	Jon Crum Retirement Banquet	Jon Crum's Retirement Banquet	Smithfield	Word of Mouth	a.) Resident -Weekday	0.00%	\$400.00	
5/30/2014	Center	MHSu	Jones and Hall Wedding and Reception	Jones and Hall Wedding and Reception	Windsor	Word of Mouth	Multiday	20.00%	\$2,060.00	
5/31/2014	WCP	Riverfront	Watts-Walker Wedding & Reception	Watts-Walker Wedding & Reception	Ivor	Word of Mouth	c.) Resident-Saturday	0.00%	\$800.00	
									\$16,924.60	\$681.00
Deposit totals for May 2014										
\$16,555.42 Venue Rental Deposits										
\$3,612.00 Town Services Deposits										

May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Staff Hambassador Tour at 3 PM Av Installation 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Herbert Off 9:00 AM - 6:00 PM Riverfront 10:00 AM Honeycutt and Soper Wedding and Reception 11:00 AM - 7:00 PM MHSu 11:00 AM Cabiroy and Conner Set 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	7:00 AM - 1:00 PM Courtyard 7:00 AM Optimist 5K 9:00 AM - 11:00 PM Riverfront 4:00 PM Honeycutt and Soper Wedding and Reception 1:00 PM - 11:00 PM MHSu 4:30 PM Cabiroy and Conner Wedding and Reception 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event
4	5	6	7	8	9	10
Filming for Tourism Video-2 PM 2:00 PM - 4:00 PM MHSu 2:00 PM TRIAD 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	7:00 AM - 2:00 PM MHSu 9:00 AM TRIAD 9:00 AM - 10:00 AM Riverfront 9:00 AM Soper Teardown	4:30 AM - 8:00 PM MH 6:00 AM Elections 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 11:00 PM A&B 7:30 PM Town Council	2:00 PM - 10:00 PM MH 6:30 PM Teacher of the Year and Retirement Banquet	6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	7:00 AM - 11:00 PM Riverfront 8:00 AM Bonney-Sylvester Wedding & Reception 10:00 AM - 1:00 AM MHSu 7:00 PM Kings Fork Prom 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	7:00 AM - 11:00 PM Riverfront 8:00 AM Bonney-Sylvester Wedding & Reception 12:00 PM - 11:00 PM MHSu 4:30 PM Ince and Nance Wedding and Reception 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event
11	12	13	14	15	16	17
Mother's Day 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	8:30 AM - 3:00 PM C&D 9:30 AM Town Benefits Meeting	Benefits Meeting 8:00 AM - 12:00 PM C&D 9:30 AM Town Benefits Meeting 7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	2:00 PM - 3:00 PM A&B 2:00 PM Congressman Forbes Address 2:30 PM - 4:00 PM C&D 3:00 PM Staff Meeting	Projector Installation in A & D 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Courtney Off 10:00 AM - 6:00 PM MHSu 10:00 AM Smithfield Prom 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Courtney Off Shelby Off 6:00 AM - 4:00 PM Main Street 6:00 AM Mustang Round Up 7:00 AM - 1:30 PM Memorial Lawn 7:00 AM Beacons of Hope Bike Race 4:00 PM - 1:00 AM MHSu 8:00 PM Smithfield Prom 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event

May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
Courtney Off 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Courtney Off Josh Off at 1 PM 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	Courtney Off 8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:45 AM - 1:30 PM C&D 12:00 PM Crimeline 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R	Courtney Off 8:00 AM - 3:00 PM MH 10:30 AM Senior Fish Fry	Courtney Off 11 AM Service Lift 2:00 PM - 4:00 PM C&D 2:00 PM WCFB Committee Meeting	Amy Off Courtney Off Shelby Off Sat Rate 8:00 AM - 1:00 PM Riverfront 8:00 AM Lamb and Malcott Wedding and Reception 4:00 PM - 5:00 PM Deck 4:00 PM Markland and Wallace Rehearsal	6:00 AM - 3:00 PM Picnic Area 7:00 AM Smithfield Challenge Bike Ride 7:00 AM - 2:00 PM Courtyard 7:00 AM Smithfield Challenge Bike Ride 8:00 AM - 11:00 PM Riverfront 4:00 PM Lamb and Malcott Wedding and Reception 9:00 AM - 5:00 PM Canoe/Kayak 9:00 AM Boater Safety Day 10:00 AM - 1:00 AM MHSu 6:30 PM Welch-Nuttycombe Reception
25	26	27	28	29	30	31
Sat Rate 1:00 PM - 10:00 PM MHSu 4:00 PM Markland and Wallace Wedding and Reception	Memorial Day-Closed 9:00 AM - 1:00 PM Memorial Lawn 9:00 AM Memorial Day Service 10:00 AM - 12:00 PM Suites 10:00 AM Memorial Day Service	2:00 PM - 10:00 PM MHSu 6:00 PM American Cancer Society	9:30 AM - 12:00 PM C&D 10:00 AM Staff Meeting 2:00 PM - 4:45 PM C&D 2:30 PM Intergovernmental Meeting	10:00 AM - 4:00 PM MH 1:00 PM Jon Crum's Retirement Banquet 7:00 PM - 8:00 PM Deck 7:00 PM Copeland-Wilson Wedding & Reception	12:00 PM - 6:00 PM Riverfront 12:00 PM Watts-Walker Setup 12:00 PM - 8:00 PM MHSu 12:00 PM Jones and Hall Wedding and Reception	9:00 AM - 11:00 PM Riverfront 9:00 AM Watts-Walker Wedding & Reception 10:00 AM - 6:00 PM Memorial Lawn 4:00 PM Jones and Hall Wedding and Reception 12:00 PM - 10:00 PM MHSu 4:00 PM Jones and Hall Wedding and Reception

Smithfield/Isle of Wight Tourism Activity Report – May 2014

- Director attended the Isle of Wight Board of Supervisors Meeting 5/1/14 and 5/15/14.
- Director did not attend Smithfield Town Council Meeting 5/6/14.
- IOW Agenda Review Committee 5/2/14.
- Smithfield Farmer's Markets held 5/3/14, 5/10/14, 5/17/14, 5/24/14, 5/31/14. Great attendance and sales to date!
- Video Shoot held Sunday, 5/4/14, 5/11/14 and 5/14/14. New marketing video to be completed in June.
- Re-painting of the Visitor Center Lobby held Sunday, 5/4/14. Colors reflect new branding. Complete Lobby Redesign to be completed this summer.
- Attended Tourism Works Luncheon with the Governor in Virginia Beach 5/5/14. Part of National Tourism Week activities.
- Attended County Team meeting 5/5/14.
- Director Vacation 5/6-8/14
- CVTA "Thank the Visitor Day" held 5/9/14.
- Local teen Bria Kelly made Top 10 on the NBC hit show, The VOICE. Tourism, Smithfield Foods and SmithfieldVAEvents teamed up to throw a "Welcome Home Bria" Party Saturday, 5/10/14. The event included a Motorcade, Program, Concert and Meet & Greet. Approximately 600+ attendees.
- Exhibited at Senior Games Event in Newport News 5/15/14. 1500+ attendance.
- Monthly Tourism Staff Meeting held 5/16/14.
- Annual Hospitality Hero, Community Ambassador and Hambassador Event held 5/16/14. Winners of the Smithfield 2020 Banner Contest were announced! Excellent event to honor hospitality front line employees, community leaders who brought meetings and tourism events this past year and our first graduating class of Hambassadors, the new Tourism front line accreditation program!

- The Annual Mustang Round-Up Event was held Saturday, 5/17/14. Excellent attendance!!
- Agri-Tourism signage meeting held 5/19/14. Joint program with Tourism, E.D. and Planning and Zoning for way finding signage for rural Ag businesses.
- Attended Schoolhouse Museum Board Meeting 5/20/14.
- National Night Out Meeting held 5/20/13.
- Smithfield 2020 Banner Project passed BHAR 5/20/14.
- The Genuine Smithfield Bacon, Bourbon & Beach Music Festival meetings held 5/21/14 and 5/28/14 and 5/30/14. Festival will be held 9/27/14 at WCP. Smithfield VA Events will plan and execute. Smithfield Packing will be presenting sponsor.
- Met with Mary Beth Johnson, new County HR Director 5/21/14.
- County Wellness Committee Wellness Screenings held 5/21/14 and 5/22/14.
- Attended meeting for pitch for creating the Virginia Music Hall of Fame and having it set in Smithfield. Recording Studio and Broadway show incubator would be a part of this effort. 5/22/13.
- Met with County Historic Resources Staff and IWCHS President, Lee Duncan, throughout the month to plan for keeping IOW Museum open moving forward. Council is supportive and will vote on opening up a fundraising account and funding Museum employees at June Council meeting. Met regarding future plans for Boykin's Tavern 5/22/14. Tavern will be the new home of County E.D. Department and an RFP will be issued to provide employee lunches out of the Catering Kitchen during the week. The downstairs will continue to be open and available for self-guided tours during the week from 9-5.
- Met with Windsor Castle Park 5th Anniversary Committee to start planning for the events for 2015 5/22/14.
- Smithfield Challenge Bike Race held Saturday, 5/24/14.
- Met with I-Ride 5/27/14 regarding expanding the service and creating more of a partnership with Tourism including driving tours and transportation to the Farmer's Market.
- Attended County Staff Meeting 5/19/14.
- Smithfield Council Committee 5/19/14 and 5/20/14.

- Attended Smithfield Staff Meeting 5/14/14 and 5/28/14. Attended Intergovernmental Meeting 5/28/14.
- Tourism Facebook postings 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.
- Weekly individual meetings with staff to address concerns and review projects.

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

RESOLUTION

CLOSURE OF STREETS FOR MARDI GRAS RUN 4 BEADS FESTIVAL

WHEREAS, the Isle of Wight-Smithfield-Windsor Chamber of Commerce is sponsoring one kilometer, five kilometer and ten kilometer road races known as the “Mardi Gras Run 4 Beads” and a Mardi Gras Festival Event; and,

WHEREAS, the Chamber of Commerce has requested that all or portions of Main Street, Cedar Street, South Church Street, Jericho Road and Hill Street and trails within Windsor Castle Park, all as shown on the attached sketch, be closed on Saturday, February 7, 2015 from 10:00 a.m. to 12:00 noon or until the conclusion of the races to be used as the race course and to permit a safe environment to conduct the races; and,

WHEREAS, the Chamber of Commerce has also requested that Main Street from its intersection with Mason Street to Cocke’s Lane be closed on Saturday, February 7, 2015, from 9:00 a.m. to 3:00 p.m. for the purpose of holding the Mardis Gras street festival; and,

WHEREAS, the streets identified for the race course will only be closed for the minimum time period necessary for the runners to cover the different sections of the race course; and,

WHEREAS, it appears to the Town Council that this race and the street festival, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens .

NOW, THEREFORE, be it resolved that on Saturday, February 7, 2015, all or portions of Main Street, Cedar Street, South Church Street, Jericho Road and Hill Street and trails within Windsor Castle Park, all as shown on the attached sketch, be closed from 10:00 a.m. to 12:00 p.m. to permit a safe environment for conducting a one kilometer, a five kilometer and a ten kilometer road race; and that the closure of these street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police; and,

BE IT FURTHER RESOLVED that on Saturday February 7, 2015, from 9:00 a.m. to 3:00 p.m. Main Street from its intersection with Mason Street to its intersection with Cocke’s Lane be closed for the purpose of holding the Mardis Gras street festival and that the closure of this street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3rd day of June, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

AGREEMENT – REQUEST FOR PROPOSAL (4-2014)

THIS AGREEMENT, made and entered into this day of April 30th 2014, by and between the TOWN OF SMITHFIELD, VIRGINIA, whose principal office is 310 Institute Street, Smithfield, Virginia 23431 hereinafter called "OWNER", party of the first part, and Tri-State Utilities hereinafter referred to as "CONTRACTOR", party of the second part.

The CONTRACTOR did, on the 30th day of April 2014, submit a proposal to perform the services stipulated in accordance with plans and specifications prepared by the OWNER for the project entitled Sanitary Sewer Rehabilitation, which by reference is made a part hereof.

It is mutually understood and agreed by the parties hereto that the Request for Proposal inviting Contractors to submit proposals as published, Instructions to Bidder/Contractor, Proposal Response Format, Contract Agreement, Hold Harmless Agreement, Certificate of Insurance, Construction Documents and Drawings (if applicable), all proceedings by the governing body of the OWNER pertaining to the subject matter of this Contract, all of which documents are hereinafter referred to as Contract Documents and are a part of this Contract by reference the same as if each had been fully set out and attached hereto.

In consideration of the following mutual agreements and covenants to be kept by each party:

- a. The CONTRACTOR agrees to furnish and pay for all labor, tools, equipment, machinery, supplies, facilities, superintendence, insurance, taxes, utilities and services necessary to perform all items set forth in the written Contract Documents hereto attached and made a part hereof in strict compliance with the Contract Documents.
- b. Invoice payments for work completed under this contract shall be made in strict accordance with the project specifications and any special conditions attached thereto.
- c. It is understood and agreed that all work shall be accomplished in strict compliance with the provisions of the Contract Documents. It is understood and agreed by both the Town and the Contractor that any modifications or additions to this agreement shall be made only by the full execution of the Town's standard contract change order form. Furthermore, it is understood and agreed by both parties that any work done by the CONTRACTOR on any such modification or addition to this AGREEMENT prior to the Town's execution of its standard Contract Change Order form shall be at the total risk of the CONTRACTOR and said work shall not be compensated by the County.
- d. The parties agree that damages due to delay in completion of the work are uncertain and not readily capable of ascertainment. Accordingly, if the CONTRACTOR shall fail to complete the work or any part thereof within the time stipulated, or an applicable extension thereof, the CONTRACTOR shall pay to the OWNER as fixed and agreed, liquidated damages for each calendar day of delay until the delayed work is corrected or accepted, an amount equivalent to Contract Sum divided by the total number of days until final completion per day of delay. The

parties agree that this sum is proportionate to the probable loss and is not a penalty.

(a) The CONTRACTOR expressly waives any defense as to the validity of any liquidated damages stated in this Agreement as they may appear on the grounds that such liquidated damages are void as penalties or are not reasonably related to actual damages.

IN WITNESS WHEREOF, the parties hereto have executed and sealed this Agreement as of the day and year first above written.

(I) OWNER: Town of Smithfield, Virginia

By: _____ Date _____
Peter M. Stephenson
Town Manager

ATTEST:

By: _____ Date _____

(II) CONTRACTOR:

By: _____ Date 4-29-14
Title: Steven A. McSweeney - President

ATTEST:

By: Virginia Bastian _____ Date 4-29-14
Title: Virginia Bastian - Corporate Secretary

APPROVED AS TO FORM:

By: _____ Date _____
William R. Riddick
Town Attorney

AGREEMENT – REQUEST FOR PROPOSAL (3-2014)

THIS AGREEMENT, made and entered into this day of APRIL 2014, by and between the TOWN OF SMITHFIELD, VIRGINIA, whose principal office is 310 Institute Street, Smithfield, Virginia 23431 hereinafter called "OWNER", party of the first part, and LEWIS CONSTRUCTION OF VIRGINIA, INC. hereinafter referred to as "CONTRACTOR", party of the second part.

The CONTRACTOR did, on the 30 day of APRIL 2014, submit a proposal to perform the services stipulated in accordance with plans and specifications prepared by the OWNER for the project entitled UNDERGROUND UTILITY REPAIR, which by reference is made a part hereof.

It is mutually understood and agreed by the parties hereto that the Request for Proposal inviting Contractors to submit proposals as published, Instructions to Bidder/Contractor, Proposal Response Format, Contract Agreement, Hold Harmless Agreement, Certificate of Insurance, Construction Documents and Drawings (if applicable), all proceedings by the governing body of the OWNER pertaining to the subject matter of this Contract, all of which documents are hereinafter referred to as Contract Documents and are a part of this Contract by reference the same as if each had been fully set out and attached hereto.

In consideration of the following mutual agreements and covenants to be kept by each party:

- a. The CONTRACTOR agrees to furnish and pay for all labor, tools, equipment, machinery, supplies, facilities, superintendence, insurance, taxes, utilities and services necessary to perform all items set forth in the written Contract Documents hereto attached and made a part hereof in strict compliance with the Contract Documents.
- b. Invoice payments for work completed under this contract shall be made in strict accordance with the project specifications and any special conditions attached thereto.
- c. It is understood and agreed that all work shall be accomplished in strict compliance with the provisions of the Contract Documents. It is understood and agreed by both the Town and the Contractor that any modifications or additions to this agreement shall be made only by the full execution of the Town's standard contract change order form. Furthermore, it is understood and agreed by both parties that any work done by the CONTRACTOR on any such modification or addition to this AGREEMENT prior to the Town's execution of its standard Contract Change Order form shall be at the total risk of the CONTRACTOR and said work shall not be compensated by the County.
- d. The parties agree that damages due to delay in completion of the work are uncertain and not readily capable of ascertainment. Accordingly, if the CONTRACTOR shall fail to complete the work or any part thereof within the time stipulated, or an applicable extension thereof, the CONTRACTOR shall pay to the OWNER as fixed and agreed, liquidated damages for each calendar day of delay until the delayed work is corrected or accepted, an amount equivalent to Contract Sum divided by the total number of days until final completion per day of delay. The

parties agree that this sum is proportionate to the probable loss and is not a penalty.

- (a) The CONTRACTOR expressly waives any defense as to the validity of any liquidated damages stated in this Agreement as they may appear on the grounds that such liquidated damages are void as penalties or are not reasonably related to actual damages.

IN WITNESS WHEREOF, the parties hereto have executed and sealed this Agreement as of the day and year first above written.

(I) OWNER: Town of Smithfield, Virginia

By: _____
Peter M. Stephenson
Town Manager
Date _____

ATTEST:

By: _____
Date _____

(II) CONTRACTOR:

By: Stacy Green
Date 4/30/14
Title: VICE - PRESIDENT

ATTEST:

By: _____
Date _____
Title: _____

APPROVED AS TO FORM:

By: _____
William R. Riddick
Town Attorney
Date _____

Employer Contribution Rates for Counties, Cities,
Towns, School Divisions and Other Political Subdivisions
(In accordance with the 2014 Appropriation Act Item 467(I))

Resolution

BE IT RESOLVED, that the Town of Smithfield 55310 does hereby acknowledge that its contribution rates effective July 1, 2014 shall be based on the higher of a) the contribution rate in effect for FY 2012, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the town of Smithfield 55310 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

(Check only one box)

X The Certified Rate of 6.72% The Alternate Rate of 5.57%; and

BE IT ALSO RESOLVED, that the Town of Smithfield 55310 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of Town of Smithfield 55310 are hereby authorized and directed in the name of the Town of Smithfield to carry out the provisions of this resolution, and said officers of the Town of Smithfield are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town of Smithfield for this purpose.

T. Carter Williams, Mayor

CERTIFICATE

I, _____, Clerk of the Town of Smithfield, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Town Council held at Smithfield, Virginia at 7:30 p.m. o'clock on June 3rd, 2014. Given under my hand and seal of the Town of Smithfield this 3rd day of June, 2014.

Clerk

**This resolution must be passed prior to July 1, 2014 and
received by VRS no later than July 10, 2014.**

RESOLUTION
TO ESTABLISH BANK ACCOUNT FOR MUSEUM

WHEREAS, the Town Council has determined that it is in the best interest of the Town and its citizens to subsidize the operation of the Isle of Wight County Museum; and,

WHEREAS, the Town Treasurer has advised that it is necessary and property to establish a separate banking account to segregate funds for use in operation of the museum.

NOW, THEREFORE, be it resolved by the Town Council that the Town Treasurer is authorized to open a new account with Farmers Bank and to transfer such of the Town's funds as may be appropriated by Town Council or received by the Town from other sources for the operation of the museum.

Adopted this 3rd day of June, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. CARTER WILLIAMS, Mayor

ATTEST:

Clerk

STATION

B-16

Windsor Castle Park

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS
AND
THE TOWN COUNCIL OF SMITHFIELD

THIS MEMORANDUM OF AGREEMENT (hereinafter the “MOA”) is entered into this ___ day of _____, 2014, by and between the Isle of Wight County Board of Supervisors (the “County”) and the Town Council of Smithfield (the “Town”). The County and Town may hereinafter be referred to jointly as the “Parties.”

WHEREAS, pursuant to §62.1-44.15:27 of the Code of Virginia (1950, as amended), the Board will establish a Virginia Stormwater Management Program by July 1, 2014; and

WHEREAS, in conjunction with establishing a Virginia Stormwater Management Program pursuant to §62.1-44.15:27 of the Code of Virginia (1950, as amended), the Board will adopt a Stormwater Management Ordinance (hereinafter the “Stormwater Ordinance”) by July 1, 2014; and

WHEREAS, pursuant to §62.1-44.15:51 of the Code of Virginia (1950, as amended), the Board has adopted the Isle of Wight County Erosion and Sediment Control Ordinance (hereinafter the “E&SC Ordinance”); and

WHEREAS, the Town, in accordance with §62.1-44.15:27 and §62.1-44.15:54 of the Code of Virginia (1950, as amended), has agreed to be subject to the Stormwater Ordinance and the E&SC Ordinance (hereinafter the “Ordinances”) as more specifically set forth herein;

Now, Therefore, in consideration of the premises and mutual covenants and restrictions herein contained, the Parties agree as follows:

1. The Parties agree that all of the definitions set forth in the Ordinances, as they may be amended from time to time, shall be controlling.
2. The Town shall assume all responsibility for carrying out those specific aspects of the Ordinances as described herein, which shall apply to all single-family residential land disturbing activities within the Town limits and must be accomplished in accordance with the standards and specifications established by the Virginia Department of Environmental Quality (DEQ), and the current versions of the Virginia Stormwater Management Handbook and the Virginia Erosion & Sediment Control Handbook.
3. Town Responsibilities: The Town shall be responsible for all land disturbing activities related to single-family residences within the jurisdictional limits of the Town. Such responsibilities shall include:
 - a. ~~Land disturbing activities related to single-family residences within the Town limits:~~ The Town shall perform site plan reviews, issue zoning permits and maintain Agreements in Lieu of an Engineered Plan for each zoning permit issued for single-family residences within the Town limits. Each Agreement shall include the designation of a

MEMORANDUM OF AGREEMENT BY AND BETWEEN THE ISLE OF WIGHT COUNTY
BOARD OF SUPERVISORS AND THE TOWN COUNCIL OF SMITHFIELD

Responsible Land Disturber (RLD). More specifically, the Town will provide erosion and sediment control plan reviews and erosion and sediment control inspections, including but not limited to, initial, routine, post-rain, and final inspections prior to release of the Certificate of Occupancy for a residence.

4b. The Town will provide plan review, inspections, and enforcement by DEQ-certified individuals. Should the Town need assistance with any of the aforementioned duties, the County will provide temporary support, as requested in writing, until the time the Town no longer needs assistance. In the event that the services the Town agrees to perform in this MOA are required/requested to be performed by the County, the Town agrees that the County shall receive all fees for the services provided, in accordance with the County's fee schedule. It is understood that the applicant will be directed by Town staff to file with the County and the County will charge the applicant directly for services rendered.

5c. The Town will be responsible for setting and collecting fees for their portion of the administration of the MOA within the Town limits.

6d. The Town will provide enforcement of non-permitted sites and permitted sites in violation of the E&SC Ordinance within the Town limits.

7e. The Town will provide copies of the required program certifications to the Isle of Wight County Engineering Division.

8f. The Town will maintain all records for erosion and sediment control site plans, inspections, enforcement for a period no less than five (5) years. The Town will cooperate with the County in the instance of a DEQ and/or EPA audit of the Erosion & Sediment Control Program. By administering a portion of the Erosion & Sediment Control Program, the Town will be subject to the DEQ and/or EPA audit and share in any imposition of fines due to failure to comply with applicable laws and regulations as fines may relate to projects and/or sites within the Town limits.

9g. The Town will provide a monthly report of new land disturbing activities, violations, and enforcement actions taken to the Isle of Wight County Engineering Division before the fifth (5th) day of each month detailing the activities and actions taken during the previous month.

104. County Responsibilities~~All other land disturbing activities:~~

a. Isle of Wight County Engineering Division staff will provide stormwater and erosion and sediment control site plan review for and inspections of all commercial and non-residential projects and sites that require a stormwater management facility to be installed within the Town limits.

~~11.~~**b.** Isle of County will provide Stormwater and Erosion & Sediment Control Program administration plan review, inspections, and enforcement by DEQ-certified individuals.

MEMORANDUM OF AGREEMENT BY AND BETWEEN THE ISLE OF WIGHT COUNTY
BOARD OF SUPERVISORS AND THE TOWN COUNCIL OF SMITHFIELD

- | ~~12c~~. Isle of Wight County Engineering Division will assess and collect fees related to stormwater and erosion and sediment control site plan review, permitting, and inspections for commercial and non-residential projects within the Town limits.
- | ~~d13~~. Isle of Wight County Engineering Division will provide enforcement and maintain records for all commercial and non-residential projects and sites that require a stormwater management facility to be installed within the Town limits.
- | ~~145~~. Nothing contained herein shall be construed in any way to effect the Town's independent administration of its own Chesapeake Bay Ordinance.
- | ~~156~~. The covenants and restrictions contained herein shall apply to and bind the Parties and their heirs, representatives, successors and permitted assigns.
- | ~~167~~. The Parties agree that this MOA shall be deemed to have been made in Virginia and that the validity and construction of this MOA shall be governed by the laws of the Commonwealth of Virginia. The Parties further agree that any legal action of proceeding arising out of this MOA shall be commenced and tried in the Circuit Court of Isle of Wight County to the express exclusion of any otherwise permissible forum.

This Agreement will be valid for a period of one (1) year with an automatic extension year to year unless written notice is given, no less than 180 days, prior to a change or termination from the Town or County.

IN WITNESS WHEREOF, the Parties hereby have executed this MOA on the date first listed above.

ISLE OF WIGHT COUNTY
BOARD OF SUPERVISORS

TOWN OF SMITHFIELD

Byron Bailey, Chairman

T. Carter Williams, Mayor

ATTEST:

MEMORANDUM OF AGREEMENT BY AND BETWEEN THE ISLE OF WIGHT COUNTY
BOARD OF SUPERVISORS AND THE TOWN COUNCIL OF SMITHFIELD

Carey Mills-Storm, Clerk

Lesley King, Clerk

APPROVED AS TO FORM:

Mark Popovich
County Attorney

William H. Riddick, III
Town Attorney

TOWN OF SMITHFIELD

GENERAL GOVERNMENT BUDGET

	REVENUE		
	Adopted Budget FY 2013/2014	Proposed Budget Revisions FY 2013/2014	% Increase (Decrease)
Revenue from Local Sources			
Real Estate	1,680,000	1,687,000	0.42%
Personal Property	873,000	883,000	1.15%
Penalties and Interest	37,385	39,315	5.16%
Total Revenues from Local Sources	2,590,385	2,609,315	0.73%
Other Local Taxes			
Franchise	119,855	134,370	12.11%
Sales	243,000	270,000	11.11%
Utility	194,500	193,600	-0.46%
Meals tax-4%	794,270	842,116	6.02%
Meals tax-2% (special projects)	397,135	421,058	6.02%
Cigarette	130,000	130,000	0.00%
Transient Occupancy	142,000	135,000	-4.93%
Short term rental tax	1,300	1,000	-23.08%
Rolling stock	13	15	15.38%
Consumption	47,500	47,500	0.00%
Communications Tax	245,000	240,000	-2.04%
Total other local taxes	2,314,573	2,414,659	4.32%
Licenses			
Privilege Licenses	337,065	340,950	1.15%
Permits	20,200	18,400	-8.91%
Vehicle Licenses	135,500	132,006	-2.58%
Total Licenses, permits and privilege fees	492,765	491,356	-0.29%
Fines	57,000	70,000	22.81%
Revenue from use of money and property	173,195	198,536	14.63%
Other Revenue	18,561	56,000	201.71%
Revenue from Commonwealth of Virginia	208,624	206,662	-0.94%
Revenue from Federal Government	506,194	501,394	-0.95%
Other Financing Sources			
Contributions	27,500	18,858	-31.43%
Insurance Recoveries	-	11,650	100.00%
Note Payable-Parks, Recreation & Cultural	400,000	-	-100.00%
Reserve Funds			
Escrow Reserves-Police Department	-	24,000	100.00%
Escrow Reserves-Pinewood	14,618	14,618	0.00%
Operating Reserves	529,075	189,892	-64.11%
Total other financing sources	971,193	259,018	-73.33%
Total General Funds Revenues	7,332,490	6,806,940	-7.17%
Road Maintenance	1,003,770	1,033,333	2.95%
State Highway Maintenance Funds Carryforward	-	118,335	100.00%
GRAND TOTAL	8,336,260	7,958,608	-4.53%
	EXPENDITURES		
	Adopted Budget FY 2013/2014	Proposed Budget Revisions FY 2013/2014	% Increase (Decrease)
Operating Expenses			
General Government	569,006	594,984	4.57%
Treasurer	425,150	412,935	-2.87%
Public Safety	2,371,501	2,319,750	-2.18%
Planning, Engineering & Public Works	802,095	805,740	0.45%
Public Buildings	121,950	140,116	14.90%
Community Development	884,373	1,310,868	48.23%
Parks, Recreation and Cultural	721,785	736,543	2.04%
Debt Service	164,179	70,779	-56.89%
Total Operating Expenses	6,060,039	6,391,715	5.47%
Capital Outlay			
Town Council	7,650	7,650	0.00%

Treasurer	45,000		15,000	-66.67%
Public Safety	111,700		111,700	0.00%
Planning, Engineering & Public Works	505,875		30,875	-93.90%
Public Buildings	7,000		7,000	0.00%
Parks, Recreation and Cultural	159,000		159,000	0.00%
Community Development	436,226		84,000	-80.74%
Total Capital Outlay	1,272,451		415,225	-67.37%
Total General Funds Expenses	7,332,490		6,806,940	-7.17%
Road Maintenance	1,003,770		1,151,668	14.73%
GRAND TOTAL	8,336,260		7,958,608	-4.53%

**TOWN OF SMITHFIELD
WATER AND SEWER BUDGET**

	Adopted Budget FY 2013/2014	Proposed Budget Revisions FY 2013/2014	% Increase (Decrease)
Operating Revenue			
Charges for services-water	1,453,834	1,368,570	-5.86%
Charges for services-sewer	699,025	668,000	-4.44%
Water Debt Service Revenue	187,896	225,025	19.76%
Sewer Compliance Revenue	489,559	492,000	0.50%
Connection fees-water	13,200	9,530	-27.80%
Connection fees-sewer	31,600	22,890	-27.56%
Application fees-water	5,000	5,500	10.00%
Miscellaneous -water	500	3,000	500.00%
Miscellaneous-sewer	500	1,000	100.00%
Total Operating Revenue	2,881,114	2,795,515	-2.97%
Operating Expenses			
Water	1,299,363	1,279,534	-1.53%
Sewer	545,652	547,898	0.41%
Total Operating Expenses	1,845,015	1,827,432	-0.95%
Operating Income before bad debt, depreciation and amortization expense	1,036,099	968,083	-6.56%
Bad Debt Expense-Water	7,500	7,500	0.00%
Bad Debt Expense-Sewer	5,000	5,000	0.00%
Depreciation and Amortization Expense-Water	365,000	365,000	0.00%
Depreciation and Amortization Expense-Sewer	772,720	600,000	-22.35%
Total Bad Debt and Depreciation Expense	1,150,220	977,500	-15.02%
Operating Income (Loss)	(114,121)	(9,417)	-91.75%
Nonoperating revenue (expenses)			
Availability Fees-Water	54,400	39,720	-26.99%
Availability Fees-Sewer	82,400	59,880	-27.33%
Pro-rata Share Fees-Water	-	8,000	100.00%
Pro-rata Share Fees-Sewer	-	8,000	100.00%
Interest Revenue-Water	5,925	6,800	14.77%
Interest Revenue-Sewer	3,250	4,500	38.46%
Interest Expense-Water	(123,720)	(123,720)	0.00%
Interest Expense-Sewer	(39,351)	(40,220)	2.21%
Total Nonoperating revenue (expenses)	(17,096)	(37,040)	116.66%
Income (loss) before contributions	(131,217)	(46,457)	-64.60%
Capital Contributions-Sewer	21,733	21,733	0.00%
Income (loss) after contributions	(109,484)	(24,724)	-77.42%
Notes to financials			
1) Income loss is funded by prior year operating reserves.			
2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
3) Pro-rata share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.			
4) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the RO plant and expenses for the sewer consent order.			
5) Principal payments to be funded from income and debt service revenues for 2014 and 2015 are:			
Water Debt Service Principal	322,275	322,275	0.00%
Sewer Debt Service Principal	74,700	74,700	0.00%
6) Total capital expenditures to be funded from income and escrow funds are:			
Water Capital expenses	218,076	196,425	-9.93%
Sewer Capital expenses	548,076	506,168	-7.65%

TOWN OF SMITHFIELD

GENERAL GOVERNMENT BUDGET

	REVENUE		
	Proposed Budget Revisions FY 2013/2014	Proposed Budget FY 2014/2015	% Increase (Decrease)
Revenue from Local Sources			
Real Estate	1,687,000	1,685,000	-0.12%
Personal Property	883,000	885,000	0.23%
Penalties and Interest	39,315	40,015	1.78%
Total Revenues from Local Sources	2,609,315	2,610,015	0.03%
Other Local Taxes			
Franchise	134,370	134,370	0.00%
Sales	270,000	270,000	0.00%
Utility	193,600	193,600	0.00%
Meals tax-4%	842,116	842,116	0.00%
Meals tax-2% (special projects)	421,058	421,058	0.00%
Cigarette	130,000	135,000	3.85%
Transient Occupancy	135,000	135,000	0.00%
Short term rental tax	1,000	1,000	0.00%
Rolling stock	15	15	0.00%
Consumption	47,500	49,000	3.16%
Communications Tax	240,000	240,000	0.00%
Miscellaneous	-	100,000	100.00%
Total other local taxes	2,414,659	2,521,159	4.41%
Licenses			
Privilege Licenses	340,950	340,950	0.00%
Permits	18,400	18,400	0.00%
Vehicle Licenses	132,006	132,000	0.00%
Total Licenses, permits and privilege fees	491,356	491,350	0.00%
Fines	70,000	70,000	0.00%
Revenue from use of money and property	198,536	195,892	-1.33%
Other Revenue	56,000	6,000	-89.29%
Revenue from Commonwealth of Virginia	206,662	200,315	-3.07%
Revenue from Federal Government	501,394	396,480	-20.92%
Other Financing Sources			
Contributions	18,858	1,000	-94.70%
Insurance Recoveries	11,650	-	-100.00%
Line of Credit Proceeds	-	450,000	100.00%
Reserve Funds			
Escrow Reserves-Police Department	24,000	-	-100.00%
Escrow Reserves-Pinewood	14,618	4,410	-69.83%
Operating Reserves	189,892	389,587	105.16%
Total other financing sources	259,018	844,997	226.23%
Total General Funds Revenues	6,806,940	7,336,208	7.78%
Road Maintenance	1,033,333	1,033,333	0.00%
State Highway Maintenance Funds Carryforward from 2013	118,335	-	-100.00%
GRAND TOTAL	7,958,608	8,369,541	5.16%
	EXPENDITURES		
	Proposed Budget Revisions FY 2013/2014	Proposed Budget FY 2014/2015	% Increase (Decrease)
Operating Expenses			
General Government	594,984	547,637	-7.96%
Treasurer	412,935	404,669	-2.00%
Public Safety	2,319,750	2,445,729	5.43%
Planning, Engineering & Public Works	805,740	810,521	0.59%
Public Buildings	140,116	153,145	9.30%
Community Development	1,310,868	1,191,840	-9.08%
Parks, Recreation and Cultural	736,543	789,155	7.14%
Debt Service	70,779	528,619	646.86%
Total Operating Expenses	6,391,715	6,871,315	7.50%
Capital Outlay			

Town Council	7,650		-	-100.00%
Treasurer	15,000		-	-100.00%
Public Safety	111,700		176,393	57.92%
Planning, Engineering & Public Works	30,875		7,500	-75.71%
Public Buildings	7,000		177,000	2428.57%
Parks, Recreation and Cultural	159,000		8,000	-94.97%
Community Development	84,000		96,000	14.29%
Total Capital Outlay	415,225		464,893	11.96%
<u>Other Financing Uses</u>				
Operating Reserves	-		-	
Total General Funds Expenses	6,806,940		7,336,208	7.78%
Road Maintenance	1,151,668		1,033,333	-10.28%
GRAND TOTAL	7,958,608		8,369,541	5.16%

**TOWN OF SMITHFIELD
WATER AND SEWER BUDGET**

	Proposed Budget Revisions FY 2013/2014	Proposed Budget FY 2014/2015	% Increase (Decrease)
Operating Revenue			
Charges for services-water	1,368,570	1,397,000	2.08%
Charges for services-sewer	668,000	668,000	0.00%
Water Debt Service Revenue	225,025	188,970	-16.02%
Sewer Compliance Revenue	492,000	492,000	0.00%
Connection fees-water	9,530	9,900	3.88%
Connection fees-sewer	22,890	23,700	3.54%
Application fees-water	5,500	5,500	0.00%
Miscellaneous -water	3,000	500	-83.33%
Miscellaneous-sewer	1,000	1,000	0.00%
Total Operating Revenue	2,795,515	2,786,570	-0.32%
Operating Expenses			
Water	1,279,534	1,253,299	-2.05%
Sewer	547,898	547,588	-0.06%
Total Operating Expenses	1,827,432	1,800,887	-1.45%
Operating Income before bad debt, depreciation and amortization expense	968,083	985,683	1.82%
Bad Debt Expense-Water	7,500	7,500	0.00%
Bad Debt Expense-Sewer	5,000	5,000	0.00%
Depreciation and Amortization Expense-Water	365,000	365,000	0.00%
Depreciation and Amortization Expense-Sewer	600,000	600,000	0.00%
Total Bad Debt and Depreciation Expense	977,500	977,500	0.00%
Operating Income (Loss)	(9,417)	8,183	-186.90%
Nonoperating revenue (expenses)			
Availability Fees-Water	39,720	40,800	2.72%
Availability Fees-Sewer	59,880	61,800	3.21%
Pro-rata Share Fees-Water	8,000	-	-100.00%
Pro-rata Share Fees-Sewer	8,000	-	-100.00%
Interest Revenue-Water	6,800	6,800	0.00%
Interest Revenue-Sewer	4,500	4,500	0.00%
Interest Expense-Water	(123,720)	(111,606)	-9.79%
Interest Expense-Sewer	(40,220)	(36,965)	-8.09%
Total Nonoperating revenue (expenses)	(37,040)	(34,671)	-6.40%
Income (loss) before contributions	(46,457)	(26,488)	-42.98%
Capital Contributions-Sewer	21,733	22,833	5.06%
Income (loss) after contributions	(24,724)	(3,655)	-85.22%
Notes to financials			
1) Income loss is funded by prior year operating reserves.			
2) Availability fees are moved to escrow funds and used to pay for capital construction and improvements			
3) Pro-rata share fees are moved to escrow funds and used to pay for capital construction and improvements motivated by growth.			
4) Water Debt Service revenues and Sewer Compliance revenues are moved to escrow accounts and used to pay debt on the RO plant and expenses for the sewer consent order.			
5) Principal payments to be funded from income and debt service revenues for 2014 and 2015 are:			
Water Debt Service Principal	322,275	337,974	4.87%
Sewer Debt Service Principal	74,700	78,850	5.56%
6) Total capital expenditures to be funded from income and escrow funds are:			
Water Capital expenses	196,425	173,321	-11.76%
Sewer Capital expenses	506,168	251,321	-50.35%

**ISLE OF WIGHT COUNTY MUSEUM
PARTNERSHIP AGREEMENT**

THIS PARTNERSHIP AGREEMENT is made and entered into this ___ day of _____, 2014 by and between the Isle of Wight County Board of Supervisors, a body politic of the Commonwealth of Virginia (hereinafter the "Board") and the Smithfield Town Council, a body politic of the Commonwealth of Virginia (hereinafter the "Council"). The Board and Council may hereinafter be referred to individually as a "Party" or jointly as the "Parties".

WITNESSETH:

WHEREAS, the Isle of Wight County Museum (hereinafter the "Museum"), located at 103 Main Street, Smithfield, Virginia, was founded in 1976 for the purpose of preserving the history of Isle of Wight County, Virginia (hereinafter the "County"); and

WHEREAS, the Isle of Wight County Public Recreational Facilities Authority (the "Authority") was charged with the operation and maintenance of the Museum and such obligation was, following the dissolution of the Authority, thereafter taken on by the Board; and

WHEREAS, as a result of significant financial pressures experienced by the County, the Board has determined that it would be in the best interests of the citizens of Isle of Wight County to enter into a partnership agreement with one or more entities to assist in the operation of the Museum; and

WHEREAS, the Council has agreed to cooperate with the Board in operating the Museum by providing certain financial assistance for those matters as set forth in this Agreement in order to ensure the continued operation of the Museum to the benefit of tourists who visit the downtown area of the Town of Smithfield and who support the business community therein.

NOW, THEREFORE, in consideration of the Parties' continuing obligations to preserve the long history of Isle of Wight County, Virginia, for the benefit of all citizens and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the provisions of this Agreement as follows:

SECTION 1 – NATURE OF AGREEMENT

The Parties hereto expressly acknowledge that this Agreement is in the nature of a partnership such that the obligations to operate and maintain the Museum shall be divided in accordance with the terms herein stated for the benefit of all citizens of the County.

SECTION 2 – APPLICABILITY

The Parties hereto expressly acknowledge that this Agreement is applicable only those matters specifically set forth herein and do not extend to unrelated matters.

SECTION 3 – TERM

This Agreement shall commence on July 1, 2014 and shall terminate on June 30, 2017. This Agreement shall automatically renew for additional one (1) year terms unless otherwise terminated by the Parties in accordance with the terms of this Agreement.

SECTION 4 – OBLIGATIONS

- a. The Board shall be obligated to provide the following for the benefit of the Museum:
 1. The Board shall retain ownership of the real property and shall not sell or lease said property without the express written consent of the Council, which shall not be unreasonably withheld;
 2. The Board shall provide, on a fiscal year basis, sufficient funds to properly maintain the Museum which shall include, but is not limited to, utility services, information technology services, structural maintenance, property insurance and such other items as the Parties may deem appropriate to properly ensure the Museum structure remains in compliance with all applicable laws and regulations related to public buildings; and
 3. The Board shall retain ownership of all items which have been donated or will hereafter be donated for retention and display at the Museum to the benefit of all citizens of the County. The Board shall not dispose of or transfer ownership of any items that have been, or which may be in the future, donated to the Museum without the express written consent of the Council, which shall not be unreasonably withheld.
- b. The Council shall be obligated to provide the following for the benefit of the Museum:
 1. The Council shall provide, on a fiscal year basis, sufficient funds to properly operate the Museum which shall include, but is not limited to, providing for the staffing needs of the Museum, which shall include the payment of salary, benefits and workers compensation, as may be agreed upon by the Parties.

SECTION 5 – HOURS OF OPERATION

For purposes of the proper operation of the Museum and in order to make efficient use of the Museum as a public attraction to induce and promote tourism and generate revenue for the benefit of those businesses located within the Town of Smithfield and the ancillary tax benefits therefrom, the Parties agree that the proposed hours of operation of the Museum shall be as follows:

Monday – Saturday: 10:00 a.m. – 4:00 p.m.
Sunday: 12:00 p.m. – 4:00 p.m.

Such hours of operation may be revised by the Council, as it deems appropriate, as part of its financial responsibilities pursuant to this Agreement.

SECTION 6 – NON-ASSIGNABILITY

This Agreement or any part hereof or the administration or performance of any service provided hereunder cannot be assigned or sublet, contracted away or in any manner transferred without the prior written consent and full approval of both Parties.

SECTION 7 – TERMINATION

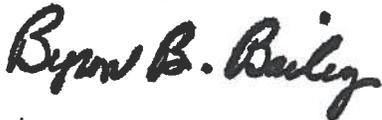
Either Party may terminate this Agreement, at its sole discretion, following written notice to the other no later than March 1st of each calendar year.

SECTION 8 – ENTIRE AGREEMENT; GOVERNING LAW

This Agreement sets forth the entire agreement and understanding among the Parties relating to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings not specifically set forth herein. This Agreement may not be modified or amended other than by written agreement, fully executed, of the Parties. The Parties agree that this Agreement shall be deemed to have been made in Virginia and that the validity and construction of this Agreement shall be governed by the laws of the Commonwealth of Virginia. Any legal action or proceedings arising out of this Agreement shall be commenced and tried in the Circuit Court of Isle of Wight County.

IN WITNESS WHEREOF, the Parties hereto set their hands and seals:

ISLE OF WIGHT COUNTY
BOARD OF SUPERVISORS



Chairman

TOWN OF SMITHFIELD
TOWN COUNCIL

Mayor

Approved as to Form:



County Attorney

Town Attorney