

SMITHFIELD TOWN COUNCIL AGENDA

April 1st, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- April 1 - 6:45 p.m. – Presentation by VML/VACo Finance
- April 1 - 7:30 p.m. – Town Council Meeting
- April 8 - 7:30 p.m. – Smithfield Planning Commission Meeting
- April 28 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Police Committee
 - Water and Sewer Committee
 - Finance Committee
- April 29 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
 - Fire and Rescue Committee
 - 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. 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 of Appreciation Presented to Former Board of Historic and Architectural Review Member Cecil Gwaltney, Jr.

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. Finance Committee Chair, Randy Pack
- c. Parks and Recreation Committee Chair, Ms. Connie Chapman
- d. Public Works Committee Chair, Michael G. Smith

CONSENT AGENDA ITEMS

C1. Resolution to Amend Olden Days Festival Street Closure Request

Police Committee Chair, Denise N. Tynes

TAB # 1

C2. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair Randy Pack

- a. Robinson Farmer Cox associates PLLC (Audit Services) \$23,000.00

C3. Motion to Approve Request to Use Clontz Park for Annual Fireworks Display, Thursday, July 3rd, 2014

Parks and Recreation Committee Chair, Connie Chapman

C4. Motion to Move Forward with Permanent Restrooms, Children's Play Area, and Additional Parking at Windsor Castle Park

Parks and Recreation Committee Chair, Connie Chapman

C5. Motion to Award Street Maintenance Contract to Blair Brothers, Inc.

Public Works Committee Chair, Michael Smith

ACTION SECTION

1. Ordinance to Adopt VML/VACo Investment Pool Trust Fund

Finance Committee Chair, Randy Pack

TAB # 2

2. Motion to Approve the Town Council Meeting Minutes of March 4th, 2014

Mr. William Barlow (Substitute for Town Attorney)

3. New Business:

4. Old Business:

5. Closed Session:

6. Adjournment

March 28, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – MARCH 2014

TOWN MANAGER'S OFFICE:

- a. Attended the following: YMCA strategic planning session, ICMA Southeast Regional Summit in Williamsburg, Hampton Roads Criminal justice Training Academy Executive Committee meeting, HRPDC Chief Admin. Officers meeting, IOW Emergency Communications Center board meeting and strategic planning session, met with Treasurer and Davenport and Company representatives, MUNIS demonstration with Treasurer's Office and Town of Windsor representatives. Met with department heads to begin budget process.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council
- b. Attended Pinewood Heights Management Team Meeting on March 11 at the Smithfield Center
- c. Prepared March Town Council Committee Agenda and April Town Council Agenda
- d. Attended Town Council Committee meetings on March 24th and 25th and prepared summary reports of the committee
- e. Prepared 2014 Spring Newsletter and sent to printers
- f. Started working on audit of project room files

TREASURER'S OFFICE:

- a. Reconciled February cash balances and prepared February financial statements.
- b. Began budget process with projected general fund revenues.
- c. Mailed out 2014 business license applications that are due by April 15.

- d. Attended Pinewood Heights Management Team meeting on March 11 at the Smithfield Center.
- e. Met with Tracy James, Robin Hewett, and representatives from Old Point Bank and Southern Payrolls on March 13 to assess progress made in processing and reporting with the new payroll provider.
- f. Met with Bill Hopkins, Sonja Eubank, Jessie Snead, and Peter Stephenson on March 14 to discuss budget items for next fiscal year and the remainder of this year.
- g. Met with Bill Riddick on March 19th to discuss bankruptcy questions/issues.
- h. Implemented new deposit requirements for utility billings/collections. The first scheduled monthly cut-offs requiring deposits were done on March 20.
- i. Prepared and submitted the Annual Highway Maintenance Report to the Weldon Cooper Center on March 21.
- j. Met with James Sanderson and Caroline Heggie from Davenport & Co. and Peter Stephenson on March 24 to discuss debt refunding alternatives.
- k. Attended a MUNIS demonstration and information session at the Smithfield Center on March 26 along with Peter Stephenson, Barbara Hunter, and representatives from Windsor and Isle of Wight County

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. Grounds crew has started work on clearing brush and tree's along the sewer force main on the Main St. pump basin.
 - c. Cleaned sewer lines on the Minton Way pump basin (30%) complete.
 - d. Had to repair sewer main line and laterals for 403 to 407 Grace St. due to old pipe and poor installation. 4 different areas.
 - e. Repaired a broken sewer lateral at 423 Watson Dr.
 - f. Repaired broken sewer main line at Main St. and Mason St.
 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. Changed the oil in pump at Crescent pump station
- d. Pulled and clean pump #1 at Watson pump station due to blockage and broken cutters.
- e. Installed a new pump at Rising Star pump station.
- f. James St. pump station fixed lower actuators and tighten packing on force main valve on #2 pump.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following addresses :
 - A. 203 Chalmers Row
 - B. 16 Riverside Dr.

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. Operators cleaned lime system mixing tank and tank mixing propeller.
- c. Plant staff replaced faulty flow meter on well 8A lubrication system.
- d. Operators pulled chloride samples for DEQ at plant and Jefferson well.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Personal Protective Equipment 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.
- d. Sanded, salted and pushed snow.
- e. Staff worked Chamber Days to provide public education on recycling and litter prevention program.

PLANNING AND ZONING:

- 1. Planning Commission – March 11, 2014
 - A. No meeting held.
- 2. Rezoning Applications under review
 - B. None
- 3. Special Use Permit Applications under review

- C. None
- 4. Subdivision and Site Plans under review
 - A. Dollar General, W. Main St. (Smithfield Lumber Co. property)
 - B. Livengood Project, Carver Avenue
- 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 – March 18, 2014
 - D. No meeting held.
- 7. Board of Historic & Architectural Review – March 18, 2014
 - E. No meeting held.

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 Muirfield in the Cypress Creek subdivision and also on Barclay Crescent. Contractor also repaired potholed areas at various locations on Battery Park Road.
- 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.

- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.

March 28, 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, MARCH 24TH, 2014

The Police Committee met Monday, March 24th, 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; Ms. Judy Winslow, Director of Tourism; Mr. Alonzo Howell, Deputy Chief of Police; Lieutenant Matthew Rogers; Mr. Wayne Hill, Police Officer; and Mr. Jack Reed, Water Treatment Plant Operator. Also in attendance was Mr. Jamie Weist of Kimley-Horn Associates. 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. Amendment to Olden Days Festival Special Event Application - Ms. Musick reported that Olden Days would like to request an additional street closure on Friday, June 27th starting at 7:00 p.m. through Saturday, June 28th. They would like to start setting up the Vintage Market vendors on North Mason Street. Mr. Pack asked if the residents that live in that area would have access to and from their residence. Ms. Winslow stated that they would not be setting up in front of any driveways and notices would be sent to all residents prior to closure. Committee recommended approval of amended street closure request.

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

1. Operational Updates – Chief Bowman reported that Officer Wayne Hill and Lieutenant Matthew Rogers were also present in regards to a couple of agenda items. Chief Bowman explained that Lieutenant Rogers would be leaving for ten weeks to attend the FBI Academy in a couple of weeks. Chief Bowman reported that the Police Department is very proud to announce Safewise.com rated Smithfield as number nine in thirty of the safest cities in Virginia. Chief Bowman reported that there had been a couple of arrests that Council may or may not have heard about. The first arrest earlier this month was a juvenile in regards to a groping incident. The 15 year old individual was identified and is now in the juvenile justice system. The second case was on March 21st for a credit card fraud case where an individual decided to steal his grandmother's cash and credit cards. This individual has also been arrested with four counts of credit card fraud, 1 count of possession of cocaine, and other charges that may be pending.

Chief Bowman stated that there have been a number of cases in the past two years since he has been here that the Police Department has had situations they could have really used a K-9 unit. He explained that K-9 units can be used for different trained applications such as tracking lost persons or dangerous criminal and tracking crimes where drugs are involved. Chief Bowman stated that the Police Department is at the point where they want to travel down the path of obtaining a K-9 unit. Officer Hill has had seven years of experience handling K-9s. The Department has the opportunity to have a trained K-9 donated to the department. The only cost to having the K-9 unit is food and vet care. He feels certain that these costs can be absorbed in their existing operating budget. The matter has been discussed with the Town Manager who contacted VML Insurance on any potential liability issues. VML Insurance has stated that no additional Insurance will be required. They have very few claims as far as K-9 units are concerned. At this point the Police Department is going down the road looking at the nuts and bolts of obtaining a K-9 unit but they will be a very mindful during the process of implementing this program. Chief Bowman stated that Officer Hill was present if Committee has any specific questions on K-9 units. Dr. Cook asked if he was correct in saying that there are essentially two different types of K-9 units. Officer Hill explained that dogs have multiple disciplines. Dogs are trained in the utility of a patrol function which allows them to apprehend suspects, search for weapons used in a crimes, or track missing or lost persons. Dogs can also be trained in narcotics and explosives which is another discipline. Officer Hill explained the purpose of this dog would be a dual purpose dog which would have training in both patrol and narcotics. Mayor Williams asked how long the department will have access to this dog? Where will the dog live? Chief Bowman stated that this dog is approximately six years old and has a durability span of about two more years. The dog would live with Officer Hill and he will be responsible for the safety of the dog.

Mrs. Tynes asked Deputy Chief Howell how the implementation of the color guard was going. Deputy Howell replied that they are in the process of making the selection of officers and looking at what equipment will need to be purchased. Committee thanked Chief Bowman for the operational update.

2. Proposed Fee of \$100 for Advertisement of Street Closure – Ms. Musick stated that staff has looked at what it cost the town to advertise street closures and determined that a \$100 fee included on the special event application would help to offset the cost of advertising. Mr. Pack expressed his concerns on charging for this town service. He stated that he understands the town wanting to recoup some of these fees; however most of these groups that ask for street closures are civic minded and often tourism related. All of these events promote economic development in town. He feels that the town should keep it the way it is now without charging this advertisement fee. Mr. Pack asked approximately how many do we do per year. Ms. Musick replied approximately eight to ten. Events that are sponsored by tourism would not be required to pay this fee. Discussion was held on which events would be subject to this advertising fee. Chief Bowman stated that this is completely a policy decision. It was brought to committee recognizing what the town is paying in advertising fees for street closures. He explained that it does not matter either way to staff. If committee thinks that it is a part of doing business and is beneficial not to charge that is fine with staff. Committee agreed that with the few number of events that are not tourism or town sponsored that they would rather not charge the fee because all the organizations provide some kind of economic benefit to the town.

3. Street Light/Speed Survey on Great Springs Road – Chief Bowman reported that a light/speed study was conducted at the entrance of the new rescue squad facility on Great Springs Road. He explained that 50 vehicles were checked in the posted 40 mph zone with an average speed of 44 mph. This is certainly within a safe tolerance. At this time there are no lights in this area of the roadway. Chief Bowman stated that he had visited the site today and stated that as you pull out of the new rescue squad facility there is approximately a half a mile each way of clear unobstructed view. The question is does the town want to look into putting street lights there or not. Chief Bowman stated that other than putting lights in the parking lot at the new facility he did not know if putting streetlights there would help or hinder. Obviously, when emergency vehicles are coming out with emergency lights going there is already a clear unobstructed view that allows vehicles to see as they approach the roadway. Chief explained that in regards to speed this road would require enforcement of any speed limit that is posted in this area. It is a narrow road so it is already aggressively enforced. Mayor Williams stated that if it becomes a problem then we need to notify the county to address when they are installing lights in the parking lot of the new facility. Staff is not recommended anything to be done at this time.

The meeting adjourned at 4:23 p.m.

March 28, 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, MARCH 24TH, 2014

The Water & Sewer Committee held a meeting on Monday, March 28th, 2014 at 4:23 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; Mr. Jack Reed, Water Treatment Plant Operator; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Jamie Weist of Kimley-Horn Associates. 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 NOT BE ON THE COUNCIL'S AGENDA

1. Preliminary Engineering Report on the Reverse Osmosis Plant by Jamie Weist of Kimley-Horn and Associates, Inc. – Mr. Weist reported that he would primarily be discussing the Executive Summary included in Council's packet. Mr. Weist explained that initially they went to the plant to look at evaluating the option of the town taking the concentrate discharge that is currently being discharged to HRSD and discharging it in Cypress Creek. While they were at the plant meeting with Mr. Reed and staff they also noticed some other operational things that might be able to be updated to make the operations of the plant more efficient and save the town money in the long run. This report is a result of those findings. Mr. Weist stated that the first item tem looked at was Silica Scaling. The reverse osmosis treatment plant operates in three stages. Currently, the town is using all three stages. He explained that the town is able to do everything that needs to be done in two stages if they take care of the silica scaling. This would require removing the third stage and properly storing it in a sodium bisulfide solution where it can be used later. These membranes will be able to be used when it is time to replace membranes in the town's first and second stages. It will also require some software

updates to the existing SCADA software that runs the plant. The estimated cost for this to be done is about \$15,000.00. This process will ultimately save the town money on the amount of concentrate the town will discharge and increase the amount of water you recover from 80% currently to 84%. It will also save you money in power consumption because the town will not be pushing water through three stages. The town will only be pushing it through two stages. Mr. Weist stated that is their first recommendation to move forward with this as a project that will ultimately pay for itself through time and produce a higher quality and more available water. It will also save town staff long term operation and maintenance cost. The second item Mr. Weist discussed was Permeate Calcium Addition. Currently the town is adding a dry lime slaker which is a powder lime that is being added to the water system to add hardness to it. The powder system does not evenly disburse throughout the treatment process. Kimley-Horn Associates is recommending that the town go to a liquid injection calcium solution. This will be more efficient and easier to operate. It will make the water quality higher in the long run widespread. It is also safer to use. This cost estimate is approximately \$50,000.00. Kimley-Horn and Associates is recommended that the town put this item in the town's Capital Improvement Project for the future. Mayor Williams asked how long would it take to recoup this money if these improvements are made. Mr. Weist stated that it would take a little while to recoup because you are not really saving a lot on materials. The biggest savings will be on operator time. Mr. Reed stated that one of the main reasons for this calcium addition is to help keep pipes from corroding. If the town can get a better calcium addition overall then it will be better on the pipes throughout the town especially the historic district with the older pipes. Mr. Weist stated the liquid calcium will integrate with the water more evenly than the powder that is being used now. Mr. Weist stated that this would not affect the taste of the water. It will only affect the hardness and how much it corrodes pipes. Dr. Cook stated that this plant is only three years old and asked why liquid was not used in the beginning. Mr. Reed stated that as he understands it that during the design process liquid lime was not as cost effective as it is now. It was a money saving decision. Liquid lime is now more cost efficient and produces a better product. It will also be easier to use operationally. Dr. Cook asked what part of switching from powder to liquid cost \$50,000.00. Mr. Weist stated that it is a different piece of equipment that takes the calcium and stores it in the system. Currently town staff is dumping lime bags in a hopper and this would be an injection type of equipment. Mr. Weist stated that he does not have a way of quantifying the savings because we do not know how fast the pipes are corroding now as to how fast they will corrode by having additional calcium to it. Mr. Weist stated that we could debate on whether it saves enough but ultimately it is a better system and the town will have an even better quality of water. Vice Mayor Gregory stated that reading through the report the town might be better served at looking at this as a whole because there may be enough savings on the back end to allow the town to do all the right things to get the highest quality of water. Mr. Weist stated that the next thing that they looked at was the membrane cleaning system. Currently staff is dragging hoses through the plant and washing the membranes off. This could potentially damage the membranes if they are not washed evenly. It

takes a significant amount of time to clean the membranes. It takes town staff approximately 15 to 16 hours to clean the membranes. Kimley-Horn is recommending a hard piping cleaning system. Instead of dragging hoses permanent piping would be installed to run the clean water to the membrane system. It will reduce labor efforts during the cleaning and the job will be able to be done faster and safer. It will also enhance the life cycle of the system. The cost estimate for this would be \$10,000 if the town was to use a local contractor to come in and do the work. Mr. Weist reiterated that some of these items will reduce cost and some will make the plant staff more operational, where time could be money. Mr. Weist stated that the next item is Permeate Header. Currently the town is using back pressure on the permeate to hold water in the system. What this does is it puts pressure on the membranes and increases the risk of the membranes fouling. These membranes are very delicate and expensive to replace if they are damaged. To reduce the back pressure on the membranes and extend the useful life of the membranes Kimley-Horn Associates is recommending that we reconfigure the permeate header turning it up into a vertical position. This way the atmosphere holds the pressure on rather than the pressure from the system. This cost estimate would be around \$5,000.00 using a local contractor to reconfigure the piping. Mr. Weist stated that this is an easy one because you are going to extend the life of the membranes and save energy cost. The last smaller item would be the Scale Inhibitor Flow Meter. This basically measures the amount of scale inhibitor that goes on the membranes. The scale inhibitor inhibits scales from forming on the membranes which can damage them. Currently it is located at a distance from where the operators are that are running the system. It is recommended that the scale inhibitor flow meter be relocated to a point near the point of injection so the operator can watch more closely. The software would be updated on this as well. The estimated cost for this is \$2,500.00. Mr. Weist stated that now he would like to discuss the big items Phosphate Treatment Processes and Concentrate Discharge Evaluation. He explained that when the plant was constructed initially the thought was to discharge into Cypress Creek. The reason it was not done during the design there was no way to treat for phosphorous. He continued to explain that Kimley-Horn Associates has talked with the Department of Environmental Quality (DEQ) and they have said that the town can discharge to Cypress Creek as long as the phosphorous has been removed from the discharge. They feel that they have developed a way to remove the phosphorous efficiently. Mr. Weist stated that in order to get a permit to discharge in Cypress Creek the town will need to do what is called bioassay testing. This checks the toxicity level of the concentrate as it enters Cypress Creek. This will determine what impact it might have on microscopic organisms. The bioassay testing cost approximately \$10,000.00. The reason it is so expensive is because you have to do multiple tests under multiple scenarios. DEQ has stated that there are two permitting processes that are determined from the bioassay testing. Before the town can move forward and start laying pipe and putting concentrate into Cypress Creek and saving a lot of money the town needs to do the testing to determine which path we need to take. If the microscopic organisms live the town can go with a general permit process. This permit process was created by DEQ several years ago just for reverse osmosis treatment plant concentrate discharge. If the

toxicity testing is allowable or shown favorable the town can go through a general streamline permit process and discharge into Cypress Creek at very little cost other than having to treat for phosphorous. There is a proven way to remove phosphorous from concentrate discharge. If the bioassay testing has a negative impact on the microscopic organisms in the creek then the town would have to go through an individual permit process. This process can take a long time and cost more money. DEQ has said that you can discharge into the creek; however we need to determine which path the town can take to get our permit to do so. Mr. Weist stated that Kimley-Horn Associates is recommending that the town move forward with the bioassay testing to determine what the permit process will be. Once that has been determined then Kimley-Horn Associates would come back to the town with the findings of the bioassay testing and this is our next step. Vice Mayor Gregory asked that if the town does the testing and does not get the results that we want and the town must go the individual permit process that is where the tough decisions will have to be made. Mr. Weist stated that was correct. The general permit processing is very straight forward. The individual permit processing is where DEQ can come in and add requirements throughout the permit process. Vice Mayor Gregory asked Mr. Weist with his field of work was there anything about this area that would steer him one direction or the other on whether we have a good shot at going the general route. Mr. Weist stated that he knows that several other plants have been permitted to discharge. Vice Mayor Gregory asked if James City County was permitted to discharge. Mr. Weist replied that they were and feels that it is a favorable environment to discharge in. He explained that the town may be required to put a diffuser at the end of the pipe to defuse the water out so that it is not all coming out as a slug of concentrate. It will disburse it more evenly. DEQ may say you can discharge but the town will be required to have multiple discharge points through the individual process. Vice Mayor Gregory stated that the town knows what we pay to have the water discharged to HRSD. It is upwards of a quarter of a million dollars a year. He asked if they know what the cost would be to remove the phosphorus from the concentrate if we are fortunate enough to be able to get the general permit process. Mr. Weist stated that he does not know what that amount will be at this time but he is absolutely sure it would be less than what we pay now overall. Mr. Weist stated that phosphorous from a water treatment plant is a lot different from phosphorous from a wastewater treatment plant because there is not enough dirt in the water. Phosphorous must connect to other molecules and settle into a settling basin. In order to do that other things may need to be added to the water to help remove the phosphorous. Cost for this process is based on the size of the basin needed. Mayor Williams asked if the town already has some pipe in the ground going to the Cypress Creek. The Town Manager replied that was correct and it could be utilized for discharging in Cypress Creek. Mr. Weist stated that the improvements that they are recommending doing now are the silica scaling with a cost estimate of \$15,000; the membrane cleaning with a cost estimate of \$10,000; permeate header with a cost estimate of \$5,000; and the scale inhibitor flow meter with a cost estimate of \$2,500. Mr. Smith asked how these steps are effected if the town chooses to come back later to do the \$50,000 cost estimate for permeate calcium addition. Mr. Weist stated that all these

items can be done individually with no impact to the other items of improvement. Mr. Weist did state that the only exception to this would be the silica scaling and the silica scaling inhibitor because if the town is going to have a consultant come in and update the scada software then it would probably be more cost efficient to do both at the same time. Dr. Cook asked what bodies of water do other localities that have been through the permitting process dump into. Mr. Weist stated that James City County dumps in the James River which is a much bigger body of water. Dr. Cook asked if he knew of any localities that were similar in size to Smithfield and were permitted to discharge in similar size body of water. Mr. Weist replied that he did not know of any this size. Dr. Cook expressed his concerns over Cypress Creek not being very big with limited water flow. Mr. Weist stated that if the town cannot discharge in Cypress Creek it would eliminate this process all together because the cost to run pipe and pump discharge all the way to the James River would not be an option. Mr. Pack asked how discharging the concentrate in Cypress Creek would affect the salinity of the creek. Mr. Weist stated that it would definitely increase the salinity. Mr. Weist stated that they would know what level of salinity the concentrate will be that is being added to the creek. They will not be measuring the existing salinity level of the creek. They will basically be checking the toxicity level of the fluoride added to the creek and the impact it has on the microscopic organisms. Dr. Cook expressed his concerns on not knowing how the discharge concentrate would affect the overall salinity of the creek. Mr. Weist stated that they can look at that if that is what the town wants them to do; however it is above and beyond what they have to look at for the DEQ permitting process. Discussion was also held on discharging only 50% of the concentrate in Cypress Creek and the remaining 50% would continue to go to HRSD. Mayor Williams asked what it going to cost the town to get started with this process. Mr. Weist stated that the bioassay testing is approximately \$10,000; however he would need to confirm with the labs the actual cost of the test. This item will come back to committee as a proposal once those costs have been confirmed. Mr. Weist stated that he would also do some research on the salinity issue to find out what this will take and cost as an added item. The Town Manager clarified that committee recommends moving forward with budgeting for all the small improvements and placing the \$50,000 permeate calcium addition into the CIP as a future improvement. Mr. Weist will bring the proposal for the bioassay testing back to committee for consideration once lab cost has been confirmed.

The meeting adjourned at 4:59 p.m.

March 28, 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, MARCH 24TH, 2014

The Finance Committee held a meeting on Monday, March 24th, 2014 at 5:00 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. Also in attendance was Mr. Wayne Farmer of the IOW Commonwealth Attorney's Office. 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. Invoices Over \$10,000 Requiring Council's Authorization:
 - a. Robinson Farmer Cox Associates PLLC (Audit Services) \$23,000.00
This invoice is for audit services from Robinson Farmer Cox Associates, PLLC. Ms. Minga stated that this amount is for the full value unlike the town's former audit service firm that did progress billing invoices. Ms. Minga stated that she was very pleased with their level of service to the town. She mentioned that if committee was interested she could have them attend an upcoming committee meeting to go over the annual audit report. Committee recommended approval of invoice.

2. Draft Ordinance to Adopt VML/VACo Investment Pool Trust Fund - Mr. Pack reported that the adoption of this ordinance is based on the presentation that will be given prior to the April 1st Town Council meeting. Ms. Minga stated that she has sent this ordinance to the Town Attorney to review and revise so that it will be applicable to the Town of Smithfield. This ordinance grants the Town Treasurer permission to participate

in the pool. It does not mean that the town is going to immediately invest. If for any reason Council is not satisfied with what is presented on April 1st it can always be pulled from the agenda. Ms. Minga stated that she does not want to continue to wait because the town has some significant money that is earning virtually nothing. Committee recommended approval of placing the proposed ordinance on the April 1st Town Council agenda.

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

1. February Financial Statement and Graphs – Ms. Minga stated that she did not have a lot to report this month. She said that she had a few things to discuss with revenues but was going to discuss that when they go over the revenue side of the budget a little bit later in the meeting. She reported that she did not find anything that was surprising or disturbing. Ms. Hewitt did most of the work on the financials this month because she has been working on budget and bankruptcies.

2. February Cash Balances – Ms. Minga reported that cash balances are still going strong. She stated that they are going to start to look at ways to move some money around to make a little bit more interest. She mentioned that they are still interested in the VML/VACo Investment Pool that is available. A presentation on the VML/VACo Investment Pool will be given prior to the Town Council meeting on April 1st at 6:30 p.m. Ms. Minga stated that she hopes that all of Town Council will attend this presentation. Water = \$287,533.36; Water Debt Service = \$1,176,235.08; Water Capital Escrow Availability Fees = \$306,033.60; Water Treatment Plant Escrow = \$111,372.24; Water Development Escrow = \$84,906.20; **Subtotal Water = \$1,966,080.48.** Sewer = \$(107,165.45) Sewer Development Escrow = \$337,764.83; Sewer Capital Escrow Availability Fees = \$806,659.32; Sewer Compliance = \$492,960.08; **Subtotal Sewer = \$1,530,218.78.** Highway = **\$39,657.63.** General Fund = \$3,849,183.26 Payroll = \$38,779.81; Money Market General Fund Town Bank = \$2,180.39; Business Super NOW-General Fund = \$33,037.40; Money Market General Fund Farmers Bank = \$288,737.40; General Fund Capital Escrow = \$214,087.53; Certificate of Deposit = \$525,841.43; Certificate of Deposit Police Dept = \$36,597.38; Special Project Account (Pinewood) = \$152,900.25; Pinewood Heights Escrow = \$19,722.12; SNAP Program = \$2,975.75; **Subtotal General Fund = \$5,164,042.72.** Beautification = \$7,833.31; Money Market Beautification = \$47,740.28; **Subtotal Beautification = \$55,573.59; TOTAL ALL FUNDS = \$8,755,573.20.**

3. Preliminary Financial Analysis Bond Refunding VML/VACo - Ms. Minga stated that at this time she is not sure where she wants to go with this item. At last month's committee meeting discussion was held on the possibility of two bond refunding opportunities with Virginia Municipal League/Virginia Association of Counties (VML/VACo) and Virginia Resource Authority (VRA). The question was asked if the

town could possibly combine the two. VML/VACo did do an analysis with the combinations of the savings and moving it to one closing rather than having closing cost for two. Ms. Minga stated that the Town Manager and she met with Mr. Sanderson of Davenport and Company. and he has looked through the town's CAFFER and thought the town might be able to save some money on our existing debt. One of the ones that he looked at in particular was the VML/VACo refunding bond. Mr. Sanderson of Davenport and Company stated that they would bid it out to around eighty different banks to get a better interest rate. The analysis that VML/VACo did the interest rate was 2.75% and Davenport and Company is estimating an interest rate of 2%. Ms. Minga also stated that Davenport and Company was looking at restructuring the loan so that the first two years are significantly lower to give the town an opportunity to set some money aside. The bigger amount is paid on the back end but overall you would have the same savings. Ms. Minga stated that because she just met with Davenport and Company today she would like more time to consider what they are offering and bring back next month, however she would like to have representatives from VML/VACo Finance make a presentation immediately prior to the April 1st Council Meeting.

4. Budget Discussion- Revenues – Ms. Minga reported that she has started with the revenues on the General Fund. She explained that when committee meets in April she will have the expenses and water and sewer to go with it. She stated that overall she did not think that there were any great surprises. Ms. Minga reported that under Real Estate Taxes normally this would be a reassessment year; however the county is not doing a reassessment this year. It has been pushed back a year in order to save a little bit of money. 2015 will be the next reassessment. What the town has brought in this year will be very similar to what will be brought in next year. The town actually brought in a little more than the town had originally projected. The town does have three businesses in particular that have outstanding real estate taxes this year. Staff will be working with the Town Attorney to try and get those up to date. One of these businesses is very notorious for being late; however the town does normally get paid. Ms. Minga reported that Personal Property Taxes will exceed what the town anticipated for current year; however staff has not been as successful with delinquent year taxes. She stated that she thinks some of this has to do with all the bankruptcies she has been handling. Unfortunately, you do not always get personal property taxes from a bankruptcy. In most cases you will get real estate taxes because the property is sold. Ms. Minga mentioned that staff is going to be doing DMV Stops but this takes a little while for it to come up because you do not know when people are going to renew their registration. Transient Occupancy is expected to be a little bit less than what the town had initially anticipated. Ms. Minga reported that Meals Tax is still looking really strong. She is projecting this to go higher than anticipated for this year. Sales Tax is up. Vehicle License Tax is expected to be less than anticipated. Part of that is because we have higher amount of collections on delinquent taxes. General Fund interest in just a stab in dark at this time until we can start putting things down on paper. Ms. Minga reported that the town has collected some cash proffers this year and we are expected to collect a little more but she is not sure if it will

be this fiscal year or next fiscal year. Ms. Minga stated that even if the proffers are for next year the town does not budget for them until they are received. It is a voluntary contribution from the developer so they are put in the budget after the fact. The Obici Healthcare Foundation Grant will be ending at the end of this fiscal year because it was not renewed for next fiscal year. The Pinewood Heights Escrow is for market rate renters. DHCD requires us to put the full value of that escrow of forty-two months aside. Ms. Minga stated that until we finish the whole budget she does not know what Operating Reserves will be. She reported that the Town Manager has contacted Draper Aden in regards to the DCA Grant. The town had anticipated getting \$17,000 this fiscal year but have not at this time. Ms. Minga stated that assuming that we did not get anything this year she has doubled next years budget because the grant was over a two year period. The town hopes to be able to continue funding the SNAP match program through the wellness initiative and farmers market. Ms. Minga reported that she is still working on Pinewood Heights at this time. Ms. Minga mentioned that at some point she will need some feedback on the proposed ball fields. Committee was asked if they would like for representatives of organizations that are requesting contributions to come before committee with how funds are being utilized. Committee replied that they would like to see that again this year. Mayor Williams suggested only inviting the ones that thanked the town for their contribution last year.

5. Closed Session: - The Town Attorney stated that we need a motion to go into closed session for the purpose of discussing personnel matters, advice of legal counsel as to potential litigation, and the discussion of acquisition/disposition of real property for public purposes. Mr. Pack made the motion and Ms. Chapman seconded the motion.

In Closed Session: 5:22 p.m.

Out of Closed Session: 6:24 p.m.

Committee came out of closed and a motion was made that only items discussed during closed session were personnel matters, discussion of potential litigation and Discussion of real property for public purposes. A Motion was made by Dr. Cook and seconded by Mr. Vice Mayor Gregory.

The meeting adjourned at 6:25 p.m.

March 28, 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, MARCH 25TH, 2014

The Parks and Recreation Committee held a meeting on Tuesday, March 25th, 2014 at 4:01 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. Wayne Griffin, Town Engineer; Ms. Judy Winslow, Director of Tourism; Mr. Williams Saunders, Town Planner; and Mr. Josiah Jendrey, Fog Inspector; Also in attendance were Ms. Florine Moore, Mr. Rick Bodson of Smithfield 2020, Ms. Vivian Evans, Council Candidate; Mr. and Mrs. David Goodrich; Ms. Gina Ippolito, and Mr. Lawrence Pitt. 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. Request Use of Clontz Park for Annual Fireworks Display, Thursday, July 3rd 2014 – The Town Manager stated that this is an annual request and staff is fully prepared for it. Committee recommended approval of this request.
2. Windsor Castle Park Amenities Survey Results – Ms. Musick reported that the data can be presented in different ways through the Survey Monkey instrument that was used. If anyone was interested in seeing that please contact her. Ms. Musick stated that all the comments for each individual amenity are attached. Ms. Chapman reported that the highest number of respondents were between the ages of 46 and 55. Followed by the next largest group which was 36 to 45. She also reported that 68.47% of the respondents had either children or grandchildren. Ms. Musick stated that five hard copies of the survey were received and that information was inputted in the Survey Monkey results. There were a total of 314 surveys received. Out of the 314 received 176 were town residents and 138 were not town residents. Mr. Pack asked where all the horse folks

requesting horse trails came from. Mrs. Tynes stated that the horse trail people have been there since the beginning when the park was being developed. She stated that it was not added to the park in the beginning because the town did not have the infrastructure to bring horses in that area. Mr. Pitt stated that he could shed a little light on the horse trails. He explained that when the town first started designing the park this was an interest that was considered. However it was determined that there was not enough acreage in the park to have horse trails. Mr. Pack stated that the whole discussion on what people would like to see in the park has been very interesting. What he thought people would want is not necessarily what they want. He explained that being in the thirty year range he began asking people that he was around what they would like to see and many of those individuals like the ones here today like the park just the way it is. A play area for the kids would be great but it is not necessarily something that they have to have at Windsor Castle Park. There are other parks in the area that already have an area for kids to play. Mr. Pack stated that a few weeks ago he took his kids to fort fun across the river and it was miserable. It was overrun with kids and he does not want to see that in Windsor Castle Park. He stated that he is not against a play area but he definitely does not want to see something like fort fun in the park. He continued to explain that the whole reason the town started the survey was so the Windsor Castle Park Foundation would have a plan to begin fundraising efforts for anything that we decide to do. Based on the results of the survey and listening to people that he has talked to most everyone would like to see a permanent restroom facility. There are some that are for a natural play area for the younger kids. He also thinks that the town needs to plan for additional parking in the future. This is all that he sees that needs to be done. Dr. Cook stated that like Mr. Pack he has also heard that the park is great just how it is but permanent restrooms, parking and something for kids to play on would be nice. Mrs. Tynes stated that she agrees that we definitely need permanent restrooms. She also stated that she has always been an advocate that the town needs somewhere for the kids to play. She mentioned that older kids can enjoy the trails as most adults but the town does need something that the toddler age and young youth aged kids can do at the park. A lot of the citizens that live in the town of Smithfield are over the age of 55. Windsor Castle Park is the perfect park for those that are over 55. Mr. Pack stated that his favorite comment on the entire survey was the one that said the town needs a pile of dirt for the kids to play on. Ms. Chapman stated that there were a lot of comments on the survey in regards to liability if children are to get hurt in the park. The Town Attorney stated that there is no additional liability to the town as the park is to be used at your own risk. Mayor Williams stated that he feels that every park needs a play area for the kids to play. Mr. Smith stated that he agrees with Mayor Williams. The town already has amenities in the dog park for the dogs to play on and we need something for the children to play on too. He also stated that the town needs to have a nice permanent restroom facility. Ms. Chapman stated that like Mr. Pack she has learned a great deal during this process. She stated that this is not a personal agenda for anyone and everyone wants to keep the park as natural as possible and preserve our green spaces. The whole concept came as a result of community input that the Natural Playground Company received. It was never the plan of the town to say

we are going to add all these amenities. It was just things that citizens had suggested. Now that Council has heard citizens input and responses we as a council can agree that a children's natural play area as well as permanent restrooms are what the town would like to move forward with allowing the Windsor Castle Foundation Board to begin fundraising efforts. Ms. Chapman stated that she would like to send this to Council for approval. Mr. Pack suggested adding parking to this plan as well. Mr. Hopkins stated that staff along with Dr. Cook has met out there on site to discuss additional parking near the barns for those individuals using the fishing pier or taking pictures by the barns. Discussion was held on the possibility of using mulch as a base for a temporary parking area for approximately 16 spaces. Committee agreed that at this time over flow parking will continue to park in the grassy area near the dog parks. Committee agreed to recommend proceeding with planning for permanent restrooms, play area, and additional parking.

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

1. Public Comments – Mr. Dave Goodrich of 104 Joshua Lane was present to give public comment. He stated that he had read with great interest the results of the survey that was just conducted for the amenities in the park. He stated that when he read them the raw data was very useful. However in reading there were a couple of things that he would like to talk about today. He talked about the scoring system indicated that all amenities receiving a positive score even though there were many more responses against the amenities than for the amenities. This way of scoring clearly distorts the findings of the survey. Mr. Goodrich stated that he had completed his own graph based on the raw information and used a scoring scale where against votes would get a negative one, neutral as a zero and for a particular amenity as a one. This analysis accurately portrays the results more accurately. Mr. Goodrich stated that question five asked the respondent if they thought none of the amenities should be included in the park. This question should be listed as a negative answer if the respondent answered yes to this question. Discussion was held on how the graphs should appear if data was entered in a different way; however the end result of the survey remains the same. Mr. Goodrich asked for an explanation of why all items were given positive values if some were in fact against the amenities. Dr. Cook stated that in the petition that was being circulated around town mentions that there should be a statue in the park honoring Mr. Luter. He asked Mr. Goodrich if he knew that there was already a nice brick structure and plaque there in Mr. Luter's honor. Mr. Goodrich stated that he would really like to see the town send Mr. Luter a letter of appreciation. Dr. Cook stated that when the park opened the town had an entire day of honoring him for the park. He asked Mr. Goodrich if he thought we needed to do this every year. Mr. Goodrich suggested doing a proclamation of appreciation for Mr. Luter to be published in the newspaper or towns permanent records. Mayor Williams stated a letter was sent and that he has spoken with Mr. Luter and he does not want any further recognition. Dr. Cook expressed his concerns that the petition made it seem as if

the town was not appreciative of Mr. Luter's donation to the town. More discussion was held on how the bar graphs distort the results of the survey. Mr. Bodson stated in defense of the survey this is standard output for the Survey Monkey that was used for the survey results. The data is shown this way because that is the way the Survey Monkey prints out the information. Mr. Smith stated regardless of how the bar graph shows the results the end result is the same. Permanent restrooms are number one, playground is number two, and picnic shelters are number three and additional parking is number four. Mr. Smith stated that he did not think that anyone at this table envisions dishonoring Mr. Luter and his vision. This was a plan to make the best possible use of the park without insulting Mr. Luter or the citizens.

Ms. Moore of 309 South Church Street was present to give public comment on Windsor Castle Park amenities. Ms. Moore stated that she just found out that the results of the survey were posted on the town website. She stated that she does know of many people that go to the town's website on a regular basis to find out this information. Ms. Chapman reported that the results from the survey have not yet been publicly released as staff was waiting for it to come before committee. Ms. Moore also mentioned that the few places that had hard copies of the survey did not have them out in clear sight. Ms. Chapman stated that they were located at the visitor's center. Ms. Moore expressed concern that residents of the town of Smithfield have no reason to go to the visitor's center. Ms. Chapman explained that it was put in the newspaper letting people know they were at the visitor's center because they are open seven days a week. Ms. Moore also stated that the online survey did not give ample room to make comments. Staff let Ms. Moore know that the comment fields would expand for any additional comments so they were not limited to space as she had thought. Ms. Moore stated that she would like to be assured that town staff has studied all three surveys including every remark and takes them to heart. Committee thanked everyone for their input under public comment.

2. Parks and Recreation Committee Report – Ms. Musick reported that they do have a few open to the public events coming up. The first one is the Smithfield Center Client Appreciation Night on April 2nd from 5:30 to 7:00. This is for all of the Smithfield Center existing clients and past clients to come and enjoy food provided by our caterers. The YMCA Triathlon is happening next Saturday, April 5th. The following weekend will be the Wine and Brew Festival on April 12th. Ms. Musick stated that two tandem kayaks were purchased to give the town a fleet of nine kayaks. Ms. Chapman congratulated Ms. Musick in investing her time in the kayak program as it was a great success last year.

3. Proposed Kayak Rental and Storage Shed – Ms. Musick stated that in the packet was the funding proposal that was submitted to the Windsor Castle Foundation Board. She explained that she is hoping that they will provide the funding for the storage shed that will act as a storage shed and rental sales office for the 2014 kayak season. The cost of the shed is approximately \$6,000. She would like to ask the Foundation Board to fund the entire thing so that they can have before July 1st. The town would then reimburse the foundation for half the cost after July 1st. Mayor Williams asked if the kayaks will fit

inside the shed. Ms. Musick stated that the Public Works staff will build shelves to store up to 12 to 15 kayaks. At this time the town has a fleet of 9 kayaks. Ms. Musick mentioned that another advantage of a storage shed is having a place to hang the life jackets after use to dry. Ms. Chapman stated that she likes that it gives staff an area to work out of. It will make it safer and more professional looking. Mr. Pack stated that he loves the idea of what staff is trying to do but the building is terrible. He stated that the town has a great park with a lot of brick and any building put in this park needs to be done right. In saying this that takes this \$6,000 building to a considerable higher amount. He again stated that he does not disagree that this is needed but committee needs to look hard at what they want to be put there permanently. There may need to be some fundraising done to help pay for what needs to go there. Mr. Pack stated that this shed maybe something that we can make an exception for this year as a temporary building while we work on what the permanent structure will look like. Ms. Musick asked if the structure could mimic the red barns in some way. Mr. Pack stated that is definitely something that they could look at. Staff will work with getting some other options and bring back to committee. Mr. Pack offered to help Ms. Musick in what he envisions it to look like.

4. Windsor Castle Park Trail Signage - Mr. Hopkins handed out information on park signage. Ms. Chapman stated that she had met with staff on site to work on designing a 911 emergency system in case the town has an incident in the park that requires emergency assistance. The signage will allow people to let emergency services know where they are at in the park. Mr. Hopkins reported that the handouts with the 12 x 18 signs are already in the park. They are just a little bit different when it comes to the type of information on them. The new sign would include location of station markers and location of other areas along the trails. The station markers that would be placed along the trails would be 8 x 12 in size and would sit lower to the ground. The station markers are what would be used to identify where you are on the trails if necessary. Mr. Hopkins explained that in the areas in the woods where there are a lot of cuts and curves the station markers would be much closer than in areas where it is more open and straight. Dr. Cook asked if the signage was two sided. Mr. Hopkins reported that they were not and the signage would face the trails at an angle. Mr. Jendrey explained the three different options that were presented to committee in the handouts. All pricing listed within this proposal is subject to change as formal bids have not been received at this time. Option one is the least expensive but would also be the most confusing option because it would only do the trail markers and the current signage would not be changed to show where the station markers are along the trails. The cost estimate for this option is approximately \$5,000. The second option would be to remove the existing map signage and replacing them with map signs that would function as station markers as well as a map of the park. This option is more expensive but lowers the number of additional signage at the park and allows for a more consistent look. The cost estimate for this option is \$5,850. Option three would be to install kiosk and remove the majority of the map signs from the park. The kiosk's would be located at the entrances of the park and

would be a place to put additional park information on a regular basis. Mr. Jendrey stated that the cost estimate for each kiosk would be \$3,300. Ms. Chapman stated that the look of the kiosk can be designed to fit into the natural aspect of the park. Ms. Chapman also stated that if the town goes with option two and metal signage is installed then if there is ever a change the existing signs will become obsolete. With the kiosk the printed laminated maps could be updated more easily to keep information as up to date as possible. Dr. Cook asked if mileage along the trail could be included on the maps for those individuals wanting to track how far they are walking. Ms. Musick stated that they had discussed this and staff felt like this could be information that would be found in the kiosk. Ms. Musick also explained that discussion was also held on using phone apps to do mileage. The station markers could have the QR code on them. Mr. Pack expressed his concern over the look of the kiosk if that was the direction that council wanted to go. The Town Manager mentioned that the kiosk that is at the park now that was donated by the National Park Service was approximately \$10,000 and it is made of metal. Ms. Chapman stated that she definitely thinks that there are different styles that they can look at. Mr. Pack clarified that the concept that is being proposed is to basically put a Windsor Castle Park Trail marker sign like this one in the handout at the entrance points of the park via a kiosk and station markers along the trails throughout the park. Ms. Chapman stated that was correct. Mr. Pack stated that he was okay with this concept but would like staff to look into other styles for the kiosk. Committee agreed to move forward with ordering trail markers for the 911 emergency system and staff will look into other options for kiosk. The kiosk will likely need to be placed in the budget for next year or give to the Windsor Castle Foundation Board to work on a fundraiser to help fund. Discussion was also held on coming up with a location to where people can go to check for lost items or turn in items that are found. Staff will look into how to get this information to the public.

The meeting adjourned at 5:11 p.m.

March 28, 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, MARCH 25TH, 2014

The Public Works Committee held a meeting on Tuesday, March 25th, 2014 at 5:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Mr. Randy Pack, 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; Mr. Wayne Griffin, Town Engineer; Mr. William Saunders, Town Planner; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Smithfield 2020, Ms. Gina Ippolito, and Ms. Vivian Evans, Council Candidate. 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. Award of Street Maintenance Contract – Mr. Hopkins reported that this item had been placed out to bid as a request for proposals. He stated that the town had received two complete proposals. One was from Blair Brothers, Inc. which is who our existing street maintenance contract is with. The second was with Carson Caroline, Inc. Both firms are located in Suffolk, Virginia. Staff interviewed both applicants and thoroughly reviewed their qualifications and proposals. Due to previous experience with the town's roadway system, knowledge of drainage issues and the fact that Carson Caroline would have to subcontract out the majority of the work, staff recommends awarding the street maintenance contract to Blair Brothers, Inc. The contract will have the right 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. Sidewalk Extension – South Church Street to Station Bridge Park Entrance - The Town Manager stated that included in the packet were two pictures that were taken of the area between South Church Street and the station bridge entrance to Windsor Castle Park. A path has been created there where people are already walking. Staff has discussed this in the past of placing a brick sidewalk extension there to connect South Church Street to the station bridge entrance along with some landscaping. What is there now is prone to weeds with no landscaping. Historic Smithfield does have a small amount of money left from the larger amount that they had donated to the town for the South Church Street Beautification Project. Combined with a couple thousand from the town a sidewalk could be installed along with some landscaping to enhance the look of that area. The Town Manager stated that they have received a quote from the same firm that did the brick work for the South Church Street Beautification Project. Mr. Hopkins stated that he has met with Mr. Ron Pack and he was in favor of the improvement. The Town Attorney asked if the town would need an easement and the Town Manager replied that the town already has an easement because it is along the retaining wall that was placed there. Mayor Williams stated that the sidewalk concept would really enhance the look of this area. Mr. Bodson stated that as a representative of Historic Smithfield it is his understanding that they will provide funding and town staff will work through the process with contractor and Mr. Ron Pack.

2. Additional Item Discussed: Repairs to Main Street - Mrs. Tynes stated that several people have asked her when the town plans on repaving Main Street in the historic area. The Town Manager stated that in the last month a fairly large repair was made at the corner of Mason Street and Main Street. He explained that through the consent order the town does have some additional utility work that needs to be completed before anything is done. The Town Manager stated that realistically it will probably be another couple of years.

The meeting adjourned at 5:22 p.m.

March 28, 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, MARCH 28TH, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, March 28th, 2014 at 5:22 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 members present were: Mr. Randy Pack, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William Riddick, III, Town Attorney; Ms. Judy Winslow, Director of Tourism; and Mr. William Saunders, Town Planner. Also in attendance were Mr. Rick Bodson of Smithfield 2020 and Ms. Vivian Evans, Council Candidate. 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 NOT BE ON THE COUNCIL'S AGENDA.

1. Pinewood Heights Phase II Update – The Town Manager reported that the monthly update from Community Planning Partners was included in the packet. He did not have anything to add to that update at this time.
2. Pinewood Heights Redevelopment Plan – The Town Manager reported that included in the packet was a map of the entire Pinewood Heights Project. The map indicates where the existing water and sewer lines are and what staff sees as proposed commercial parcels for future development under the new zoning. Mr. Saunders stated that the minimum lot size for the new zoning district is 20,000 square feet, which is a little less than a half an acre. As you can see on the map most of the proposed lots range from between 20,000 square feet to 25,000 square feet. The map shows a total of twenty-six proposed commercial lots at this time. He explained that at this time it seems logical to leave the right-of-ways in the same areas. Some of the water mains have already been upgraded. As you can see they are closer to the right-of-way than the sewer lines. Staff

is proposing to keep those and anything added be placed in the right-of-way. The sewer lines are the main infrastructure that will need to be upgraded in addition to storm water improvements. He explained that being able to have this number of lots some type of regional storm water apparatus would need to be installed. That would add value to these lots and make it to where more can be built on smaller lots. Currently, Mr. Livengood is developing on his parcels of land and having to do on site storm water management. It has proven to be a little bit of a challenge on his site. Mr. Saunders stated that this map is just something to look at and brainstorm about. It can also be shown to an engineer when the town gets to the point of being ready to develop. There is one parcel on Carver Avenue that the town does not own. The town has been unsuccessful at tracking down all the various family members that inherited that lot so the house was condemned and torn down. Mr. Saunders mentioned that at this time only Carver Avenue back to Pagan Avenue have been rezoned at this time. The remaining of Carver out to Berry Hill Road is still zoned industrial until the town acquires these properties. Mr. Pack asked about the condemned property. The Town Attorney stated that if they can find one owner that is willing to sell to the town then the town could file a petition suite against the rest of the family. Dr. Cook asked how soon the town could start looking at selling lots. The Town Manager stated that the next step would be to have an engineer to start looking at plan at a very preliminary level in terms infrastructure. Mr. Saunders explained that the town would be a lot better off to have a regional plan as far as BMP's than each lot developing their own. The town would develop the lots and then do a pro-rata for each so as they are sold they will pay a portion for their share. The Town Attorney stated that there is a huge market out there for this type of developed area. Mr. Saunders suggested that even though the town is doing this incrementally in phases with the purchases he recommends money be ere marked for this proposed engineering plan to include the entire neighborhood. The town might have a plan to put in the infrastructure in piece meal but the overall plan should be of the entire neighborhood. The benefit to that is if the town gets to a point where the town wants to allow some private people come in before we have the opportunity in make these infrastructure improvements we can say that is okay but you will need to do it by our master plan. This item was for informational purposes only at this time.

3. Proposed Smithfield 2020 Banner Project – Ms. Winslow reported that Mr. Bodson and she were in charge of putting together a plan to present to Smithfield 2020 in regards to a banner competition. This program has not yet been approved by Smithfield 2020; however they wanted to mention it today at committee level to get input from Council. She stated that what they are proposing to do is have a banner contest and new banner program. This program would be funded by Smithfield 2020 if approved. The concept is to hang fifty banners in the commercial historic district along Church Street and Main Street. No banner would be hung in front of a residence. There would be ten different designs with five banners of each design totaling fifty banners. The cost of the program is approximately \$8,000. Included in this \$8,000 would be money for 1st, 2nd and 3rd place prizes. Ms. Winslow stated that there are a couple of reasons why they

want to do this banner program. One of the reasons is to illustrate the town's new brand identity, "Genuine Smithfield". Smithfield 2020 wants to make a wow statement when you drive through the historic district. They want to promote art and cultural and artistic engagement with the community; beautify downtown Smithfield with original artwork and thus increase visitation and retail traffic; and garner media attention throughout Coastal Virginia and beyond. Ms. Winslow stated that the contest will have a very specific criteria. Mr. Pack suggested making sure the criteria includes no political messages. Ms. Winslow stated that the final banner will be 48" high and 24" wide. She asked that once the contest is over and banners have been made the town's Public Works Department install the banners. A map would be given to the town that would indicate where each banner would be placed. They would also like to give ownership of the banners to the town. Once they get tattered and worn they can be removed. Ms. Winslow stated that life expectancy for the banners are five to seven years. By that time they could do another project to replace these banners. Mayor Williams stated that he is having a hard time visualizing fifty banners up and down the street. Ms. Winslow stated that the town's branding would be located at the top and bottom of each banner to make them more unified. Mr. Bodson stated that they are there today to let committee know this is the direction that Smithfield 2020 is going in and if committee has a lot of concern they will stop everything. Next week Smithfield 2020 has to approve the funding and then they must go to the Board of Historic and Architectural Review. At that time Smithfield 2020 will bring it back for approval by Council. Ms. Winslow stated that if this moves forward as proposed then the deadline for the artwork to be submitted would be Monday, May 12th. The announcement on who won would be May 16th. Ms. Chapman asked if there was any reason why they picked May 16th. Ms. Winslow stated that May 16th is the end of National Tourism Week. Mr. Bodson stated that there may be some flexibility in the date. All the artwork would need to have something to do with the cultural vitality of downtown Smithfield. Mayor Williams stated that he respects Smithfield 2020's opinion but he still feels that fifty banners will make the downtown area look very busy. Ms. Winslow stated that they think that the banners will be very attractive and will give them the wow factor that they need for the Genuine Smithfield branding. She stated that she would forward some pictures to him for a better visual.

4. Additional Item Discussed: Economic Vitality of Main Street - Dr. Cook mentioned that he was walking down Main Street and notice that there are no available pieces of property for rent or sale. He wanted to publicly recognize this and thank everyone for their hard work to keep the downtown area thriving.

Meeting Adjourned at 5:55 p.m.

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

Committees and Projects:

03/04 Town Council meeting – Chief Bowman
03/05 Department Head meeting – Chief Bowman, Deputy Chief Howell
03/08 Neighborhood Watch mtg – Sgt. Meier, Officer J. Adams
03/10 Relay for Life meeting- Lt. Rogers, Officer Fordham
03/11 TRIAD meeting – Sgt. Miller, Kurt Beach
03/11 Safety Subcommittee meeting – Tn Hall – Sgt. Miller, Kurt Beach
03/11 BB & T representative meeting with Chief Bowman
03/12 Hampton Roads Chiefs of Police meeting – FBI Headquarters, Norfolk – Deputy Chief Howell, Lt. Rogers
03/17 ECC meeting – IoW Courthouse – Chief Bowman
03/18 Crime Line meeting – IoW Courthouse – Lt. Valdez, Annette Crocker
03/19 Department Head meeting – Center – Chief Bowman
03/24 ECC continued meeting – Col. Howell
03/24 Police Committee – Smfd Center – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Officer Hill
03/27 FBI National Academy – Planter's Club, Suffolk – Deputy Chief Howell, Lt. Rogers

Training

03/05 Interviews and Interrogations Online v2 – Officer Bancroft (7 hrs.)
03/07 Mental Health First Aid – James City County PD – Officer J. Adams (8 hrs.)
03/07 Bias Based Policing v 2 – online – Officer Powell (2 hrs.)
03/11 General Instructor Re-cert Online v 6 – Sgt. Brady (2 hrs.)
03/11 Bias Based Policing v2 – online – Lt. Valdez (2 hrs.)
03/12 Identity Theft v2 – online – Officer Bancroft (4 hrs.)
03/17 – 18 Human Performance in Force Encounters – HRCJTA – Officer D. Adams (16 hrs.)
03/ 17 – 28 Fundamentals of Crash Investigations and reconstruction – James City County PD – Officer Johnson (80 hrs.)

In-House Training:

03/11 Crowd Control Training – Smfd Center personnel – Officer Johnson (2 hrs.)

Community Relations

02/26 Ride Along – Officer Fordham
02/26 School Zone – Officer Wright, Officer Bancroft, Officer Fordham, Officer Powell, Officer Seamster, Sgt. Miller, Officer Phillips, Sgt. Brady

02/26 Homework Station – Jersey Park/Woods Edge – Officer Johnson
03/01 Talking to kids, passing out stickers – Pinewood Heights – Officer Johnson
03/05 Homework Station – Jersey Park/Woods Edge – Officer Phillips
03/07 Child Seat Installation – PD – Officer Seamster
03/08 Ride Along – Officer Fordham
03/10 Relay for Life mtg – Benn’s United Methodist Church – Sgt. Jones
03/15 St. Patrick’s Day Parade – Norfolk – Sgt. Jones, Sgt. Miller – motorcycles
03/19 Homework Station – Jersey Park/Woods Edge – Officer Bancroft
03/22 Child Seat Installation – PD – Officer Seamster
03/24 Girl Scout tour – PD – Officer Bancroft, Officer Phillips
03/24 Cub Scout tour – PD – Officer Bancroft, Officer Phillips
03/27 Meet a Police Officer – Wakefield – Lt. Rogers

Investigations:

Case#: 2014-00235
Location: 1811 S Church St (McDonald’s)
Offense: Robbery
Disposition: Cleared by Arrest

The victim and his friends had ordered food from inside McDonald’s and were walking back to their car. The suspect walked up to the victim and pulled out a small silver handgun and demanded the victim’s shoes and wallet. The victim gave up the items and the suspect went back inside McDonald’s. Through investigation officers were able to determine the identity of the suspect and arrested him. Both victim and suspect are juveniles and the suspect was transported to the Tidewater Detention Home in Chesapeake.

Case#: 2014-00241
Location: 302 Main St
Offense: Sexual Battery
Disposition: Cleared by Arrest

On 3/9/14 and 3/20/14, a 15 year old male went up to adult females and asked them for hugs. The women said sure and proceeded to give the boy a hug. When giving the first woman a hug on the 9th he grabbed her buttocks. On the 20th as he went in for the hug he tried to put his hand down the women’s shirt. She pushed away and he came towards her again and tried to put his hand up her skirt. She pushed him away and left the area. The juvenile was identified and admitted to the assaults. Petitions were obtained against the juvenile.

Case#: 2014-00244
Location: 1003 Wilson Rd
Offense: Credit Card Theft
Disposition: Cleared by Arrest

On 3/21/14, Jamal Bailey stole his grandmother's credit card. He made withdrawals and purchases totaling \$400. Officers were able to obtain video footage of Bailey using the card at different locations. Bailey was tracked to the Econo Lodge where he was arrested for credit card theft. He was transported to the PD where he confessed to taking the card and the money.

Case#: 2014-00255
Location: Battery Park Rd
Offense: DUI, Felon with a Firearm
Disposition: Cleared by Arrest

On 3/23/14, Officers were conducting a traffic stop near the intersection of Battery Park and Nike Park. While talking to the driver of the vehicle already pulled over another vehicle coming head on towards the stop went into the opposite lane of travel and came within six inches of striking the officer. The backup officer pulled the second vehicle over in the 200 block of Battery Park. The suspect was getting out of his vehicle and stumbling away. The officer ordered him back to his vehicle. The officer observed what appeared to be a firearm in the vehicle. The suspect Robert Hasty was determined to be under the influence. A search of the vehicle revealed seven firearms in the vehicle. Hasty was determined to be a convicted felon. He was charged with Possession of Firearm by felon, DUI, Drive after being declared Habitual Offender, and Refusal of the Intox.

Smithfield Center - Monthly Report - March 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
3/1/2014	Center	MHSu	Boone Retirement Party	Boone Retirement Party	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,700.00	
3/4/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
3/4/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
3/5/2014	Center	A	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/6/2014	Center	MHSu	Dominion Virginia Power	Dominion Safety Meeting	Richmond	Returning Client	a.) Resident -Weekday	0.00%	\$600.00	
3/7/2014	Center	MHSu	Isle of Wight Academy	IOW Academy Gala Set	Isle of Wight	Word of Mouth	c.) Resident-Saturday	20.00%		
3/8/2014	Center	MHSu	Isle of Wight Academy	IOW Academy Gala	Isle of Wight	Word of Mouth	c.) Resident-Saturday	0.00%	\$2,010.88	\$184.50
3/10/2014	Center	D	Town of Smithfield	Wine Fest Ticket Stuffing	Smithfield	Town Event	h.) Town	0.00%	\$50.00	
3/11/2014	Center	C&D	Town of Smithfield	Pinewood Heights Management Team Meeting	Smithfield	Town Event	h.) Town	100.00%		
3/12/2014	Center	MH	Town of Smithfield	VDACS Pesticide Recertification	Smithfield	Town Event	h.) Town	100.00%		
3/14/2014	Center	MHSu	Delta Sigma Theta Sorority	Delta Sigma Ball Set	Smithfield	Word of Mouth	c.) Resident-Saturday	20.00%		
3/15/2014	Center	MHSu	Delta Sigma Theta Sorority	Delta Sigma Theta Ball	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,876.60	
3/17/2014	Center	MHSu	Little Zion Church	Little Zion Pastors Meeting	Smithfield	Word of Mouth	a.) Resident -Weekday	0.00%	\$1,397.40	
3/19/2014	Center	MHSu	Isle of Wight Chamber of Commerce	Chamber Trade Show	Smithfield	Word of Mouth	a.) Resident -Weekday	0.00%	\$600.00	
3/20/2014	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Client	Half Off (50% off)	0.00%	\$156.00	
3/21/2014	Center	MH	Elledge-Santosa Reception	Elledge-Santosa Reception	Smithfield	Word of Mouth	b.) Resident-Friday/Sunday	0.00%	\$825.44	
3/24/2014	Center	MH	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
3/26/2014	Center	C&D	Town of Smithfield	MUNIS Presentation	Smithfield	Town Event	h.) Town	100.00%		
3/27/2014	Center	MHSu	Gumeringer and Benne Wedding and Reception	Gumeringer and Benne Wedding and Reception	Ft. Monroe	Word of Mouth	a.) Resident -Weekday	0.00%	\$1,124.72	
3/29/2014	Center	C&D	Smithfield Station	Smithfield Station Group	Smithfield	Returning Client	a.) Resident -Weekday	0.00%	\$200.00	
3/29/2014	Center	MH	German Club	German Club	Smithfield	Word of Mouth	c.) Resident-Saturday	0.00%	\$1,000.00	
3/30/2014	Center	MHSu	Oglesby and Yarbrough Wedding and Reception	Oglesby and Yarbrough Wedding and Reception	Newport News	Word of Mouth	e.) Nonresident-Friday/Sunday	0.00%	\$1,400.70	
			Totals						\$12,941.74	\$184.50
			Deposit totals for March	Smithfield Center	\$18,400.84					
				Town Services	\$184.50					

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						11:00 AM - 11:00 PM MHSu 5:00 PM Boone Retirement Party 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event
2	3	4	5	6	7	8
6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event		5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 10:00 PM A&B 7:30 PM Town Council	1:30 PM - 4:00 PM A 2:00 PM Staff Meeting	6:00 AM - 5:00 PM MHSu 8:00 AM Dominion Safety Meeting 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	Amy Off 11:00 AM - 10:00 PM MHSu 11:00 AM IOW Academy Gala Set 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event	8:30 AM - 12:00 AM MHSu 5:30 PM IOW Academy Gala 6:00 PM - 10:00 PM Parking Lot 6:00 PM Theater Event
9	10	11	12	13	14	15
Gala Takedown	3:00 PM - 5:00 PM D 3:00 PM Wine Fest Ticket Stuffing	4:00 PM - 5:30 PM Deck 4:00 PM Center Staff Meeting 4:00 PM - 6:00 PM C&D 4:00 PM Pinewood Heights Management Team Meeting	8:00 AM - 2:00 PM MH 8:30 AM VDACS Pesticide Recertification	Set Delta Ball	Melissa Off 3:00 PM - 11:00 PM MHSu 3:00 PM Delta Sigma Ball Set	Melissa Off 3:30 PM - 11:30 PM MHSu 6:00 PM Delta Sigma Theta Ball
16	17	18	19	20	21	22
Melissa Off Blocked for Delta Ball	3:00 PM - 11:00 PM MHSu 6:00 PM Little Zion Pastors Meeting	7:00 AM - 3:00 PM MHSu 8:00 AM Little Zion Pastors Meeting 6:00 PM - 11:00 PM MHSu 6:00 PM Little Zion Pastors Meeting	9:00 AM - 9:00 PM MHSu 2:00 PM Chamber Trade Show	10:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club	4:00 PM - 11:00 PM MH 6:30 PM Elledge-Santoso Reception	
23	24	25	26	27	28	29
	Carpet Cleaning 3:30 PM - 6:00 PM MH 4:00 PM Committee Meetings	Carpet Cleaning 3:30 PM - 6:00 PM MH 4:00 PM Committee Meetings	Josh Off 8:30 AM - 1:00 PM C&D 9:00 AM MUNIS Presentation	11:00 AM - 11:00 PM MHSu 4:00 PM Gumeringer and Benne Wedding and Reception		8:00 AM - 5:30 PM C&D 9:00 AM Smithfield Station Group 6:00 PM - 2:00 AM MH 7:00 PM German Club

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31					
10:30 AM - 8:30 PM MHSu 3:00 PM Oglesby and Yarbrough Wedding and Reception						

RESOLUTION

STREET CLOSURE FOR OLDEN DAYS

WHEREAS, the Town of Smithfield has, in years past, supported the Olden Days Festival organized by the citizens of the Town of Smithfield; and,

WHEREAS, the Olden Days Festival has become an event that is eagerly anticipated and enjoyed by the citizens of the town and visitors to the town; and,

WHEREAS, the Olden Days Steering Committee has requested that certain streets within the Town be closed during the festival; and,

WHEREAS, the Town Council desires to support and cooperate with the Olden Days Steering Committee, organizers of the Olden Days Festival by closing off certain of the town's streets in order to allow a safe and convenient environment for the Olden Days Festival.

NOW, THEREFORE, BE IT RESOLVED that on Friday, June 28, 2014, the following streets or portions of streets shall be closed from 5:00 p.m. until 10:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Institute Street and N. Mason Street from its intersection with Grace Street to its intersection with Main Street; and,

BE IT FURTHER RESOLVED that on Saturday, June 29, 2014 Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane shall be closed from 7:30 a.m. to 5:30 p.m.; S. Mason Street from its intersection with Main Street to its intersection with Cedar Street shall be closed from 7:30 a.m. until 5:30 p.m.; and N. Mason Street from its intersection with Main Street to its intersection with Grace Street shall be closed from 7:30 a.m. until 5:30 p.m.; and all of Institute Street shall be closed from 7:30 a.m. until 5:30 p.m.,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 1st day of April, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

AN ORDINANCE TO ADOPT THE VACO/VML VIRGINIA INVESTMENT POOL TRUST FUND FOR THE PURPOSE OF INVESTING MONEYS BELONGING TO OR WITHIN THE TOWN OF SMITHFIELD'S CONTROL, OTHER THAN SINKING FUNDS, IN CERTAIN AUTHORIZED INVESTMENTS IN ACCORDANCE WITH SECTION 2.2-4501 OF THE VIRGINIA CODE.

WHEREAS, Section 15.2-1500 of the Virginia Code provides, in part, that every locality shall provide for all the governmental functions of the locality, including, without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, Section 2.2-4501 of the Virginia Code provides that all municipal corporations and other political subdivisions may invest any and all moneys belonging to them or within their control, other than sinking funds, in certain authorized investments; and

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision of the Commonwealth having a similar power, privilege or authority pursuant to agreements with one another for joint action pursuant to the provisions of that section; and

WHEREAS, any two or more political subdivisions may enter into agreements with one another for joint action pursuant to the provisions of Section 15.2-1300 of the Virginia Code provided that the participating political subdivisions shall approve such agreement before the agreement may enter into force; and

WHEREAS, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have determined to jointly establish and participate in the VACO/VML Virginia Investment Pool (the "Trust Fund") for each such city; and

WHEREAS, it appearing to the Town Council of the Town of Smithfield that it is otherwise in the best interests of the Town of Smithfield to become a participating locality in the Trust Fund; and

WHEREAS, Ellen D. Minga, the duly appointed Treasurer of the Town of Smithfield, has the authority and responsibility under Virginia law to determine the manner in which Town funds under her control will be invested;

NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN] OF SMITHFIELD HEREBY ORDAINS:

§ 1 That the Town Council Town of Smithfield does hereby establish a trust pursuant to Section 2.2-4501 of the Virginia Code for the purpose of investing moneys determined to derive the most benefit from this investment strategy, belonging to it or within its control, other than sinking funds, in certain authorized investments, in the form set forth in the VACo/VML Virginia Investment Pool Trust Fund Agreement (the “Agreement”), a copy of which is attached here as Exhibit A.

§ 2 That the Town Council of the Town of Smithfield does hereby agree to become a “Participating Political Subdivision” in the “VACo/VML Virginia Investment Pool ” (hereinafter, the “Trust Fund”), as further defined in the Agreement.

§ 3 That the Town Council of the Town] of Smithfield does hereby designate the Treasurer of the Town of Smithfield to serve as the trustee of the Town of Smithfield with respect to the Trust Fund.and to determine what funds under the Treasurer’s control shall be invested in the Trust Fund.

§ 4 That the Town Council of the Town of Smithfield does hereby authorize the Treasurer to execute and deliver the Trust Joinder Agreement for Participating Political

Subdivisions under VACo/VML Virginia Investment Pool (“Trust Joinder Agreement”), a copy of which is attached hereto as Exhibit B.

§ 5 This ordinance shall be in force and effect upon its adoption or passage.

Exhibits: VACo/VML Virginia Investment Pool Trust Fund Agreement (“Exhibit A”)
Trust Joinder Agreement (“Exhibit B”)

Adopted this 1st day of April, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk