



SMITHFIELD TOWN COUNCIL AGENDA
July 5, 2011 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------|---|--|
| July 5 | - | 7:30 p.m. – Town Council Meeting |
| July 12 | - | 7:30 p.m. – Planning Commission |
| July 18 | - | 2:30 p.m. – Pinewood Heights Team Management Meeting for Phase 1 |
| July 19 | - | 6:30 p.m. – Board of Zoning Appeals |
| July 19 | - | 7:30 p.m. – Board of Historic and Architectural Review |
| July 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| July 26 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue 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

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.

CONSENT AGENDA ITEMS

- C1. Resolution to Authorize Street Closure and Traffic Control Assistance on October 8th for the 10th Annual Hog Jog Event **TAB # 1**
Police Committee Chair, Denise N. Tynes
- C2. Resolution of Support for the Hampton Roads Regional Water Supply Plan Submission to the Virginia Department of Environmental Quality (DEQ) **(FORTHCOMING)**
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Motion to Approve Change Order from English Construction for Drainage Improvements at the Reverse Osmosis Water Treatment Facility Site in the Amount of \$9,072.00
Water and Sewer Committee Chair, Andrew C. Gregory
- C4. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, John L. Graham
- | | |
|---|--------------|
| a. English Construction Company | \$194,225.66 |
| b. Excel Paving Corporation | \$106,521.10 |
| c. Draper Aden Associates | \$ 28,748.30 |
| d. Buchart Horn, Inc. | \$ 17,104.36 |
| e. Blair Brothers, Inc. | \$ 73,930.00 |
| f. Clark Nexsen | \$ 13,145.03 |
| g. J. R. Wills & Son's | \$ 77,302.64 |
| h. Smithfield Volunteer Fire Department | \$ 30,000.00 |
- C5. Resolution Authorizing Financing for Reverse Osmosis Water Treatment Plant, South Church Street Waterline Replacement and Building Renovations for Police Department and Town Manager's Office **(FORTHCOMING)**
Finance Committee Chair, John L. Graham
- C6. Motion to Authorize the Town Manager to Execute a Contract to Offer Commonwealth of Virginia Voluntary Group Long Term Care Insurance to Town Employees
Finance Committee Chair, John L. Graham
- C7. Motion to Renew Debris Removal Contract with Smithfield Services and Goodrich and Sons -
Public Works Committee Chair, Constance Chapman
- C8. Motion to Accept Proposals from Blair Brothers, Inc. for Asphalt Overlays on Various Town Street Totaling #315,184.00.
Public Works Committee Chair, Constance Chapman
- C9. Motion to Accept the Proposal from R.E. W. Corporation to Install DVP Meter Bases Associated with the South Church Street Streetscape Improvements Phase V
Public Works Committee Chair, Constance Chapman
- C10. Motion to Accept the Proposal from Excel Paving Corporation to Install 2" Charter and Verizon Service Conduit Associated with the South Church Street Streetscape Improvements Phase V
Public Works Committee Chair, Constance Chapman

- C11. **Resolution to VDOT Requesting Detour of Traffic to Allow Road Closure for a Portion of the South Church Street Streetscape Improvement Project** **TAB # 2**
Public Works Committee Chair, Constance Chapman
- C12. **Ordinance to Amend Zoning Ordinance for Use of Public Water System Mandatory** **TAB # 3**
Public Works Committee Chair, Constance Chapman
- C13. **Ordinance to Amend Town Code in Regards to Outdoor Storage** **TAB # 4**
Public Works Committee Chair, Constance Chapman
- C14. **Motion to Authorize 50% Discount for January 2012 Saturdays**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **PUBLIC HEARING: Rezoning Heavy Industrial to Commercial Industrial – Pinewood Heights Relocation Project** **(ORDINANCE FORTHCOMING)**
 - a. Staff Presentation by Ellen D. Minga, Town Treasurer
 - b. Public Hearing Opened
 - c. Public Hearing Closed
 - d. Consideration: Public Buildings and Welfare Committee chair, Dr. Milton Cook
2. **Appointment of Nominating Committee for Consideration of Appointment to the Board of Historic and Architectural Review for the Unexpired Term of Joseph J. Howell (Term Expires 1/31/2013)**
Mayor David M. Hare
3. **Motion to Approve the Town Council Minutes for the Meeting of June 7th, 2011**
Town Attorney, William H. Riddick
4. **Old Business:**
5. **Closed Session: Town council Evaluations for the Four Appointed Positions**
6. **New Business:**
 - a. **Motion to Approve the Amendment to the Town Manager’s Annual Employment Contract**
Mayor David M. Hare
7. **Adjournment**

July 1, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JUNE 2011

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings: Smithfield 2020, Monday Morning Moan sessions, Windsor Castle Park Foundation Board, Leadership Isle of Wight Planning team, Community Wellness Grant kick off, HRSD, Clark Nexsen and CTI, Isle of Wight County Administrator and Windsor Town Manager
- b. Volunteered at Westside Elementary Field Day
- c. Attended VLGMA Board meeting and spoke at VLGMA summer conference at Virginia Beach
- d. Reviewed and prepared annual employee performance evaluations
- e. Utilized one week of vacation leave to go on family camping trip

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Attended Windsor Castle Park Foundation Board meeting to take minutes on June 6th
- c. Debbie and myself gave blood for the Mayor's Cup Blood Drive
- d. Prepared June Town Council Committee Agenda, June Continued Town Council Agenda and July Town Council Agenda.
- e. Attended Town Council Committee meetings on June 27th and 28th and prepared summary reports of the committees.
- f. Attended Continued Town Council meeting on June 28th

TREASURER'S OFFICE:

- a. Took first aid class at Smithfield Center on June 8th.
- b. Continued reviewing documents submitted for local meals tax audit.
- c. Swore in new police officer, Donald L. Brady, Jr., on June 17.
- d. Took a sick leave day on June 20.
- e. Prepared monthly financial statements and cash balances report for finance committee meeting on June 27.
- f. Prepared for preliminary audit work on site from June 29 through July 1.

- g. Prepared Town of Smithfield Certificate of Indebtedness for Isle of Wight County bond financings.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace broken meters and install new ones, 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 and Police Department building.
1. Sewer Line Repairs and Maintenance:
 - a. 73 and 74 Pagan Ave. disconnected sewer for house to be torn down.
 - b. Cleaned 600 ft of sewer line at the new Fire Department.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly checks on all 27 pump stations.
 - b. Cleaned grease out Plaza, Minton Way and Smithfield Blvd pump station.
 - c. Completed scheduled maintenance on valves at Drummonds Lane, Golf Course, Main St. and Pinewood pump stations valves were rotated to insure they stay operational.
 3. Water Line Repairs and Maintenance:
 - a. Repaired water leak at 441 Kendall Haven. Leak was due to bottom of meter rusting away. New plastic bottom was installed.
 - b. Repaired water leak at 318 Main St. Old service line was replaced with CTS water pipe.
 - c. Repaired a water main leak on 4" water main on Hill St. Lead joint began to leak. Joint restraint was installed.
 - d. Repaired water leak at 428 Evergreen Way. Bottom of meter rusted away causing leak. New Plastic bottom was installed.
 - e. Disconnected water services at 73 and 74 Pagan Ave. for demolition.
 - f. Repaired leak on service line at 714 Main. St. Used a ¾ wrap clamp to repair the leak.
 - g. Adjusted valve boxes on Underwood Lane in preparation of road work being done by Blair Bros.
 - h. Repaired water leak on service tap for 304 Grace St. Replaced old lead tap with brass fittings and CTS pipe.

4. Well Repairs and Maintenance

- a. Continued to monitor chlorine levels and complete daily well readings at all well houses.
- b. Repaired Check valve on chlorinator at the Jefferson well.

5. Water Treatment Plant

- a. Electrical cabinet delivered and some have been installed.
- b. Completed outside yard piping and pressure test have been performed.
- c. Base stone in parking areas was added.
- d. Power pole was installed and transformer by VA Power.
- e. Cartridge filter installed along with other inside plumbing.

6. Safety

- a. Monthly truck inspections.
- b. All Public Works employees attended Confined Space Training.
- c. Monthly playground inspections.

7. Miscellaneous

- a. Cleaned off walking trails at the Windsor Castle Park once a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Sprayed sidewalks down Grace St, Main St. and Church St.
- c. Grounds crew cut grass on the north and south sides of Town weekly and bi-weekly also tractor and side arm work as needed.
- d. Serviced vactor truck had a gauge installed on the hydraulics system.
- e. Installed a dehumidifier at Windsor Castle house.
- f. Sprayed the trails at Windsor Castle Park

PLANNING AND ZONING:

1. Planning Commission – 06/14/11

- A. ***PUBLIC HEARING*** - Rezoning – I-2, Heavy Industrial to C-I, Commercial / Industrial – Phase 1 Pinewood Heights – Town of Smithfield, applicant – Recommended for approval w/no conditions.
 - B. Preliminary Site Plan Review – Harvest Fellowship Baptist Mission – Scott Overton, Harvest Fellowship Baptist Mission, applicants - Approved.
 - C. Entrance Corridor Design Review – Harvest Fellowship Baptist Mission – Scott Overton, Harvest Fellowship Baptist Mission, applicants - Approved.
2. Rezoning Applications under review
- A. Pinewood Heights – Phase 1
3. Special Use Permit Applications under review
- None
4. Subdivision and Site Plans under review
- A. Smithfield Foods Test Kitchen
 - B. Harvest Fellowship Baptist Mission
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 (65% complete)
 - D. Fire Station Building – 1802 South Church Street (85% complete)
 - E. R O Plant – (75% complete)
6. Board of Zoning Appeals 06/21/11
- A. Proposed Roofing Change – 111 South Church Street – Landmark – Gene Lowery, Christ Episcopal Church, applicants - Approved.
 - B. Proposed Roofing Change – 112 South Mason Street – Landmark – Trey Gwaltney, applicant - Approved.
 - C. Proposed Color Change – 204 Cary Street – Contributing – Nelson Moody, applicant - Approved.
 - D. Proposed Fence – 223 Washington Street – Non-Contributing – Charlie White, VFW Post 8545, applicants - Approved.
 - E. Proposed Extension of Certificate of Appropriateness – 200 Washington Street – No Designation – Kenneth Coleman, applicant. (Staff report, BHAR application and letter of request enclosed) – Approved.
 - F. Proposed Sign – 132 Main Street – Landmark – Julie Petty, The Frilly Lilly, applicants - Approved.

7. Board of Historic & Architectural Review 06/21/11

- 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.
- C. Smithfield Manor, contractor has installed E & S controls as required by the Town and the approved site plans. Builder continues construction of town homes within project. Project is now under the one-year warranty period.
- D. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. No condominiums are under construction at this time.
- D. R. O. Plant, contractor English Const. has installed all E. & S. controls as per the approved site plans and required by the Town. Contractor has completed installation of roofing systems on buildings. Contractor continues installation of plumbing and electrical systems for building area. Contractor has started final grading of project site in preparation for paving.
- E. Fire Station S. Church St., contractor A. R. Chesson, has erected and is maintaining all E. & S. controls as per the approved site plans and required by the Town. Contractor started and completed landscaping of site.
- F. South Church Street Streetscape Project, Contractor continued removal of existing sidewalk on south bound lane down to Cedar St. Contractor also continued installation of Verizon & Charter Cable conduit system from Sta. 116 + 00 to Sta. 120 + 00. Contractor has installed storm water system at Sta. 114 + 25 to Sta. 114 + 50 and accompanying structure 3-16. Contractor also installed all connecting and related storm drain pipes.
- G. Blair Bro.'s Contr. started and completed ditch repair work off of James St. outfall. Contractor also performed pavement patch repairs at various locations throughout the Town. Contractor started and completed asphalt overlay of Riverview Dr., First St., Clay St. and Washington St.

July 1, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JUNE 27th, 2011

The Police Committee held a meeting on Monday, June 27th, 2011 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; Ms. Constance Chapman and Mr. Andrew C. Gregory. Other Council members present were Mr. T. Carter Williams, Vice Mayor; Dr. Milton Cook, and Mr. John L. Graham. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Lesley Greer, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Alonzo Howell, Smithfield Police Captain; and Mr. Wayne A. Griffin, Town Engineer; The media was represented by Ms. Kelly Barlow of The Smithfield Times.

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

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

1. 10th Annual Hog Jog 5K Run/Walk Street Closure/Traffic Assistance Request for Saturday, October 8th 2011 – Committee agreed that this was the same as in previous years and would like to make a recommendation to Council to be approved.

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

1. Operational Updates – Captain Howell reported that the first item to update committee on was the major accident a little over a week ago on the Route 10 bypass. The outcome of that accident was that two people were seriously injured. He stated that from his understanding one of the individuals as of the end of last week was still in a coma. The accident was worked by the Virginia State Police. Vice Mayor Williams asked about the trash bags that appeared to have come from the accident were still on the side of the road. Captain Howell stated that he would check on who is responsible for removing trash. Captain Howell also reported that summer time is upon us and juveniles are out of school. There has been one report of a break in at Smithfield Assembly of God

church. Four juveniles were identified and charges are forthcoming. The Police Department has also responded to calls in the Bloom's area. There was a major fight there last Thursday that included juveniles from Surry and Smithfield. Charges are pending for some individuals involved. Captain Howell reported that in reference to personnel, we do have a new employee with the town. Mr. Donald Brady started today. The department still has one vacancy to fill and management continues to work on that process. Captain Howell reported that 913 South Church Street is coming along. The new walls have been erected and they are waiting for the county inspector to come to inspect what has been done thus far. Mr. Stephenson did mention that the old courts building out at the County is being renovated for the Sheriff's office. While those renovations are going on the Emergency Communication Center has been relocated to Town Hall for a couple weeks.

2. Request from Resident for "No Parking" Signs to be placed along Jericho Road – Ms. Tynes reported that she had contacted the resident to hear her concerns. Ms. Tynes stated that at this time there are no parking sign posted and she was not in favor of placing a lot of signs along the street there. Committee asked if it was legal to park on Jericho Road. Captain Howell stated that it was legal to park on the shoulder of the road as long as your wheels are not on the pavement. He stated that there is enough shoulder on both sides of the road to allow people to park there. Captain Howell stated that while surveying area he looked for wear patterns in the grass that would indicate that it was a continuous thing and none were found. Committee discussed signage options and decided that town staff would look at universal signs to direct park users to the designated parking areas. No action is needed from Council.

3. Additional Item Discussed: Fishing from Kayak Launch – Vice Mayor Williams stated that it has been brought to his attention that people are using the kayak launch to fish and they are leaving their mess behind. Committee asked if the Police Department while patrolling the park could be on the lookout for those people fishing there. It is posted that there is no fishing from launch.

The meeting adjourned at 4:15 p.m.

July 1, 2011

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, JUNE 27th, 2011

The Water & Sewer Committee held a meeting on Monday, June 27th, 2011 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Other Council members present were Ms. Constance Chapman, Mrs. Denise N. Tynes, and Dr. Milton Cook. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins III, Director of Planning, Engineering, and Public Works; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman, Andrew C. Gregory called the meeting to order.

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

1. Resolution of Support for the Hampton Roads Regional Water Supply Plan Submission to the Virginia Department of Environmental Quality – Mr. Gregory stated that the first item on the agenda was the resolution to approve the Hampton Road Regional Water Supply Plan to be submitted to the Department of Environmental Quality (DEQ). He explained that based on what he read from the draft resolution the Town of Smithfield is one of several municipalities that falls under the Hampton Roads region. Mr. Stephenson mentioned that HRPDC has been working on this plan for a couple of years. He gave a brief explanation of what is included in the plan. Town staff has reviewed to make sure there was nothing of concern for the Town of Smithfield and our needs were adequately reflected. Comments have been submitted according to our projections and use. Mr. Stephenson stated that in the executive summary it says that existing water sources available to the users in the Southside and Western Tidewater sub-region and the lower York/James/Peninsula are adequate to meet the current water demands until 2050. However existing sources to upper York/James/Peninsula are not adequate to meet the water demands in 2050. Virginia lacks a program to encourage innovation of water supply development. Mr. Gregory asked if we have heard anything from DEQ in regards to our permit renewal application submitted in 2005. Mr. Stephenson replied no. Committee recommended approval of resolution.

2. Change Order from English Construction for Drainage Improvements in the Amount of \$9,072.00 – Mr. Gregory reported that the next item was a change order request in regards to a drainage issue at the Reverse Osmosis Plant site. He stated that he had met on site with staff and the contractor. Essentially, there is an area that during heavy rain washes out really bad. That area needs concrete and a culvert to move that water out and get it down where it belongs without creating an erosion problem every time we get a heavy rain. Mr. Stephenson stated that he has spoken to Dan Cargnel of Buchart Horn, Inc. and that even with this change order the project remains pretty much on budget. Committee recommends approval to Council.

3. Additional Item Discussed: WTP – Mr. Stephenson stated that a couple of weeks ago while Mr. Dan Cargnel was in town for the regular monthly progress meeting on the water treatment plant he and I met with the General Manager of HRSD regarding the rate the town will be charged for discharge. We were told that no discounts will be offered due to the fact that their rates are regulated by the SCC. Mr. Stephenson stated that the town does have the rate effective July 1st and what the projected increase will be for the next two years. In the meantime staff will continue to look at other alternatives. Mr. Gregory mentioned that he plans to attend a free seminar in Raleigh N.C. about water conservation and what other municipalities are doing to save water. He explained that the listed topics sound like a lot of what we are dealing with here in Smithfield.

The meeting adjourned at 4:23 p.m.

July 1, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JUNE 27th, 2011

The Finance Committee held a meeting on Monday, June 27th, 2011 at 4:24 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. John L. Graham, Chair; Mr. Andrew C. Gregory, and Dr. Milton Cook. Other Council members present were: Ms. Constance Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Vice 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 Greer, Town Clerk; Mr. Alonzo Howell, Smithfield Police Captain; Ms. Ellen D. Minga, Town Treasurer; and Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, Town Attorney; The media was represented by Kelly Barlow of The Smithfield Times.

Councilman John L. Graham 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 Consideration:

- | | | |
|----|--|--------------|
| a. | English Construction Company | \$194,225.66 |
| | This invoice is for the construction of the Reverse Osmosis Water Treatment Plant. Committee recommends approval of invoice. | |
| b. | Excel Paving Corporation | \$106,521.10 |
| | This invoice is for the South Church Street Streetscape Project. Committee recommends approval of invoice. | |
| c. | Draper Aden Associates | \$ 28,748.30 |
| | This invoice is for various projects around town and includes items for the mandatory consent order. Committee recommends approval of payment. | |
| d. | Buchart Horn, Inc. | \$ 17,104.36 |
| | This invoice is progress billing on the Reverse Osmosis Water Treatment Plant. Committee recommends approval of payment. | |
| e. | Blair Brothers, Inc. | \$ 73,930.00 |

This invoice is for budgeted road improvements. Committee recommends approval of invoice.

f. Clark Nexsen \$ 13,145.03

This invoice is for the South Church Street construction inspection services by CTI. Committee recommended payment of invoice.

g. J. R. Wills & Son's \$ 77,302.64

Mr. Graham mentioned that a revised invoice was handed out for the Police Department building. He stated that he had notice a black line through the line for the generator and wanted to know if that item had gone away. The Town Manager replied it will be included in next year's budget for \$50,000. He explained that Mr. Griffin has been doing some research on generator options. That information should come back to next month's committee in terms of what staff recommends. The Town Manager did mention that revisions have been made to plans that may reduce cost by approximately \$20,000. Discussion was held on the need for a generator. Mr. Graham asked if additional items were being added to the new building that we are not running on a generator right now. Captain Howell stated that the generator should be capable of running lights, air conditioning, heat, and computers. Mr. Graham asked why we would want to run air conditioner. Captain Howell stated that in the event we lose power in the summer time. Discussion was held on the need of a generator to run air conditioner. Captain Howell also mentioned that at the current location the department does not have an emergency operations center. In the new Police Department we do plan to have an emergency operations center. Vice Mayor Williams stated that the existing police station has a single phase generator. The generator that is needed for the new police station is a three phase generator. He stated the difference in wattage in running air conditioning and not using air conditioner is very small. Staff will continue to research generator options and bring back to committee when ready.

h. Smithfield Volunteer Fire Dept Annual contribution \$ 30,000.00

This invoice is paid to Isle of Wight County for the Smithfield Volunteer Fire Department. Committee discussed and would like to review contribution made to the county to see if money is actually used for the Fire Department. Committee did recommend approval of this invoice for now.

2. Financing Options for the Reverse Osmosis Plant, South church Street Waterline Replacement and Building Renovations for Police Department and Town Manager's Office – Ms. Minga explained that she first started researching financing options back in March for the Reverse Osmosis Water Treatment Plant, the South Church Street water line replacement and initially the acquisition of the new buildings for the Police Department and Town Manager's Office. The total amount initially was \$1.3 million dollars. Ms. Minga stated that she had requested financing quotes from Towne Bank, Farmers Bank and VML/VACO. At that time we held off on financing because we were not sure how the town planned to purchase the property located at 913 South Church Street. Ms. Minga mentioned that in the meantime the town put in a request for renewal on the line of credit for the Pinewood Heights project at Towne Bank and our

representative there went ahead and presented the \$1.3 million to their Board as well. The town did receive approval for the \$1.3 million, however it would be handled like the loan we have now where we would not truly know what the interest rate would be until the town finished drawing down all the funds. Ms. Minga reported that the town has also received approval from VML/VACO. VML/VACO also offers short term financing with good interest rates that are under 2%. That has been approved as well. Ms. Minga stated to move forward with financing through VML/VACAO the Town Council would need to adopt a resolution at the July 5th meeting. Staff would recommend going with VML/VACO for town financing. They have been great to work within the past. Committee agreed to recommend VML/VACO to Town Council for town financing.

3. Participation in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program through the Virginia Retirement System – Mr. Graham reported that this item was to offer voluntary long term care insurance to town employees at no cost to the town. Dr. Cook asked if it would be offered to Town Council members as well. Ms. Minga replied that she would ask if it could be offered to Town Council members. Committee recommends approval to Town Council.

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

1. April Financial Statements – Mr. Graham mention the Real Estate tax should work itself out. Mr. Graham also mentioned that due to out-sourcing personal property bills the town collected a lot more this year. Business License permit shortfall is not expected to get much better. Mr. Graham stated that E-911 money will be sent to the County when we receive the bill. Discussion was held on the Smithfield Center going over budget. Ms. Minga stated that she and Ms. Musick would work together to determine what caused budget to be over. Ms. Minga stated that she would bring this information back to next committee meeting with update. Ms. Minga stated that due to the huge amount of invoices received from English Construction for the Reverse Osmosis Plant she would recommend revising the amended budget for FY 2010/2011. She stated we are not over budget it was just spent faster than anticipated.

2. May Cash Balances – Mr. Graham did point out that the Water Obligation Bond will disappear next month. Water = \$536,850.50; Water Debt Service = \$1,142,867.08; Water Capital Escrow Availability Fees = \$733,599.97; Water Development Escrow = \$223,824.69; Water General Obligation Funds = \$1,486,392.17; **Subtotal Water = \$4,123,534.41.** Sewer = \$13,949.91; Sewer Bond Escrow = \$.00; Sewer Development Escrow = \$315,481.03; Sewer Capital Escrow Availability Fees = \$675,547.91; Sewer Compliance = \$509,998.28; **Subtotal Sewer = \$1,514,977.13.** Highway = **\$271,256.70.** General Fund = \$1,600,124.18; Payroll = \$29,720.59; Money Market General Fund Town Bank = \$223,597.37; Money Market General Fund Farmers Bank = \$32,814.53;

Money Market General Fund Farmers Bank = \$632,748.72; General Fund Capital Escrow = \$50,446.23; Certificate of Deposit = \$24,023.28; Certificate of Deposit Police Dept = \$35,624.25; Special Project Account (Pinewood) = \$148,653.95; Pinewood Heights Escrow = \$23,560.27; South Church Street Account = \$1,125,658.94; **Subtotal General Fund = \$3,926,972.31.** Beautification = \$7,790.33; Money Market Beautification = \$298,239.50; **Subtotal Beautification = \$306,029.83; Rising Star = \$63.49. TOTAL ALL FUNDS = \$10,142,833.87.**

3. Invoices Over \$10,000 Requiring Council Payment Authorization –

a. E911 Dispatch \$22,954.00

Committee discussed and tabled this invoice being paid until the town receives bill from the county. Committee also stated that they would like to revisit what is being paid to Isle of Wight County in contributions.

4. ADDITIONAL ITEM DISCUSSED: Transient Occupancy Tax – Mr. Graham stated that Dr. Cook had pointed out that our Town Code, Section 74-151, says that if someone stays for thirty days unbroken they do not have to pay the occupancy tax. We have recently had a situation where an individual stayed longer than thirty days and they had requested their money back. The hotel then comes to the town to request reimbursement. The Town Attorney stated that he has researched this and has a recommendation. He stated that the Town Code mirrors the State Code, but paragraph c of the State Code essentially exempts the town from that provision. Town Attorney suggested amending that sentence from the Town Code. Dr. Cook stated that is the town omits it completely then occupancy tax may pertain to renters. Discussion was held by committee and it was decided to amend the number of consecutive days to ninety days. The town attorney stated that because it is a taxing provision we must advertise and hold a public hearing before it can be amended. Committee recommends authorizing the Town Attorney to advertise a public hearing to amend the Town Code Transient Occupancy Tax provision.

5. ADDITIONAL ITEM DISCUSSED: General Obligation Bond – The Town Attorney stated this item was for the bond issuance to buy the new police station and Town Manager's office. The Town Manager has an engagement letter from Hunton & Williams. The fee quote is not to exceed \$15,000.00. The Town Attorney stated that this a lot of money, however he cannot find a better deal on the bond issuance for that financing. The Town Attorney also explained that the county has already transferred the property to the town. At this time we need to pay them for it and the agreement says we are going to pay them an initial reimbursement of \$35,444.24 plus \$2,863.63 down payment. The town also has an interest payment coming due next week. Committee recommends approval of these two items to Council for the June 28th continued Town Council meeting.

The meeting adjourned at 5:06 p.m.

July 1, 2011

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, JUNE 28th, 2011

The Fire and Rescue Committee held a meeting on Tuesday, June 28th, 2011 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor T. Carter Williams, Chair; Ms. Constance Chapman, and Mrs. Denise N. Tynes, Other Council members present were: Mr. John L. Graham, and Dr. Milton Cook. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Wayne A. Griffin, Town Engineer; and Mr. William H. Riddick, III, Town Attorney. Others in Attendance were Mr. Gerry Hackney, Smithfield Volunteer Fire Department Assistant Chief; Mr. Brian Carroll, President of the Isle of Wight Volunteer Rescue Squad; Ms. Judy Winslow, Director of Tourism; Mr. Rick Bodson, Smithfield 2020; Mr. Mark Hall, and Mr. And Mrs. Sonny Hines. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chairman T. Carter Williams called the meeting to order.

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

1. Operational Updates – Assistant Chief Hackney reported that the Fire Department is extremely close to moving in the new fire station. He stated that they have a temporary certificate of occupancy so they are able to move items in and getting things setup. The department has met with the contractors on site and identified items on a punch list that need to be corrected before we will accept the structure of the building fully. The largest item on the punch list is the apparatus floor. It was clear coated with a polished finish; however the floor was not cleaned prior to polished finish. During construction the concrete floor developed many stains. So at this time the contractor will apply another finish to the floor that will not be transparent to hide the blemishes in the concrete. That is scheduled to be done this week. Assistant Chief Hackney stated that the department is using the building. They held their first business meeting there last week. The new heavy rescue truck is parked inside the station as well as Engine 51 that has been operating out of the rescue squad building. At this time the station is not being staffed. Assistant Chief Hackney explained that the new heavy rescue truck is very close to being put in operation. Still waiting on some

equipment to come in. Training for the truck will be held July 5th & 7th for classroom and hands on things and July 9th is a driver's training day. Assistant Chief Hackney apologized that he did not have any run statistics. The department has been very busy with five significant accidents that required extrication within five days. Vice Mayor Williams asked if it looked like membership might increase at the new station. Assistant Chief Hackney replied they had the most membership applications they have ever had at one time. The new firehouse has ten live in spaces. So far seven have been filled. We have an application pending currently from an existing member to apply for a live in status. They have to go before the review Board and meet criteria before they are actually allowed to live in the firehouse. Assistant Chief Hackney explained what a live in status was. He stated that having live in volunteers is a big benefit to the fire department as well as the citizens in the community. Vice Mayor Williams asked what the estimated call times were. Assistant Chief Hackney replied that eight minutes is the average. Discussion was held on location of staff. Assistant Chief Hackney explained that the one paid staff would stay at the new station; however a truck will remain at the old firehouse where there are several nearby volunteers that can respond fairly quickly. Ms. Chapman asked if there were any issues with the roof to the new fire station. Assistant Chief Hackney stated that he did not have any knowledge of any issues. Ms. Tynes asked why the department chose not to have staff at the old fire station. Assistant Chief Hackney stated that the primary apparatus would be located at the new fire station along with the one paid staff. The old fire station would be used as a backup.

Mr. Brian Carroll reported that at the almost halfway point of the year there have been a total of 1,150 calls which is up about 5%. He also reported that looking at patient choice more patients are requesting to be carried to Sentara Obici rather than Riverside at a 3 to 1 ratio. He stated that it is the patient's choice as long as it is within reason. At this time they can go to seven different facilities. It is truly where the patient wants to go unless the attendee on the medic thinks they need to divert to a closer facility. Mr. Carroll also reported that they received their new medic truck and their plan is to keep the old medic stocked and licensed. It will possibly be moved to the southern end of the county. Staffing will be addressed as needed. Mr. Carroll mentioned that four to five people were treated at Olden Days for heat exhaustion, however none were transported. He also reported that the rescue squad building had a significant power outage last night where they were down on generator power for approximately eight hours. He expressed concern that the county does not have a backup plan should their generator fail during a power outage. Mr. Carroll reported that he has had several meetings with the county and they are aggressively looking at land acquisition for the rescue squad's new facility. He stated that the county has been very supportive of finding a new location. Vice Mayor Williams asked if the field near the rescue squad building was still being used as a helicopter landing site. Mr. Carroll stated that it was and even though it does not look like it there is an area that is kept cut for a landing zone. Mr. Carroll expressed concern over the lot belonging to VDOT that has grown up makes it very hard to see. Staff will make contact with VDOT to have it cut.

The meeting adjourned at 4:18 p.m.

July 1, 2011

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, JUNE 28th, 2011

The Public Works Committee held a meeting on Tuesday, June 28th, 2011 at 4:19 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Ms. Constance Chapman, and Mrs. Denise N. Tynes. Other Council members present were: Mr. John L. Graham, and Mr. T. Carter Williams, Vice Mayor; Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Mr. William H. Riddick, III, Town Attorney; Ms. Lesley Greer, Town Clerk; Mr. Wayne A. Griffin, Town Engineer; Mr. William G. Saunders, Planner/GIS Coordinator; Mr. Alonzo Howell, Smithfield Police Department Captain; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Tourism Director; Others in Attendance were Mr. Richard Hoeflaak, Excel Paving Corporation; Mr. Mark Hall and Mr. Rick Bodson, Smithfield 2020; and Mr. and Mrs. Sonny Hines. The media was represented by Ms. Kelly Barlow of The Smithfield Times.

Committee Chair Constance Chapman called the meeting to order.

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

1. Renewal of Debris Removal Contract with Smithfield Services and Goodrich and Son's – Mr. Hopkins reported that the town has existing contracts with Goodman and Son's and Smithfield Services for debris removal. He stated that they are not used a lot but the town has contracts in place in the event the town has a major weather event. They are also used to properly maintain the BMP ponds and outfall ditch system. Mr. Hopkins reported that Goodrich & Son's current contract pricing will remain the same. Smithfield Service's rates have changed from \$65 per hour to \$75 per hour for backhoe labor and equipment. Smithfield Service has also added an additional charge of \$100 per hour for the use of John Deere Excavator. The increase in the contract is for the use of equipment that is not likely to be used by the town. Mr. Hopkins did mention that the Public Works Department has budget a used backhoe for the coming year. Staff has been pleased

with the work of both companies and is recommending that both contracts be renewed for an additional year. Committee recommends approval to Town Council.

2. Proposals from Blair Brothers Inc. for asphalt Overlays on Various Town Streets totaling \$315,184.00 – Mr. Griffin mentioned that he has spoken to the Town Treasurer and the town has approximately \$389,000 as of the first of June in Highway Funds. The proposals are for streets that need overlay work. Mr. Griffin stated that approval of the proposals does not mean all these streets will be done. Which streets get done will be based on what funds the town needs to utilize to finish up this year's fiscal budget. Mr. Griffin explained that all streets included in the proposals were last overlaid 20 years ago. Mr. Griffin explained what type of asphalt would be used. Committee recommends approval of proposals.

3. South Church Street Streetscape Project – Phase V Proposals – Mr. Hopkins reported that while the South Church Street Streetscape Improvements Phase V construction plans were being drawn up, a construction cost estimate was also provided. The total cost estimate included the following two proposals and was included in the budget to complete the job. He explained that the proposal from Excel Paving Corporation was to install 2 Charter and Verizon Service conduit to all residences in the amount of \$147,638.00. Mr. Hopkins then explained the proposal from REW Corporation is to replace thirteen Dominion Virginia Power meter bases. Mr. Hopkins stated that both proposals equal \$ 171,431.00. The town has \$165,000.00 budgeted for franchise utility locations. The Town Manager mentioned that there was quite a bit of contingency built in to the project to cover additional cost. Committee recommended approval of proposals to Council.

4. Consideration of Street Closure on South Church Street During Construction – The Town Manager stated that since this Phase of the project started a group has met ever Monday morning to discuss the project. The group includes the Chamber Downtown Business Association, Tourism, Town Manager's office, town staff, Smithfield 2020, and once a month an Excel Paving representative will come. The Town Manager stated that we were discussing earlier this month how things were going. Mr. Richard Hoeflaak of Excel Paving had pointed out that at the end of the calendar year he is going to be ready to do the work between Cedar Street and Luter Drive. Mr. Hoeflaak stated that it would make it a lot easier if we can do a detour in that area for approximately 45 day period. It was also discussed at the Monday morning meetings there was a possibility to close the road completely. One of the concerns brought up was truck traffic and vibration. The Town Manager stated that Mr. Hoeflaak was asked if road was closed completely how much time would it shave off the project. Mr. Hoeflaak said that he could probably be done by February verses next May. How much we would be able to save we do not know. The Business Association members are completely against closing the road completely. At this time Excel Paving would like to request detour of traffic for work to be done between Cedar Street and Luter Drive. It needs to be officially requested to VDOT for them to bless. This portion of the project you have almost a ninety degree turn and a signal light moving traffic in three different directions. Discussion was held on the benefits to having a detour implemented for this section of the project. It would allow the

project to move forward at a faster and safer pace. It would also come with a cost savings. Committee asked how long it would be before they would need to start working on that portion of the project. Mr. Hoeflaak estimated about 45 days. Mr. Griffin stated that he is working on setting up a meeting with VDOT to get their approval. The primary detour would be from the intersection of Thomas and Luter down Grace Street to Main Street and from Main Street to Underwood Lane to Cedar Street back up to South Church Street. Committee asked why South Mason Street was not used. Mr. Griffin stated that the primary reason for not using Mason Street is North Mason is a narrow road and his concern is truck traffic. Mr. Griffin stated that before VDOT will allow detour they need Town Council approval. Mr. Graham asked if the road is closed would the contractor be willing to work longer hours to move the project along. Mr. Richard stated they plan on increasing the hours and the production would be increased at the same time. Committee recommends approval of detour. The complete road closure concept for all of South Church Street was not recommended by committee. The Town Attorney stated that if Council adopts a resolution you at least have the option to detour. Discussion was held on how to keep truck traffic off South Church Street. Mr. Hall asked if road is closed would contractor work with owners of 113 North Church Street and 117 North Church Street for access as they will be working on their redevelopment project at the same time. Mr. Hoeflaak agreed that work with all property owners needing access to their property. Mr. Bodson stated that he has talked to the business owners on the east end of Main Street that will be dead ended because of detour to see how they felt about the street closure for the portion of South Church Street between Cedar Street and Luter Drive. At this time they are in favor of the detour. Committee asked staff to look into putting up larger no truck signs. Mr. Hines made a request to have speed limit reduced to 15 mph during the construction process. Staff will contact VDOT to ask if speed limit can be lowered during construction.

5. ADDITIONAL ITEM DISCUSSED: Ordinance to Amend Zoning Ordinance for Use of Public Water System Mandatory – The Town Attorney explained that in the Town Code under utilities and under the sewer section the town has a requirement where public sewers are available it is mandatory to hook up. He stated that staff was looking for similar language to be in the Town Code under water. It has been found in pieces in the subdivision ordinance and zoning ordinance but it does not exactly say what it should say. The Town Attorney stated that he recommends amending the Town Code to include language as follows: Where a public water supply is available in the Town it shall be unlawful to connect a residential or commercial structure to a private well or other water supply except as may be approved by the Town Manager on a temporary basis or by approval of a special use permit in accordance with the provisions of the Town's Zoning Ordinance. The Town Attorney stated that we have the potential of several residents hooking up to private irrigation wells and this amendment would take care of this issue. Committee recommends approval of Town Code Amendment.

6. ADDITIONAL ITEM DISCUSSED: Ordinance to Amend Town Code in Regards to Outdoor Storage – The Town Attorney stated the town has an issue with outside storage. People are accumulating things in their yard that should not be there. He continued to explain that you cannot have within the required setbacks in residential

districts permanent storage of furniture designed for indoor, appliances, motor vehicles, trailers, etc. "Permanent Storage" as used in this section, means presence for a period of thirty (30) or more consecutive days in the required front or side yard setbacks. Committee recommends Amendment to Town Code in regards to outdoor storage.

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

1. ADDITIONAL ITEM DISCUSSED: FYI – PODS and Construction Refuse Containers - The Town Attorney explained that this item is for informational purposes only at this time. Portable storage units are considered temporary accessory structures. They are permitted for use for a maximum of sixty (60) days with a zoning waiver; after which time, a zoning permit must be obtained for up to an additional ninety (90) days of use, based upon a legitimate need for further use having been determined. If additional time is still needed a special use permit will be required from Planning Commission. The Town Attorney stated the same rules apply to construction debris containers. He stated that they can be in place while you are building a house, however they need to be removed when done. These two items will go before Planning Commission for their consideration. They will develop an ordinance and bring their recommendation to Town Council at a later date.

The meeting adjourned at 5:13 p.m.

July 1, 2011

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, JUNE 28TH, 2011

The Public Buildings and Welfare Committee held a meeting on Tuesday, June 28th, 2011 at 5:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chairman; Mr. T. Carter Williams, Vice Mayor; and Mr. John L. Graham. Other Council members present were: Mrs. Denise N. Tynes, and Ms. Constance Chapman. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley Greer, Town Clerk; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Mr. William H. Riddick, Town Attorney; Mr. Wayne A. Griffin, Town Engineer; Mr. Alonzo Howell, Smithfield Police Department Captain; Mr. William G. Saunders, Planner/GIS Coordinator; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Tourism Director; Others in attendance were Mr. Mark Hall and Mr. Rick Bodson, Smithfield 2020. There was no media represented.

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

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

1. Pre-Public Hearing Discussion: Rezoning Heavy Industrial to Commercial Industrial - Pinewood Heights Relocation Project – Mrs. Tynes stated that a couple of the residents had contacted her about the rezoning. They want to know if their property value will go up being zoned commercial rather than residential. The Town Attorney stated property is already zoned heavy industrial so property values will not be affected. This rezoning from Heavy Industrial to Commercial Industrial is designed to give more flexibility and ease the setback requirements for industrial development. It is another step in this long process to make this a viable area. The Planning Commission unanimously recommends approval to Town Council of rezoning. Committee recommends approval to Town Council.

2. Smithfield Center – Authorize Request to Offer 50% Discount for January 2012 Saturdays – Ms. Musick explained that the center’s January 2012 Saturdays have not filled in like the rest of 2012. Staff would like to discount those days at 50%. Ms. Musick stated if 50% discount is approved she can promote it to charity groups that are looking for a venue like this but cannot afford the regular Saturday rate. Committee recommends approval of 50% discount.

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

1. Smithfield Center - Waiver Application for August 3rd – Meet the New Superintendent of Isle of Wight County Schools – Ms. Musick reported the town has a waiver application that was submitted by Mr. Herb DeGroft. This waiver request is for a meet and greet of the new superintendent of Isle of Wight County Schools. At this time they get a 50% discount for a weekday. They only need a suite but since that is unavailable they will be using the main hall. The cost with their discount would be \$100.00. Ms. Musick stated that Mr. DeGroft on behalf of the Isle of Wight County School Board is requesting a total complimentary rate. The event will be open to the public at no charge. Committee recommends approval of waiver application. Note – Following the committee meeting this request was withdrawn.

2. Follow-up on Golf Cart Usage – The Town Manager stated that staff had met today to discuss where we need to go from here. Since the word has gotten out about golf cart usage several questions have come up. One of those questions is who will do safety inspections of golf carts. A Virginia State Inspection sticker cannot be placed on a golf cart. The Town Manager explained that he asked Captain Howell to contact the local maintenance/repair shops that are certified to do state inspections and ask if the town provides them with a town safety inspection checklist would they do inspections and sign off on inspection. Captain Howell stated that he went to four of the businesses that currently inspect vehicles and asked about the six safety items listed in the ordinance to be checked. They all agreed that they would inspect with some reservation. Captain Howell stated that if anything looked to be worn then they could suggest it to be replaced. The price that was determined to be fair was the same as a motorcycle inspection which is \$12.00 based on the items that have been identified. The next item would be required is insurance. According to the State Code the minimum requirements are \$25,000 for bodily injury, \$50,000 for two or more persons, and \$20,000 is the minimum for property coverage. This information will be provided as public information. Staff has pulled examples of registration forms and will be drafting forms for both safety inspection checklist and registration. Any questions or enforcement issues should be directed to the Police Department. Staff is also recommending that the registration fee not be pro-rated. It will be based on calendar year. Captain Howell did mention that he had done some additional research on low speed vehicles. Low speed vehicles look just like a golf cart and the state statute indicates that they do not require a safety inspection. It was

determined after the committee meeting that a state inspection is not required either. Captain Howell also stated that until everything is finalized and ready to be enforced he has advised the officers to educate the public on the do's and don'ts.

3. Resolution of Opposition for Proposed Coal-Fired Power Plant to be Built in Surry County – The Town Manager reported that Mayor Hare had requested this to be placed on the committee agenda for discussion. The Town Attorney stated that he was at the Board of Supervisors meeting and they voted to initiate a forum so people can come and talk about the pro's and con's. The Board of Supervisor declined to take a position on it without having more information. Committee decided that they were not in a position to make a decision on this issue.

4. Follow-up Urban Chicken Talk – The Town Manager stated that Mr. Saunders has done research on this as request by committee last month. Mr. Saunders stated that if you did not want to allow chicken it is pretty easy to say no chickens allowed. The research was a spreadsheet of 32 municipalities. He explained that he had to go nationwide to get a good sampling. He stated that not too many local municipalities allow chickens. The spreadsheet gives you an idea of what is taken into consideration when it is determine to allow or not allow chickens. Most local municipalities are much like Smithfield where they are only allowed in agricultural type zoning districts and not allowed in residential zoning districts. Committee decided that since we have only had one resident request zoning change to allow they would at this time leave as is. If more residents in the future request change it will be revisited at that time. Committee thanked Mr. Saunders for all his time spent researching this issue.

5. Additional Item Discussed: 17 Main Street – Mr. Mark Hall was present on behalf of Smithfield 2020 to make a request to protect a contributing historic structure located at 17 Main Street on Wharf Hill. Mr. Hall stated that Smithfield 2020's concern is the building is subject to demolition by neglect. The property owner will not sell it, and she will not stabilize or repair it. The property owner will not even communicate. There is another property in that area that is being restored for commercial use so now is a good time to look at the rest of the block. This property is one of the last good examples of that commercial architecture dated back to the 1900's. He explained that it looks pretty bad from the front but looks much worse from the back and the roof. The Town Attorney stated that he is next in line to try to communicate with the property owner. He recommends putting it on the Board of Historic and Architectural Review for discussion. Mr. Hall stated that Smithfield 2020 would like to ask the town to assertively act to protect the property. A letter has already been sent to the owner of record.

Meeting Adjourned at 5:46 p.m.

Smithfield Police Department Activity Report

May 2011

	This Month May 2011	Last Month April 2011	YTD 2011	May 2010	YTD 2010	YTD % Change
Incidents Reported						
Calls for Police Service	1,237	1,099	5,581	1,223	5,039	10.76%
Traffic						
Traffic Stops	242	217	1,212	401	1,898	-36.14%
Traffic Summons	135	83	553	222	877	-36.94%
Accidents	21	22	87	24	100	-13.00%
Criminal Process						
Misdemeanor Arrests	16	14	76	29	114	-33.33%
Felony Arrests	4	7	54	4	31	74.19%
Fines Collected	\$5,165.01	\$6,182.37	\$28,129.58	\$4,871.65	\$30,171.54	-6.77%
Property Report						
Stolen Property Reported	\$261,647.00	\$4,079.00	\$322,477.00	\$221,508.00	\$530,797.00	-39.25%
Stolen Property Recovered	\$8,125.00	\$2,164.00	\$48,038.00	\$251.00	\$228,511.00	-78.98%
Property Damage Reported	\$15,754.00	\$4,655.00	\$31,226.00	\$1,961.00	\$14,347.00	117.65%
Other						
Total Mileage Police Units	26,375	23,316	124,371			
False Alarms-Police	14	7	59	18	86	-31.40%
Police Escorts	7	6	36	10	36	0.00%

NOTES:

Property totals are rounded to the nearest whole dollar.

Totals may vary between reporting periods due to ongoing investigations, case updates, and late reporting.

We are no longer receiving court dockets from Isle of Wight District Courts.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
June 2011**

Committees and Projects:

06/07 Town Council meeting – Chief Marshall
06/09 Community Help in Progress (C.H.I.P.) meeting – Chief Marshall, Annette Crocker
06/10-12 IACP Board Retreat – Smithfield, VA - Chief Marshall
06/17 Donald L. Brady sworn in
06/18-22 National Sheriffs' Association Annual Conference – St. Louis – Chief Marshall
06/20 WRVA Radio interview – Chief Marshall
06/21 Crime Line Meeting – Smithfield Center – Captain Howell, Annette Crocker
06/23 C.H.I.P. Meet and Greet parents – Church Manor – Sgt. Rogers, Annette Crocker
06/24-25 Olden Days -
06/26-29 SACOP meeting – Florida – Chief Marshall
06/27 Police Committee – Captain Howell
06/27 Finance Committee – Captain Howell
06/27 Public Building and Welfare – Captain Howell
06/27 Continued Town Council meeting – Captain Howell

Training

06/12 – 16 Law Enforcement Information Management Conference – San Diego, CA – Chief Marshall, Lt. Clarke, Sgt. Bryan, Sgt. Evans, Jimmie Minton (20 hrs).
06/17 Media Relations – Williamsburg – Lt. Clarke, Sgt. Valdez (8 hrs).
06/20 – 24 Crime Scene Photography – Norfolk – Sgt. Valdez (40 hrs.)

In-House Training:

06/27 Weapons Qualification – Franklin PD Range – Captain Howell, Officer Meier, Officer Jones, Officer Brady (3 hrs).

Community Policing

06/05 Career Day – Westside Elementary – Sgt. Evans
06/07 Scam Presentation – Bacon's Castle Baptist Church – Lt. Clarke
06/10 Reading Carnival – Hardy Elementary – Sgt. Evans, Officer Jones
06/15 Workplace Violence – Cost Plus – Sgt. Rogers
06/15 Identity Theft – Cost Plus – Sgt. Fox
06/15 Drug Recognition – Cost Plus – Sgt. Valdez
06/24 – 25 Olden Days – Town – Police Department
06/29 Ident A Kid – Smithfield Library Reading Carnival – Sgt. Evans, Officer Meier, Officer Jones

Investigations:

Case#: 2011-00502
Location: Bayport Credit Union 1290 Benn's Church Blvd.
Offense: Counterfeiting / Obtain Money by False Pretense / Grand Larceny
Disposition: Warrants Obtained / Pending Arrest

On 06/02/2011 an investigation was initiated relative to counterfeit check scheme that occurred at Bayport Credit Union located at 1290 Benn's Church Blvd that transpired on May 25, 2011. Subsequent investigation revealed that the suspect knowingly and intentionally cashed a counterfeit check in an undisclosed amount of U.S. currency. The suspect has been positively identified by a witness and captured on bank video surveillance. Warrants have been obtained pending arrest of suspect.

Case#: 2011-00540
Location: Park and Shop # 10 1001 South Church Street
Offense: Credit Card Theft / Identify Theft / Forgery / Utterance / Grand Larceny
Disposition: Cleared by Arrest

On 06/05/2011 an investigation was initiated relative to a credit card theft that occurred at the Park and Shop convenience store located at 1001 South Church Street. Subsequent investigation revealed that the victim had her credit card stolen at the Park and Shop. Afterwards, the suspect used the credit card at three other businesses prior to the credit card being cancelled. As a result, investigators determined the identity of the suspect through witness statements and captured video surveillance. This case is closed by arrest.

Case#: 2011-00576
Location: 613 Quail Street
Offense: Burglary
Disposition: Arrest Made

On 06/14/2011 an investigation was initiated relative to a residential burglary that occurred at 613 Quail Street. Subsequent investigation revealed that during the daytime the suspect made entry through a rear window momentous to the victim's return to the residence. As a result, the suspect was positively identified and warrants obtained. This case is closed by arrest.

Case#: 2011-00601
Location: Smithfield Assembly of God Church 1800 South Church Street
Offense: Burglary
Disposition: Arrested/ Petition Pending/ Juvenile Conference Committee
Recommendation

On 06/21/11 an investigation was initiated relative to a burglary that occurred at the Smithfield Assembly of God Church located at 1800 South Church Street. Subsequent investigation revealed that four juvenile suspects broke and entered during the nighttime a detached property building used for youth ministry programs. A witness observed lights on inside the building and an unauthorized vehicle parked behind the building. The witness made contact with the juveniles inside the building who then fled on foot. The witness was able to persuade one juvenile to return to the scene of the crime. Investigators subsequently determined the identity of the other three juvenile suspects. As a result, the juveniles and their parents were interviewed and subsequently released from custody. This case is pending juvenile petitions with a Juvenile Conference Committee (JCC) recommendation requested by the youth minister of the church. This case is closed by arrest.

Reporting Period: 6/1/2011 thru 6/29/2011

Total Deposits for June 2011 - \$13,789.95

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	6/1/2011	1322			Spratley-Eley Reception	Spratley-Eley Reception	1457		200.00
Invoice	6/3/2011	1323			VDOT	VDOT Awards Ceremony	1518		400.00
Invoice	6/3/2011	1324			Smithfield High School	Smithfield Prom	950		900.00
Invoice	6/3/2011	1325			Isle of Wight Commission on Aging	Senior Health Screen and Fish Fry	1056		0.00
Invoice	6/3/2011	1326			Osborne and Walker Reception	Osborne and Walker Reception	1089		0.00
Invoice	6/3/2011	1327			Evans-Clark Reception	Evans-Clark Reception	1170		0.00
Invoice	6/3/2011	1328			Brooks-Salmon Wedding & Reception	Brooks-Salmon Wedding & Reception	1182		0.00
Invoice	6/3/2011	1329			Smithfield Rotary Club	Quad City Rotary Meeting	1392		200.00
Invoice	6/3/2011	1330			Pauley-Perkinson Wedding & Reception	Pauley-Perkinson Reception	1409		0.00
Invoice	6/3/2011	1331			American Cancer Society - South Atlantic Division	Relay for Life Banquet	1479		150.00
Invoice	6/3/2011	1332			Isle of Wight County	Membership Luncheon	1495		200.00
Invoice	6/3/2011	1333			Smithfield Packing	4th Quarter Plant Review	1511		526.00
Invoice	6/3/2011	1334			Smithfield Foods	Smithfield Foods Banker's Meeting	1555		400.00
Invoice	6/3/2011	1335			Isle of Wight Schools	School Board Meeting	1574		235.00
Invoice	6/13/2011	1336			Isle of Wight Social Services	Staff Development Day	1549		25.00
Invoice	6/16/2011	1337			Newman and Caldwell Wedding and Reception	Newman and Caldwell Wedding and Reception	1536		-185.45
								Total	3,050.55
Payment	6/6/2011	1322	Visa	Visa	Spratley-Eley Reception	Spratley-Eley Reception	1457		200.00
Payment	6/10/2011	1312	Check	2071922	Smithfield Packing	Pork 101	1408		526.00
Payment	6/16/2011	1263	Check	2072573	Smithfield Packing	2nd Quarter Plant Review	1385		595.50
Payment	6/16/2011	1266	Check	2072573	Smithfield Packing	Smithfield Packing Christmas Party	1428		400.00
Payment	6/16/2011	1267	Check	2072573	Smithfield Packing	Smithfield Foods Board of Directors Meeting	1370		400.00
Payment	6/16/2011	1332	Check	9647	Isle of Wight County	Membership Luncheon	1495		200.00
Payment	6/20/2011	1329	Check	1703	Smithfield Rotary Club	Quad City Rotary Meeting	1392		200.00
Payment	6/20/2011	1336	Check	509305	Isle of Wight Social Services	Staff Development Day	1549		25.00
Payment	6/24/2011	1226	Check	2002	Isle of Wight Schools	Isle of Wight Schools Fundraiser	630		1,440.00
Payment	6/24/2011	1255	Check	509341	Isle of Wight Social Services	Annual Adoption Banquet	1228		200.00
Payment	6/24/2011	1331	Check	1601159	American Cancer Society - South Atlantic Division	Relay for Life Banquet	1479		150.00

Reporting Period: 6/1/2011 thru 6/29/2011

Total Deposits for June 2011 - \$13,789.95

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Payment	6/24/2011	1333		Electronic Transfer	Smithfield Packing	4th Quarter Plant Review	1511		526.00
Payment	6/24/2011	1334		Electronic Transfer	Smithfield Foods	Smithfield Foods Banker's Meeting	1555		400.00
Payment	6/28/2011	1335	Check	319777	Isle of Wight Schools	School Board Meeting	1574		235.00
Total									5,497.50
Deposit	6/1/2011		Discover	Dis	Langhals-Fisher Wedding & Reception	Langhals-Fisher Wedding & Reception	1197		850.00
Deposit	6/1/2011		Check	327	Catherine Bowden	Bowden Retirement Party	1597		200.00
Deposit	6/2/2011		Discover	Discover	Alva VanTassel	A Family Celebration	1430		300.00
Deposit	6/2/2011		Check	1527	Camp and Chavis Wedding and Reception	Camp and Chavis Wedding and Reception	1416		200.00
Deposit	6/4/2011	1337	American Express	American Express	Newman and Caldwell Wedding and Reception	Newman and Caldwell Wedding and Reception	1536		385.45
Deposit	6/6/2011		Check	1082	Latanya Clarke	Jaylen Clarke Graduation Party	1530		418.90
Deposit	6/9/2011		Visa	Visa	Holloway- Washington Wedding & Reception	Holloway-Washington Wedding & Reception	1604		500.00
4294 4400 0046 1173 exp 12/11 P O Box 166 Lightfoot VA 23090									
Deposit	6/10/2011		American Express	American Express	Oaks Vet Clinic	Oaks Vet Equine Dinner	1505		600.00
Deposit	6/13/2011		Check	1312	Ackley-Carter Wedding & Reception	Ackley-Carter Wedding & Reception	1519		500.00
Deposit	6/14/2011		Check	179	BC Heritage Choir	BC Heritage Choir Banquet	1194		500.00
Deposit	6/15/2011		Check	552	Chiles and Myers Wedding and Reception	Chiles and Myers Wedding and Reception	1211		800.00
Deposit	6/20/2011		Check	9316	Soteria Christian Center International	Soteria Christian Center International Woman's Conference	1605		960.00
Deposit	6/20/2011		Check	1648	Bazemore and Knight Wedding and Reception	Bazemore and Knight Wedding and Reception	1615		500.00
Deposit	6/20/2011		Check	1108	Holland and Brown Reception	Holland and Brown Reception	1616		600.00
Deposit	6/20/2011		Money Order	14-275426102	Davis and Blackwell Wedding and Reception	Davis and Blackwell Wedding and Reception	1617		300.00
Deposit	6/20/2011		Money Order	Money Order	Hundley and Batten Wedding and Reception	Hundley and Batten Wedding and Reception	1618		500.00
Deposit	6/27/2011		Check	13689	Surry Public Schools	Surry High School Prom	1611		500.00
Total									8,614.35
Adjustment	6/16/2011	1067		Adjustment	Isle of Wight Commission on Aging	Senior Health Screen and Fish	786		-50.00

Reporting Period: 6/1/2011 thru 6/29/2011

Total Deposits for June 2011 - \$13,789.95

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
						Fry			
Refund	6/16/2011	1337	American Express	Amex	Newman and Caldwell Wedding and Reception	Newman and Caldwell Wedding and Reception	1536		185.45
								Total	135.45
								Grand Total	-10,925.85

June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			10:00 AM Open Enrollment Insurance Meeting 2:00 PM Staff Meeting		5:00 PM Camp and Chavis Rehearsal 7:00 PM Armstrong-Hall Rehearsal	3:00 PM Armstrong-Hall Wedding and Reception
5	6	7	8	9	10	11
John Off 3:00 PM Camp and Chavis Wedding and Reception	John Off 6:00 PM Fire Department Training	6:00 PM Obici Foundation Grant 7:30 PM Town Council	7:00 AM Sonja-van 9:00 AM First Aid Class 4:00 PM Wheeler and Marshall Rehearsal 6:00 PM Fire Department Training 6:30 PM IOW Schools Retirement Banquet	6:30 PM Oaks Vet Equine Dinner	Amy in at 10 AM Amy Off Premier Bride Shoot 6:00 PM Walker and Addison Reception	7:00 PM Wheeler and Marshall Wedding and Reception
12	13	14	15	16	17	18
	2:00 PM Staff Meeting 6:00 PM Fire Department Training	7:30 PM Planning Commission	9 AM Smithfield Lawn-drip lines 10:00 AM Blood Drive -Town Employees and Smfd Foods 3:00 PM Quarterly Update 6:00 PM Fire Department Training	11:00 AM VDOT Awards Ceremony 8:15 PM Newman and Caldwell Rehearsal	10:30 AM Langhals-Fisher Wedding Rehearsal 6:30 PM Newman and Caldwell Wedding and Reception	Calvin Off Melissa Off 5:30 PM Langhals-Fisher Wedding & Reception
19	20	21	22	23	24	25
Father's Day Melissa Off 5:00 PM Jaylen Clarke Graduation Party	12 PM Charles-All Star Glass 6:00 PM Fire Department Training	7:00 AM Van-Inspection and Oil Change 9:00 AM Board of Director's Schoolhouse Committee 12:00 PM Crime Line Meeting 7:30 PM BHA&R	9:00 AM Gina Ippilito-Van Request 12:30 PM Center Staff Meeting 6:00 PM Fire Department Training	9:00 AM Gina Ippilito-Van Request	Marian Off 9:00 AM Olden Days -Reenactment 6:30 PM A Family Celebration	Olden Days Marian Off 8:00 AM Olden Days 6:00 PM BC Heritage Choir Banquet

June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30		
Marian Off 1:00 PM Ackley-Carter Wedding & Reception 3:00 PM Olden Days Concert	4:00 PM Committee Meetings 6:00 PM Council Meeting Continued	10:00 AM Staff Golf Cart Meeting 11:00 AM Finance Building Town Hall Meeting 4:00 PM Committee Meetings 5:30 PM President's Awards Dinner	Amy in at 11 AM 10:00 AM Staff Meeting	9:00 AM OSSI Training 3:00 PM Hazard Mitigation Public Meeting		

Smithfield Center Discounts - June 2011

Booking Date	Event Name	Room Code	Discount Percent
6/1/2011	Staff Meeting	A&B	100%
6/1/2011	Open Enrollment Insurance Meeting	C&D	100%
6/2/2011	Smithfield Foods American Farm Bureau Meeting	A&B	0%
6/3/2011	Camp and Chavis Rehearsal	Deck	0%
6/3/2011	Armstrong-Hall Rehearsal	Suites	0%
6/4/2011	Armstrong-Hall Wedding and Reception	MH plus Suites	0%
6/5/2011	Camp and Chavis Wedding and Reception	MH plus Suites	0%
6/6/2011	Fire Department Training	C&D	100%
6/7/2011	Town Council	A&B	100%
6/7/2011	Town First Aid Training	A&B	100%
6/7/2011	Obici Foundation Grant	C&D	100%
6/8/2011	Town First Aid Training	A&B	100%
6/8/2011	First Aid Class	C&D	100%
6/8/2011	Fire Department Training	C&D	100%
6/8/2011	IOW Schools Retirement Banquet	MH	50%
6/9/2011	Public Works Meeting	A&B	100%
6/9/2011	Town First Aid Training	C&D	100%
6/9/2011	Oaks Vet Equine Dinner	MH plus Suites	0%
6/10/2011	Town First Aid Training	A&B	100%
6/10/2011	Walker and Addison Reception	MH	0%
6/11/2011	Wheeler and Marshall Wedding and Reception	MH plus Suites	0%
6/13/2011	Staff Meeting	C&D	100%
6/13/2011	Fire Department Training	C&D	100%
6/14/2011	Planning Commission	A&B	100%
6/14/2011	Elections	MH	100%
6/15/2011	Blood Drive -Town Employees and Smfd Foods	C&D	100%
6/15/2011	Fire Department Training	C&D	100%
6/15/2011	Quarterly Update	MH	0%
6/16/2011	Newman and Caldwell Rehearsal	Deck	0%
6/16/2011	VDOT Awards Ceremony	MH	0%
6/17/2011	Newman and Caldwell Wedding and Reception	MH plus Suites	0%
6/18/2011	Langhals-Fisher Wedding & Reception	MH plus Suites	0%
6/19/2011	Jaylen Clarke Graduation Party	MH plus Suites	0%
6/20/2011	Fire Department Training	C&D	100%
6/21/2011	BHA&R	A&B	100%
6/21/2011	Board of Director's Schoolhouse Committee	C&D	100%
6/21/2011	Fire Department Meeting	C&D	100%
6/21/2011	Crime Line Meeting	C&D	100%
6/22/2011	Center Staff Meeting	C&D	100%
6/22/2011	Fire Department Training	C&D	100%
6/24/2011	A Family Celebration	MH	0%
6/24/2011	Olden Days -Reenactment	Riverfront	100%
6/25/2011	BC Heritage Choir Banquet	MH plus Suites	0%
6/25/2011	Olden Days	Riverfront	100%
6/26/2011	Ackley-Carter Wedding & Reception	MH plus Suites	0%

Smithfield Center Discounts - June 2011

6/27/2011	Council Meeting Continued	A&B	100%
6/27/2011	Committee Meetings	C&D	100%
6/28/2011	Finance Building Town Hall Meeting	A&B	0%
6/28/2011	Committee Meetings	C&D	100%
6/28/2011	Staff Golf Cart Meeting	C&D	100%
6/28/2011	President's Awards Dinner	MH	0%
6/29/2011	Staff Meeting	C&D	100%
6/30/2011	OSSI Training	A&B	100%
	100% discounts	33	
	50% discounts	1	
	20% discounts	0	

Smithfield/Isle of Wight Tourism Activity Report – June 2011

- Director attended Isle of Wight Board of Supervisors Meeting 6/16/11.
- Director attended Smithfield Town Council Meeting 6/07/11.
- Monday Morning Moan meeting held for communications planning for S. Church Street Beautification project 6/6/11, 6/13/11, 6/20/11, 6/27/11. Meeting will be held each Monday morning to allow citizens and merchants to make public comments and to discuss communicating the project issues to all concerned-residents, merchants and visitors.
- Met with Smithfield Station to create a 7-night stay package to be featured on THE PRICE IS RIGHT 5/2/11. SELECTED to be the featured package on the PRICE IS RIGHT 6/10/11!!! Currently working with TPIR staff at CBS.
- Smithfield 2020 Meeting held 6/1/11. Smithfield License Plates tabled for now. All interested parties have agreed to keep their paperwork active until the issue is renewed in spring of 2012. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Attended Conference Call with CVTA re: Experiential Tourism Development 6/2/11.
- Olden Days Meeting with Town employees 6/2/11; Olden Days Committee Meetings held 6/6/11 and 6/21/11; Olden Days Staff Meeting held 6/20/11, 6/22/11.
- Completed VML nomination for Encore Bride initiative and Smithfield Center renovations/updates 6/2/11.
- Aikenfest Music Festival Meeting 6/3/11, 6/7/11,
- Staff and Director met with Cole Joyner, the new Sales Manager at Smithfield Station 6/3/11. Gave Cole a FAM Tour of the area 6/ /11.
- Located and turned in Mobile Website RFP's to Budget and Finance Department 6/3/11.
- Worked on IOW County Fair advertising 6/3/11, 6/10/11, 6/15/11, 6/16/11, 6/17/11, 6/24/11, 6/30/11.

- Farmer's Market held Saturdays...6/4/11; 6/11/11; 6/18/11; 6/25/11. Excellent turn-outs!
- Held monthly Tourism Staff Meeting 6/6/11.
- Interviewed candidates for Docent position available 6/6/11. Hired qualified candidates.
- Attended Stakeholder Meeting for Town Obici Grant for Wellness and programs at WCP 6/7/11.
- Attended SHDBA Meeting 6/9/11.
- Began working with WVEC to have Smithfield & Isle of Wight featured on the ½ show "Dialogue". Filming will take place 7/27/11. The show will feature Tourism, Windsor Castle Park, the Smithfield Inn and the IOW County Fair. Initial contact was made through Supervisor Stan Clark. Thanks Stan!
- International Association of Chiefs of Police VIP Board meeting was held in Smithfield 6/10-12/11. Group toured the area, Smithfield and enjoyed staying at Smithfield Station. Thanks Community Ambassador, Mark Marshall!
- Met with Leisure Publishing about FY2012 advertising in State tourism guides 6/13/11.
- Hosted Virginia Commission for the Arts in Smithfield 6/14-16/11. Group stayed at Smithfield Station and met at the Art Center @319. IWAL hosted a VIP reception for them on 6/15/11. Excellent group! Thanks Community Ambassador, Debra Wyld!
- Did porcine statuary presentation to the Smithfield Women's Club 6/14/11.
- Conference call with TripAdvisor 6/14/11.
- Attended Coastal Virginia Tourism Alliance Meeting in Cape Charles 6/15/11.
- Attended IOW Sesquicentennial Committee Meeting at IOW Museum 6/16/11.
- Attended IOW County Buildings & Grounds Committee meeting 6/16/11. Issues addressed: art and exhibits in YLCB, Boykin's Tavern, Zuni.
- Hosted Chamber Leadership class at Visitor Center/Art Center @319 6/17/11.
- Attended Grand Opening of Anne of Smithfield shop 6/17/11.

- Printed and distributed invitations for the IOW County Animal Shelter Grand Opening on July 7, 2011 6/20/11.
- Attended Schoolhouse Museum Board Meeting 6/21/11.
- Attended VTC/VACVB/VHTA conference call regarding upcoming VA-1 Tourism Summit in Richmond in October on 6/21/11.
- Attended EAP Manager's Training 6/22/11.
- Staff blitz of Williamsburg 6/22/11.
- Smithfield 2020 Committee meeting held 6/23/11.
- Completed state requested PR info on Windsor Castle Park and Smithfield Center 6/23/11.
- SMITHFIELD OLDEN DAYS festival held 6/24-25/11. Huge attendance and excellent weather! Biggest attendance since festival was brought back!
- IOW Fair Committee meeting 6/27/11.
- Attended Council Committee meetings 6/28/11.
- Received finish product from vendor for Smithfield & IOW Tourism new MOBILE-friendly website 6/28/11. We will do a press release when the site goes "live"!
- Attended Zuni Historical Society meeting 6/28/11.
- Attended fiscal year wrap up staff meeting 6/29/11.
- Attended Smithfield Staff Meeting 6/1/11 and 6/13/11 and 6/29/11.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

RESOLUTION

CLOSURE OF STREETS FOR "HOG JOG" RACE

WHEREAS, a committee has formed for the purpose of sponsoring the tenth annual five kilometer road race known as the "Hog Jog"; and,

WHEREAS, the Hog Jog Committee has requested that all or portions of Commerce Street, Main Street, Cedar Street, South Mason Street, Hill Street, South Church Street, Jericho Road, Underwood Lane, Cary Street, Grace Street, James Street, Washington Street, North Mason Street, Thomas Street and Luter Drive, all as shown on the attached sketch, be closed on Saturday, October 8, 2011 from 9:00 a.m. to 11:00 a.m. to be used as the race course and to permit a safe environment to conduct the race; and,

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

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

NOW, THEREFORE, be it resolved that on Saturday, October 8, 2011, all or portions of Commerce Street, Main Street, Cedar Street, South Mason Street, Hill Street, South Church Street, Jericho Road, Underwood Lane, Cary Street, Grace Street, James Street, Washington Street, North Mason Street, Thomas Street and Luter Drive, all as shown on the attached sketch, be closed from 9:00 a.m. to 11:00 p.m. to permit a safe environment for conducting a five kilometer road race; and that the closure of these street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 5th day of July, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

RESOLUTION IN SUPPORT OF DETOUR FROM NORTH AND SOUTH CHURCH STREET DURING CONSTRUCTION

WHEREAS, the Town of Smithfield is currently constructing street and utility improvements to North and South Church Streets; and,

WHEREAS, construction is progressing and will soon be at a point where the construction contractor will be working on that portion of the project on the north and south sides of the intersection of Main Street with North and South Church Street; and,

WHEREAS, the construction contractor has advised the Town Council that the work on this part of the project could be done much more quickly and at less cost if that portion of the project commencing at the intersection of Cedar Street thence running north on S. Church Street to the intersection with Main Street and thence continuing north to the intersection of North Church Street with Luter Drive and Thomas Street can be closed during construction; and,

WHEREAS, the Town Council has deemed such proposal to be in the best interest of the citizens of the Town; and,

WHEREAS, in order to close the above portions of the streets it will be necessary to establish a detour route around that portion of the construction project.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that it does hereby recommend to the Virginia Department of Transportation that a plan for a detour route around the above-described portions of North and South Church Street be developed and approved for that period of time necessary to complete the required construction improvements.

Adopted this 5th day of July, 2011.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
David M. Hare, Mayor

ATTEST:

Clerk

AN ORDINANCE AMENDING ARTICLE II, OF CHAPTER 82 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO SUPPLEMENT REGULATIONS AS TO THE TOWN'S WATER SUPPLY SYSTEM.

WHEREAS, the Town Council of the Town of Smithfield deems it necessary and in the best interest of its citizens to amend and supplement the provisions of Article II of Chapter 82 of the Town Code pertaining to the Town's water supply.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Article II, Section 82 of the Code of the Town of Smithfield, Virginia is amended and enacted by the inclusion of Section 82-43 as follows:

Chapter 82.

UTILITIES

Article II: Water Supply

82-43 USE OF PUBLIC WATER SYSTEM MANDATORY

Where a public water supply is available in the town it shall be unlawful to connect a residential or commercial structure to a private well or other water supply except as may be approved by the Town Manager on a temporary basis or by approval of a special use permit in accordance with the provisions of the Town's zoning ordinance.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 5th day of July, 2011.

Clerk

AN ORDINANCE AMENDING ARTICLE III, OF CHAPTER 66 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, IN ORDER TO SUPPLEMENT REGULATIONS ON UNLAWFUL ACCUMULATIONS.

WHEREAS, the Town Council of the Town of Smithfield deems it necessary and in the best interest of its citizens to amend and supplement the provisions of Article III of Chapter 66 of the Town Code pertaining to unlawful accumulations within the town.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Article III, Section 66 of the Code of the Town of Smithfield, Virginia is amended and enacted by the inclusion of Section 66-75 as follows:

Chapter 66.

SOLID WASTE

Article III: Unlawful Accumulations

66-75 Outdoor Storage

(a) No portion of any required front yard or side yard (setback) in residential districts shall be used for the permanent storage of furniture designed for indoor use, appliances, motor vehicles, trailers, airplanes, boats, parts of any of the foregoing, or building materials, except building materials for use on the premises and stored thereon during the time a valid permit is in effect for construction on the premises. "Permanent storage," as used in this section, means presence for a period of thirty (30) or more consecutive days in the required front or side yard setback.

(b) Notice and Enforcement of this section of the Town Code shall be in accordance with the provisions of Sections 66-71, 72, 73 and 74 of this Article.

2. This ordinance shall become effective immediately upon adoption.

ADOPTED this 5th day of July, 2011.

Clerk