

SMITHFIELD TOWN COUNCIL AGENDA



May 7th, 2013 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street

A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|--------|---|--|
| May 7 | - | 7:30 p.m. – Town Council Meeting |
| May 14 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| May 14 | - | 7:30 p.m. – Smithfield Planning Commission |
| May 21 | - | 7:30 p.m. - Board of Historic and Architectural Review |
| May 20 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| May 21 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Fire and Rescue Committee
Public Works Committee
Public Buildings and Welfare Committee |
| May 27 | - | Memorial Day Holiday – Town Offices Closed |

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 Presentation – Prettiest Painted Town by Delegate Rick Morris

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, Connie Chapman
- b. Water and Sewer, Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Randy Pack
- d. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. Motion to Accept ARC Flash Assistance Budgeted Proposal from Draper Aden Associates in an Amount not to Exceed \$35,000

Water and Sewer Committee Chair, Vice Mayor Gregory

C2. Invoices Over \$10,000 Requiring Council's Consideration:

Finance Committee Chair, Randy Pack

- | | |
|---|-------------|
| a. Caldwell Tanks | \$25,468.32 |
| b. Lewis Construction of Virginia, Inc | \$17,560.00 |
| c. Virginia Resources Authority | \$12,140.58 |
| d. Smithfield Volunteer Fire Department (run money) | \$12,978.46 |
| e. Smithfield volunteer Fire Department (pass thru funds) | \$19,461.00 |

C3. Motion to Waive Town Utility Fees and Zoning Permit Fees for 2013 Parade of Homes Charity House

Finance Committee Chair, Randy Pack

C4. Resolution to Continue to Phase In at 1% to the Virginia Retirement System Member Contribution for a Total of Five Years

Finance Committee Chair, Randy Pack

(forthcoming)

C5. Motion to Authorize the Town Manager to Accept Round 12 Grant Funding from the Obici Healthcare Foundation on behalf of Smithfield on the Move

Public Buildings and Welfare Committee, Dr. Milton Cook

ACTION SECTION

1. PUBLIC HEARING: Capital Improvement Program

- a. Staff Presentation by Town Manager, Peter M. Stephenson
- b. Public Hearing Opened
- c. Public Hearing Closed
- d. Consideration : Finance Committee Chair, Mr. Randy Pack

2. Motion to Appoint Nominating Committee to Appoint/Reappoint the Expiring Term (6-30-2013) of Harold Lawrence to the Board of Zoning Appeals

T. Carter Williams, Mayor

3. Motion to Approve the Town Council Minutes for the Meeting of April 2nd, 2013

4. **New Business:**
5. **Old Business:**
6. **Closed Session:**
7. **Adjournment**

May 3, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2013

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings in April: Smithfield 2020, Kick off for American Diabetes Association Walk at Windsor Castle Park in October, Windsor Castle Park Foundation Board, organizers for Parade of Homes in Cypress Creek in September, Chamber ribbon cutting at 207 Main Street and Leadership program in Norfolk, Paul D. Camp Community College planning session, TFA Benefits regarding renewals, and I spoke at the Cypress Creek Home Owners Association annual meeting on April 30th.
- b. Submitted Credentialed Manager annual continuing education report to ICMA.
- c. Attended APA National Planning Conference in Chicago to help meet my AICP continued education requirements.

TOWN CLERK'S OFFICE:

- a. Tabbed, labeled and sent out spring newsletter.
- b. Transcribed and proofed the monthly minutes for Town Council, Planning Commission and Board of Historic and Architectural Review
- c. Attended Special Budget Work Session on April 18th.
- d. Staff attended Windsor Castle Foundation Board Meeting on April 4th.
- e. Prepared April Town Council Committee Agenda, and May Town Council Agenda
- f. Attended Town Council Committee meetings on April 22nd and 23rd and prepared summary reports of the committees.
- g. Continue to work on sorting and labeling Treasurer and Public Works Files

TREASURER'S OFFICE:

- a. Contacted all participants in the audit and banking RFP process to notify them of the Town Council's vote at the April 2 meeting. Sent thank you letters to each organization for their interest in the Town.

- b. Met with Barbara Hunter and Bill Riddick on April 8 to discuss business license, delinquent tax, and bankruptcy questions arising in the Treasurer's office.
- c. Took a vacation day on April 11.
- d. Continued work on budget projections for 2013 and budget revisions for 2012. Held first budget meeting on April 18. Follow up meeting was held on April 30.
- e. Met with Randy Pack, Andrew Gregory, Dr. Cook, and Peter Stephenson on April 22 to finalize distribution of accounts among banking relationships.
- f. Prepared March 2013 financial statements and cash balances for finance committee meeting on April 22.
- g. Met with Stacy Viles of TFA Benefits, Peter Stephenson, and Tracy James on April 25 to discuss health plan renewal options.

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. Cleaned main sewer lines for Jersey Park pump station basin and Lakeside Pump station basin.
 - c. Lewis Construction Company completed sewer and storm drain work at Public Restrooms on Main Street.
 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 checks.

- c. St. Andrews had a problem with the retro pack - we removed it and placed the float system in - station is working normal now.
- d. REW has almost completed the work on alarms at pump stations.

3. Water Line Repairs and Maintenance

- a. Repaired water leak at 448 Watson 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 are being planned 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. Preventative maintenance was performed on lime feeder.
- c. Operators cleaned the 2nd and 3rd stage of RO skid.
- d. HRSD and DEQ inspected RO plant, Concentrate pump station, and RO plant files.
- e. HRSD completed bi-annual week long composite sampling.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Lifting and Back Safety training.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice 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. Grounds crew- trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- c. Minor repairs at Town Hall and Town Buildings.
- d. Working very hard on the new shelves and the inventory.
- e. Patched holes at BSV Bank for overlay.

PLANNING AND ZONING:

- 1. Planning Commission – 04/09/13
 - A. ECO Design Review – 1617 South Church Street – Gary & Gayle Terwilliger, applicants - Approved.
- 2. Rezoning Applications under review
 - A. None
- 3. Special Use Permit Applications under review
 - A. Single Family Home w/ Temporary Private Water and Sewer Systems – Lot 5A Cypress Crossing – Jerry & Mary Hughes.
 - B. Single Family Home w/ Temporary Private Water and Sewer Systems – Lot 4 Cypress Run Drive – Henry Layden.
- 4. Subdivision and Site Plans under review
 - B. None
- 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. Smithfield Foods Test Kitchen (98% complete)
 - E. True Value (98% complete)
 - F. Main Street Baptist Church (85% complete)

6. Board of Zoning Appeals 04/16/13

C. No Meeting Held

7. Board of Historic & Architectural Review 04/16/13

- A. Proposed Color Change – 207 North Mason Street – Contributing – Jim & Kathie Kline, applicants - Approved.
- B. Proposed New Shutters – 336 Main Street – Landmark – Ronny Prevatte, applicant – Approved.
- C. Proposed Siding Change – 203 Main Street – Landmark – Jeffrey Stark, applicant - Approved.
- D. Proposed Exterior Renovations – Hayden’s Lane – No Designation – Carolyn Burke, Smithfield Gourmet Bakery, applicants - Approved.
- E. Proposed Fence – 115 Main Street (BSV Bank) – Contributing – Town of Smithfield, applicant - Approved.
- F. Proposed Color, Roof & Siding Changes – 318 South Church Street – Landmark - Ernst & Faye Grootenboer, applicants - Approved.
- G. Proposed Exterior Renovation – 211 Washington Street – Non-Contributing – Russell Hill, applicant - Approved.

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. South Church Street Streetscape Project, a walk through inspection was performed with VDOT. Several minor issues were found and a punch list formed noting this work. Weather permitting the work should be completed the month of May.
- E. Blair Bro.’s Contr. started and completed storm drain pipe and drop inlet repair on Middle Street & Troon in the Jersey Park and Cypress Creek Subdivisions. Contractor repaired sinkhole area at manhole near the intersection of Royal Dornoch & Prestwick. Contractor also asphalt patched road sections near 102 & 104 Great Oak Court.

May 3, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, APRIL 22ND, 2013

The Police Committee met Monday, April 22nd, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending was: Ms. Connie Chapman, Chair; Mr. Andrew Gregory, and Mrs. Denise Tynes. 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; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, III, Town Attorney; and Ms. Comarth Saunders, Financial Analyst; Also in attendance were Dr. Lanny Hinson, APVA; Mr. Peter Kovalcik of the Luter Family YMCA; and Ms. Connie Rhodes and Ms. Renee Rountree of the Chamber of Commerce. There media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Ms. Chapman called the meeting to order.

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

1. Operational Updates - Chief Bowman reported that the jury trial starts tomorrow for one of the individuals that was involved in the Farmers Bank robbery. This individual was offered a plea arrangement last week but he decided to exercise his constitutional right to a trial by jury. The Police Department is now back at full staff after the Town Manager and myself spoke to a gentleman by the name of Paul Bancroft last Friday. Mr. Bancroft lives in Hampton but has aspirations to move to the Smithfield area. He is a graduate of the Hampton Policy Academy. His swearing in has been set for May 7th. Chief Bowman also reported that the steering committee for the Certified Crime Prevention Community has met in the last couple of weeks and they are working diligently to achieve this certification. He also reported that the Home and Garden Tour this past weekend from a police prospective was very uneventful. One officer was assigned to this event. Department operations seem to be going well. Mrs. Tynes stated

that she would like to thank the police department for their traffic assistance at the end of last week with the VDOT paving of South Church Street. Chief Bowman stated that this paving work was a surprise as town staff was not notified of the work much ahead of time.

2. ADDITIONAL ITEM DISCUSSED: Update on Golf Cart Usage – Dr. Cook asked where town staff was with the re evaluation of golf cart stipulations within the town. Chief Bowman stated that from the discussion that was held at the last committee it was left that staff was going to reduce the requirements on golf cart usage. The Town Attorney's last suggestion was to continue to have a permit requirement for golf carts so that town staff will know who has them. This will require and ordinance change direction from Council on what you want to do. Chief Bowman stated that his concern remains what roads may become problematic if opened up town wide. Chief Bowman stated that state requires a slow moving vehicle emblem to be on the back of the golf cart. No inspection would be necessary if Council wished to simplify the permit process. Committee directed staff to work with the Town Attorney to amend the ordinance on golf cart usage. The goal is to simplify the process of registering golf carts.

The meeting adjourned at 4:08 p.m.

May 3, 2013

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, APRIL 22ND, 2013

The Water & Sewer Committee held a meeting on Monday, April 22nd, 2013 at 5:48 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chair; Mr. Michael G. Smith, and Mrs. Denise Tynes. 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; and Mr. William H. Riddick, III, Town Attorney; The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. ARC Flash Assistance Budgeted Proposal – Draper Aden Associates – Mr. Hopkins stated that staff has been talking about this for the last couple of years. This proposal is for assistance necessary to develop and ARC Flash analysis and rating for ten of the town's wastewater pump stations. This work will evaluate the entire system as far as amps go and work will conform to OSHA requirements. Mr. Hopkins stated that he has spoken to Mr. Snead and Mr. Smith today and he did not realize that there have been a couple of close instances that when staff pulls the control panel covers they could get shocked. Also staff will continue to wear their own personal safety equipment when performing this task. Vice Mayor Gregory asked if this item has anything to do with consent order task. The Town Manager stated that the funds were budgeted but do not fall within the realm of consent order related items. Mr. Hopkins replied that it was a safety issue. Mayor Williams asked if this work could be done in house? Mr. Hopkins stated Draper Aden Associates will contract the work out as there are not many companies that are certified to do this type of work. Draper Aden's fee will be approximately 10% of the cost of the project. Vice Mayor Gregory asked if there was a reason why our Public Works Department could not work directly with the contractor rather than going through Draper Aden Associates to fix the problem. Staff stated that the town would then have to

advertise an RFP and have specs drawn up on the work to be done. The Town Attorney stated that by the time you paid to advertise and draw up specs it would cost just as much and the town would not have anyone that is ultimately responsible for the project. Committee agreed that from a liability standpoint it was in the town's best interest to go through Draper Aden Associates and recommends acceptance of proposal.

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

1. Closed Session – Personnel Matters – Vice Mayor Gregory stated that we need a motion to go into closed session for discussion of personnel matters. A motion was made by Mr. Smith and seconded by Ms. Chapman.

In Closed Session at 5:55 p.m.

Out of Closed Session at 6:47 p.m.

The meeting adjourned at 6:47 p.m.

May 3, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, APRIL 22ND, 2013

The Finance Committee held a meeting on Monday, April 22nd, 2013 at 4:08 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, Ms. Denise 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. Comarth Saunders, Financial Analyst. Also in attendance were Dr. Lanny Hinson of the APVA; Mr. Pete Kovalcik of the Luter Family YMCA; Ms. Montgomery of the Genieve Shelter; Mr. John Graham of Christian Outreach; and Mrs. Connie Rhodes and Renee Rountree of the Isle of Wight/ Smithfield/Windsor Chamber of Commerce. 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 Consideration:

a. Caldwell Tanks \$25,468.32

Mr. Pack stated that this invoice was for the quarterly maintenance contract on the Cary Street, Wilson Road, Church Street, and Battery Park Road water storage tanks. He asked if staff was still satisfied with Caldwell Tanks service. Staff has been pleased. Committee recommended approval of payment.

b. Lewis Construction of Virginia, Inc. \$17,560.00

Mr. Pack stated that this invoice was for the public restroom connection on Main Street. The Town Manager stated that the project ended up taking them a couple of days longer to fix than anticipated due to additional problems that were found. However Lewis Construction stuck to the amount proposed and did not charge the town for the extra work. Committee recommends payment of invoice.

c. Virginia Resources Authority \$12,140.58

Ms. Minga stated that this invoice is for our Virginia revolving loan that goes way back to when we first had to make some pump station improvements with HRSD. This payment is fully reimbursed by Smithfield Foods at the end of the fiscal year. The Town Manager stated that this is mainly due to the James Street Pump station. Ms. Minga stated that the town will receive reimbursement in the amount of \$24,000 because there are two \$12,000 payments a year for this loan. Committee recommended payment of invoice.

d. Smithfield Volunteer Fire Dept (run money) \$12,978.46

Mr. Pack stated the next invoice was for the Smithfield Volunteer Fire Department run money. The Treasurer stated that she just received this request from Assistant Chief Hackney approximately thirty minutes prior to this meeting. The town had budgeted \$13,000 and the total in run money was \$12,978.46. The Town Treasurer stated that attached to the letter of request is a breakdown of the total number of runs by individuals. Mr. Pack asked what is paid per run. The Town Treasurer stated the cost is \$3.41 per call. Committee recommends approval of budgeted request.

e. Smithfield Volunteer Fire Dept (pass thru) \$19,461.00

The Town Treasurer stated that this is pass thru money that the fire department receives through the town. Committee recommends forwarding these funds to the fire department.

2. 2013 Parade of Homes Charity House – Fee Waiver Request – Mr. Pack stated that this was a request to have water and sewer connection fees waived and zoning permit fees waived for a charity house that will be showcased in Cypress Creek for the 2013 Parade of Homes. The recipient of the charity house will be a wounded warrior. Mayor Williams asked Mr. Hopkins what the estimated cost to be waived would be. Mr. Hopkins reported that the estimate value in water and sewer fees to be waived is a little over \$10,000. Mr. Pack stated that the actual value of the fee waivers was \$10,000 with the meter being the only real cost. Mr. Hopkins stated that they would still have to pay HRSD fees unless they received a waiver from them as well. Mayor Williams explained how the wounded warrior program got started and how much it has grown over the years. All of the rest of the houses in the parade of homes will be sold. The Town Manager stated that it was his understanding that the recipient of this charity house would be picked soon so that people can put a name with a face. Committee was in favor of waiving fees and recommends that it be sent to Town Council for consideration.

3. Resolution for the Virginia Retirement System “Phase In” for Fiscal Year 2013/2014 – The Town Manager stated that the town is sticking with what we had planned and budgeted for the five year “phase-in” of the VRS contribution. It appears that until we reach the full 5% the town will be required to do a resolution each year indicating what percentage we are phasing in. Town staff continues to be comfortable with phasing it in the same way as it was done last year, to move to the 2% level. The Town Manager stated that any new employees that have been hired since last July it is an automatic 5%. Employees that were hired before the reform are being phased in over the next five years. Committee recommends approval of the 1% “Phase-In”.

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

1. March Financial Statements and Graphs – Ms. Minga stated that she did not have a lot of comments because most of the items were discussed at their budget work session last week. She explained that she did however rework some of the graphs. She stated that at this time of year she is looking at things in perspective with budget as far as what needs to be revised for this year and what needs to be projected for next year. At this time the water and sewer budget needs to be looked at in detail. The General Fund seems to be tracking right where it should be.

2. March Cash Balances Ms. Minga reported that now that the town has made our decision on our banking relationships she will start moving some of the money that is in the General Fund into some other investment opportunities. Ms. Minga expressed some concern over the sewer compliance fund. These funds have been used pretty heavily this year with consent order related items. Ms. Chapman asked if the Beautification Fund was the Gwaltney Beautification Fund or South Church Street Beautification. They were both Gwaltney Beautification Funds at one time with one being for small operating cost and the other for larger capital projects. Ms. Minga stated that she is working on the next to last final draw for the South Church Street project. The town has not received our final bill from Excel Paving, Verizon or Charter Communications. There may be some outstanding cost from VDOT as well. Ms. Minga stated that at some point it might make sense to blend these two beautification funds. – Water = \$42,936.65; Water Debt Service = \$1,444,948.02; Water Capital Escrow Availability Fees = \$264,410.43; Water Treatment Plant Escrow = \$111,069.95; Water Development Escrow = \$76,678.28; **Subtotal Water = \$1,940,043.33.** Sewer = \$(89,001.34); Sewer Development Escrow = \$328,795.35; Sewer Capital Escrow Availability Fees = \$786,099.00; Sewer Compliance = \$217,782.29; **Subtotal Sewer = \$1,243,675.30.** **Highway = \$126,565.78** General Fund = \$2,829,275.65; Payroll = \$51,661.96; Money Market General Fund Town Bank = \$2,174.01; Business Super NOW-General Fund = \$32,963.09; Money Market General Fund Farmers Bank = \$287,621.99; General Fund Capital Escrow = \$213,459.70; Certificate of Deposit = \$525,563.57; Certificate of Deposit Police Dept = \$36,488.07; Special Project Account (Pinewood) = \$144,419.33; Pinewood Heights Escrow = \$32,450.67; South Church Street Account = \$42,604.20; **Subtotal General Fund = \$4,198,682.24.** Beautification = \$8,818.97; Money Market Beautification = \$61,088.37; **Subtotal Beautification = \$68,907.34; TOTAL ALL FUNDS = \$7,577,873.99.**

3. Contribution Request for Fiscal Year 2013/2014 – Mr. Pack stated that Council has requested organizations that are asking for the town to make a contribution to their organization in the 2013/2014 fiscal year to give an update on how funds are being used to benefit the community.

a. Christian Outreach Program – Mr. John Graham was present on behalf of Christian Outreach. Christian Outreach has played a role in this community for approximately twenty years. Isle of Wight County has given them the former health department building on Grace Street. Mr. Graham stated that the building needs to be refurbished so Christian Outreach is asking for a onetime gift to fund their Capital Campaign in the amount of \$25,000. This is the first time ever that Christian Outreach

has gone to the community for a general fundraiser. This facility will be a long term benefit to Smithfield's neediest citizens. Mr. Graham stated that they are very concerned that they cannot give up their annual contribution to fund programs that service the community. He would like to ask that this onetime request of \$25,000 not diminish the town's annual contribution to Christian Outreach's general fund which we are requesting to be \$10,000 this year. At this time Christian Outreach has secured \$250,000 towards their goal from grants and community members that have already donated. Christian Outreach is very appreciative of any consideration of these two requests. Mr. Pack asked what is the goal amount? Mr. Graham stated that their goal is \$600,000. Dr. Cook asked Mr. Graham if he could tell everyone how many individuals are served through the food program. He explained that 5,913 food deliveries went to 14,214 people last year. They offer dental, emergency, medical transport, and prescription assistance programs. They also have a car program to get cars to individuals that need them. Christian Outreach is made up of all volunteers. For every dollar that is donated it is over a six dollar value to the community in services. Mrs. Tynes asked what the target date was for moving into the new facility? Mr. Graham stated that their target date is the first of 2014. He explained that with the \$250,000 donations that have already been secured they can start moving on repairing the roof and HVAC system. Ms. Chapman stated if Christian Outreach sees this as more than just storage for food and blankets. Mr. Graham stated that Christian Outreach is much more than that. A portion of the building will be for the food bank but the hope is to have classrooms and meeting rooms for the different types of services and programs they will offer the community. Ms. Chapman asked if they anticipated providing any shelter for the homeless. Mr. Graham stated that they have not considered this. At this time they do assist the Missions of Hope that works with the local churches to help the homeless. Committee thanked Mr. Graham for the update.

b. Western Tidewater Free Clinic - Mr. Bob Fry was present and thanked the Smithfield Town Council for supporting the clinic. Mr. Fry gave a few facts about the clinic. It was established in 2007 to provide health care to uninsured, low-income adults. It has grown every year by leaps and bounds. They are now able to offer medical and dental care. Dental care is a little unique for free clinics. Most free clinics are set up to do only medical care. They have found that a lot of patients are suffering from dental problems as well. Dental care is not the primary reason they see patients but has become a secondary reason. Over \$11 million dollars in prescriptions that have been given out to patients from generous donations may by organizations like the Town of Smithfield. Healthcare for women of over 400 mammograms done this past year. There are thirty-five health districts in the state of Virginia the Western Tidewater health district has the highest rate of breast cancer mortality in Virginia. Early breast screenings will help lower this mortality rate. In 2012 there were 563 dental patients which totaled over 1800 visits. This is approximately 1/3 of a million dollars in services. Also through the dental program forty denture sets were provided to patients. Mr. Fry explained the patient's demographics. All patients must be 100% uninsured and low-income from 19 – 64 years of age; 65% of our patients are female; 36% are employed; and 95% have some chronic disease such as diabetes, hypertension, overweight and/or high cholesterol. In 2008 there were 513 visits from individuals that live in the Town of Smithfield. In 2012 there were 1675 patients from the Town of Smithfield. This is a growth rate of over 300%. Mr. Fry stated that their problem is how they are going to keep up with these needs. He stated

that there are seventy-five volunteers that come to the clinic every month to volunteer their time. He explained that they have 16 people on paid staff. Last year the Town of Smithfield gave the clinic \$25,000. Mr. Fry stated that he hopes that council has seen today that it is going to the right places to help the citizens of the Town of Smithfield. Due to the growth that they have seen over the past few years from the Town of Smithfield the Western Tidewater Free Clinic would like to ask Town Council to consider increasing their contribution amount for Fiscal Year 2013\2014 to \$33,000. Dr. Cook asked if the only way to get in the dental program is through the medical program? Mr. Fry replied that was correct. Mayor Williams asked the Town Treasurer what was put in the proposed budget. She explained that she had only put the \$25,000 in the budget but had put the additional request to the side for consideration. Committee thanked Mr. Fry for the update.

c. APVA – Isle of Wight Courthouse - Dr. Lanny Hinson reported that on behalf of the Isle of Wight branch of Preservation Virginia he would like to thank the town for their support over the years. Dr. Hinson reminded committee that APVA is still going through a transition to form their own organization because the state decided it is too expensive to maintain all of these properties. Many of the branches were upset over the way they were informed of this action. One of the requirements for an organization to obtain ownership of the property is to open a 501c3. At this time we are still part of Preservation Virginia formerly APVA. Historic Smithfield has offered to take ownership because they already have a 501c3 established. That would also expedite this transition of ownership. We would then become a program of Historic Smithfield. We have an understanding that we would continue the same operations, maintenance, etc. as we did under Preservation Virginia. Dr. Hinson stated that he has financial statements on hand that show their expenditures and sources of income. Their income comes mostly from membership, the contribution from the town and the rental of the old clerk's office just outside the main courthouse building. At this time they still function under Preservation Virginia but once transition is complete all membership dues will go into an account set up through Historic Smithfield. Dr. Hinson stated that at this time their biggest concern is the maintenance of the building. The maintenance has not been ignored but no action has been taken either because of not being able to get any funding from Preservation Virginia. Once our transition is complete maintenance on the building will be one of the first things addressed. Dr. Cook asked Dr. Hinson was he asking for funding through APVA? Dr. Hinson stated that they are not an independent organization yet until after the transition of the courthouse. Dr. Cook asked if the new organization under Historic Smithfield would take 100% of the money that is in the APVA account and bring it with you to Historic Smithfield when the transition is complete and you take ownership of the courthouse building. Dr. Hinson stated that was correct. The Town Attorney stated that the best way to be sure that Historic Smithfield gets the funds is to hold off on any donations until after the transition has been completed. Dr. Hinson stated that is certainly acceptable to them. Committee thanked Dr. Hinson for the update.

d. Chamber of Commerce – Ms. Connie Rhodes and Ms. Renee Rountree were present to give committee an update from the Chamber of Commerce. Ms. Rountree stated that she is the current president of the Chamber of Commerce Board. She stated that they do see the Town of Smithfield as a great partner with the Chamber of Commerce. They also appreciate Vice Mayor Gregory's involvement on the board. Ms.

Rountree stated that their request is for \$8,800 with no increase from previous years. She mentioned that if Council wishes to see their annual budget they could forward that information to everyone. Ms. Rountree stated that the Chamber of Commerce thinks that our business community is slowly moving out of the recession that started back in October 2008. They have approximately 300 members currently. Ms. Rountree mentioned some activities that the Chamber of Commerce along with partners like the Town of Smithfield have helped to put on. She explained that during the recession the Chamber took the time to be introspective and come up with a long term strategic plan with several goals and objectives. Ms. Rountree also stated that as part of her leadership directive they are scheduling quarterly roundtable meetings to look at different segments of the strategic plan. It is valuable to get input from chamber members and the business community. This plan will serve as a road map for the next five years going forward. The Chamber of Commerce's goal is to set examples of the best business advocate for new and growing businesses. At the same time we have to have resources to better understand the needs of the community. During the course of this year Mayor Williams made a request to create a civic and community calendar for the Chambers webpage. This could be used to better plan and coordinate civic and community activities. This community calendar is now up and running and we feel that it is a valuable service to the community. As the town is aware of the Chamber's role in the long lasting beautification project. The chamber staff, town staff and residents met weekly for the last two years to work through the process of the South Church Street Beautification project to resolve any issues as they arose. The Chamber of Commerce also took the lead in initiating the America in Bloom contest. This was a huge undertaking and Mr. Russell Parrish, former Chamber Board President, did a great job and spent a lot of hours working to make sure it was a success. Ms. Lisa Perry the county's economic developer director and Ms. Rhodes maintained an awareness of real estate and rental properties in and around Smithfield. The Chamber of Commerce is holding two Leadership Isle of Wight classes this year. We have an adult class that will end this October and our first ever academic leadership program for rising high school juniors. There was great participation and these students got a lot out of this program. Recently the Chamber has formed the Isle of Wight Community Foundation to address the needs of the community at large. They have done all the paper work for this and awaiting IRS approval. The Chamber has also had over three dozen networking and educational programs throughout the year. It takes a lot of work and effort to plan these programs and to advertise them. On April 1st they did hold a healthcare forum to talk about the formal healthcare act for businesses. Ms. Rountree stated that she and Ms. Rhodes want Council to know how much they appreciate the opportunity to give an update on some of their most recent activities. Ms. Tynes stated that she has enjoyed the activities that the Chamber has put on that she has had the opportunity to attend including the business after hour's events. Ms. Rhodes mentioned that the Town Manager is heading up the adult Leadership Isle of Wight class and he is doing a fabulous job. He is very well versed in leadership skills. Ms. Rhodes also wanted to thank town staff for their help for getting ready for the Home and Garden Tour this past weekend. Her goal was to have a thousand people at the tour and they had a thousand twenty-five. Everyone was commenting on how beautiful the town was. Committee thanked Ms. Rhodes and Ms. Rountree for the update.

e. Luter Family YMCA - Mr. Kovalcik was present on behalf of the Luter Family YMCA. Mr. Kovalcik was not present to ask for funding but to give an update and express their gratitude for the town's commitment to their capital campaign a couple of years ago. The facility renovation and expansion project was completed last year and the expansion of the parking lot was completed just a couple of months ago. The expansion of the YMCA has really helped them to be able to provide more programs and services to the community. Mr. Kovalcik gave highlights from 2012. They ended the year with nearly 5,000 members which equated to a 5% increase in membership. There are approximately 250 people that come through the doors daily which total 90,174 visits in 2012. The expansion project has helped with member retention of who is using our programs and services. We were at a very low point of about 62% prior to the expansion project and now we are at 72%. The average for YMCA's in the surround areas is 68%. The YMCA is very proud of their Guardian Financial Assistance program which is their scholarship program. This program serves families with a household income of under \$30,000 a year. They also offer a scholarship program called membership for all for those individuals that have household income between 30,000 and \$60,000. Mr. Kovalcik stated that one of the things that the YMCA does every year to offset some of the cost associated with the scholarships is ask citizens to support the Strong Communities Campaign. Last year they rose over \$84,000 through forty-one volunteers and three hundred seventy-five donors. The community is really supportive of the scholarship programs. In addition the United Way has been supporting the YMCA in an amount of \$15,600 to help fund scholarships towards school age childcare and summer camp programs. The YMCA's Bright Beginnings Program is an opportunity for donors to come together to support kids that have been identified through the department of social Services to provide them with back to school clothes and back packs with school supplies. This past year they teamed up with Hope Presbyterians Church and three local businesses. A total of seventy-five kids were served and there were sixty-four volunteers. Total number of program participants at the YMCA this past year was 930 with a total of 449 program volunteers. They also have an internal audit program that they are very proud of. It is a star rating system. They are at five stars for membership and Health and Wellness programs and four stars for summer camp, school age childcare and aquatics. New programs that were initiated in 2012 include ActivTrax, 5210, and Field Hockey. ActivTrax replaced the program called Fitlink. ActiveTrax program provides a fitness test every time workout. It is much like having a personal trainer on paper. The 5210 program makes it very easy to remember important health facts. The numbers mean the following: eat five fruits and vegetables a day; two indicates that there should be no more than two hours of recreational television time; one indicates one hour of exercise a day; and zero stands for consuming zero beverages containing sugar. The Town Manager mentioned that the YMCA will be hosting a Dome Theater through the Friends of the Library on June 5th. Hardy and Westside Elementary students will be bused in for that program beginning at 10:00 a.m. After five in the afternoon it will be there for the general public. Mr. Kovalcik stated also that the YMCA has been very active in growing their Heritage Club. This program is more specifically where you learn to swim. Every second grader in our county will have the opportunity to learn to swim. Fatal drowning remains the second-leading cause of unintentional injury related deaths for children 1 – 14 years of age. Over 500 children are taught swim lessons and water safety through the

Luter Family YMCA each year. Mrs. Tynes expressed her concerns to continuing to contribute \$50,000 each year to the YMCA when other organization are requesting larger contributions that help the community as well. Committee thanked Mr. Kovalcik for the YMCA update.

f. The Genieve Shelter – Ms. Montgomery was present on behalf of the Genieve Shelter to give an update. Ms. Montgomery stated that she would like to give an overview of the services that they have provided over the past year and an overview of some of their new services that they are providing. The Genieve Shelter last year served thirty-nine individuals from Smithfield and ten families in their emergency shelter. They responded to over four hundred hotline crisis calls. They provided a total of sixty-nine household's emergency shelter for over sixty days which equates to 4,230 nights for victims of domestic violence. In Smithfield they provided 1,241 nights of emergency shelter for the ten families they served. Ms. Montgomery stated that The Genieve Shelter now provides court advocacy for the Isle of Wight Court system. They have served over sixty-nine victims in juvenile and domestic court. They have also recently partnered with Regent University to provide legal services for all of their victims of domestic violence that are without legal representation. This partnership was entered into in October 2012 for a five year period. This year they added a new service in addition to their emergency shelter. It is a transitional program with supportive housing. A lot of victims that were leaving the emergency shelter program had to go to other shelter programs because they were unable to find permanent housing. The Supportive Housing Program allows The Genieve Shelter to provide affordable housing for victims of domestic violence. As of this year they have providing nine families with affordable housing in their supportive housing program to prevent these families from ever having to return back to being homeless or not having a safe place to go. Ms. Montgomery stated that this year for the first time they are surviving on a smaller scale as far as personnel. They went from a staff of eight to a staff of five. Three of these positions are full time and the remaining are part-time. Ms. Montgomery also stated that they lost some grants last year that were not renewed due to HUD making changes. The changes were not designed to help domestic violence victims. In order to continue with the grants that they lost they would have to report all of the confidential information that they work so hard to protect for their victims. The funds requested will continue to help with shelter operations and direct services for the victims of domestic violence. Ms. Montgomery did mention that they have also started a new program to help the kids of domestic violence. Mayor Williams asked if the County of Isle of Wight helps fund The Genieve Shelter. Ms. Montgomery replied that they do. She also stated that during the winter months they work very closely with the Mission of Hope. Ms. Chapman asked if they have any volunteers. Ms. Montgomery replied that they currently have twenty-six volunteers. Committee thanked Ms. Montgomery for coming.

ADDITIONAL CONTRIBUTION REQUEST RECEIVED

g. Hampton Roads Partnership – The Town Manager stated that there is a study going on at Hampton Roads Partnership since Mr. Dana Dickens retired at the end of December. The study is being done to make sure there is not too much redundancy between some of the strategic hampton roads regional groups. Hampton Roads Partnership may continue to exist as it does today or it may get morphed into some other

group. He stated that he would keep committee updated as he receives updates on the study. Their annual contribution request remains at \$1,960.

h. United States Coast Guard Auxiliary – The Town Manager reported that he had just received a letter from the local Flotilla 59 and they are requesting that Council consider a grant/donation of a \$1,000. Dr. Cook asked if the town has ever donated to them in the past. The Town Manager stated that this would be the first time.

4. Continued Budget Discussion - Ms. Minga stated that Town Council had held a budget work session on April 18th to have a preliminary review of where the budget stood with the initial projections. There are still items that we are looking into and a lot of work to be done on water and sewer. She stated that she feels that another work session is necessary before it has to be advertised in May. Ms. Minga stated that she was going to go back and look at water and sewer again with some different options as far as what we can transfer from escrows. She stated that she does not know if consumption is going to recover and get higher. Her guess is that it will eventually but right now it sits right where it sat last year at this time. At this time we are not meeting our budget obligations. Dr. Cook asked about some of the contributions request that were presented earlier in the meeting were different than what was in the budget. Ms. Minga stated that the main two that were different were Christian Outreach and Western Tidewater Free Clinic. Dr. Cook questioned the Chamber of Commerce to what was in the budget. Ms. Minga explained that the town has always split that contribution up differently because we look at part of those funds as membership dues and the remaining as a contribution. Committee held some discussion on the presentations that were requesting for contributions. Committee asked for the Town Treasurer to do a proposed budget based on the same contributions that were given last year and also a budget based on the new contribution request. Another budget work session was scheduled for April 30th at 1:00 p.m.

The meeting adjourned at 5:43 p.m.

May 3, 2013

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, APRIL 23RD, 2013

The Fire and Rescue Committee held a meeting on Tuesday, April 23rd, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; Mr. Randy Pack and Ms. Connie Chapman. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; 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; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, III, Planner/GIS Coordinator; Mr. Gerry Hackney, Smithfield Volunteer Fire Department Assistant Chief; and Ms. Judy Winslow, Director of Tourism.. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Ms. Carolyn Burke, Ms. Judy Begland, and Ms. Gina Ippolito of Smithfield on the Move. There was no media represented.

Committee Chair, Denise Tynes 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 department for the last five to six weeks has been significantly busier than normal. They have had multiple working structure fires beginning with the one that was located in Jersey Park Apartments. Four units were lost in that fire. Two were from the fire and the other two were from water damage battling the fire. This fire was caused by children playing with a candle in a bedroom. The next fire was at Fort Boykin's out in the county. This structure was well involved when they got there but was quickly brought under control. The Department also responded to a working fire at Morris Creek Apartments. This fire was caused by discarded smoking material that set the mulch bed on fire which ran up the column to the dormer of the apartment. They have also responded to a number of accident calls for general service. Assistant Chief Hackney also reported that they have assisted Windsor on a couple fires in the last couple of weeks. Assistant Chief Hackney mentioned that if anyone was interested the Fire Department will hold a pancake breakfast fundraiser this Saturday, April 27th beginning at 7:00 a.m. Chief Hackney stated that he had submitted a formal letter of request for funds that were budgeted for the fire

department as run money. Committee informed Assistant Chief Hackney that this request was recommended for payment at the Finance Committee the day before. Assistant Chief Hackney thanked Council for their continued support of the Fire Department's Run Money. Committee thanked Assistant Chief Hackney for the update.

The meeting adjourned at 4:08 p.m.

May 3, 2013

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, APRIL 23RD, 2013

The Public Works Committee held a meeting on Tuesday, April 23rd, 2013 at 4:08 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. Andrew Gregory, Vice Mayor; 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 H. Riddick, III, Town Attorney; Mr. William G. Saunders, III, Town Planner/GIS Coordinator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Ms. Carolyn Burke, Ms. Judy Begland, and Ms. Gina Ippolito of Smithfield on the Move. There was no media present..

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

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

1. Operational Updates – Mr. Hopkins reported that a final walk through with VDOT for the South Church Street Beatification Project has been scheduled for Friday, April 26th. Staff expects it to take several hours and everything to go smooth. Mr. Hopkins also gave an update on the most recent paving work done on the opposite end of South Church Street. This work is scheduled to be completed by the end of this week weather permitting. Dr. Cook asked if the slurry seal was the final product? Mr. Hopkins replied that it was. Committee expressed concern over the road being in worse shape than before. Mr. Hopkins agreed that is it is a much rougher ride. He explained that they can do approximately nine miles of slurry seal compared to one mile of asphalt. The purpose of the slurry seal is to basically seal the road to get another five to six years out of it before they actually have to pave with asphalt. Mayor Williams stated that they told him that they would be repaving the road in a couple of years but he thinks it will be

longer than that. Mr. Hopkins stated that it will smooth out some once it is rode over for a little while. Mr. Hopkins stated that they expect to start paving the town roads that were approved earlier this month by the end of May. Mr. Hopkins also mentioned that Great Springs Road will be closed for approximately one day for them to do the open cut to extend utilities to the new rescue facility building. VDOT is in the process of reviewing so the permit has not been issued as of yet. Communication with the public will be done well in advance of the road closure. Mrs. Tynes expressed concern over the residents that live on Quail Street when road is closed. Vice Mayor Gregory asked if this means Isle of Wight County got their easement from Cypress Creek. Mr. Hopkins stated that he has not heard. The open cut in the road is to install two sleeves for water and sewer. Staff will be meeting with Isle of Wight County in the morning so they will ask what the status is on the easement from Cypress Creek. Committee thanked Mr. Hopkins for the update.

Additional Item Discussed: 2013 Parade of Home – Charity House – Fee Waiver – The Town Manager mentioned as follow-up from yesterdays committee the fees for sewer connection is \$5,700.00 and the water connection would be \$3,380.00 so the town's contribution value to the charity house would be \$9,080.00. They would have to pay \$1,895.00 to HRSD and that is something that the town cannot waive. The connection cost to the town is minimal due to the only actual cost to the town is the cost of the meter.

The meeting adjourned at 4:15 p.m.

May 3, 2013

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, APRIL 23RD, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, April 23rd, 2013 at 4:15 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 Smith. Other Council members present were: Mr. Andrew Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise 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 H. Riddick, III, Town Attorney; Mr. William G. Saunders, III, Town Planner/ GIS Coordinator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Smithfield 2020; Ms. Carolyn Burke, Ms. Judy Begland, and Ms. Gina Ippolito of Smithfield on Move. There was no media present.

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

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

1. ADDITIONAL ITEM DISCUSSED: Smithfield on the Move Update - Ms. Ippolito gave an update on the current round of funding. She explained that the town is in Round 11 which started in November 2012 and goes through October 2013. There were basically three projects that were being worked on in this round of funding. The first one being the Restaurant on the Move Program. The second program was to implement the SNAP Program at the farmers market. The third was the Community Garden Project at Windsor Castle Park which was twofold. This was for the construction of the community garden and a gardening educational program to go with that. The Restaurant on the Move and SNAP Program are moving along. The community garden program has stalled out a bit due to other funding priorities by the Windsor Castle Park Foundation Board. Ms. Ippolito gave a brief summary in regards to the community garden. She explained that the idea of the community garden got started back in

2010/2011 where there was some interest from volunteers. Once the Round 11 funding was received and they could get started on the community garden concept the Windsor Castle Park Foundation Board had concerns that there had never been a true public survey done about whether the town really wanted a community garden. So the community garden idea was put on hold. Since that time a community survey has been completed. As a result of the survey ninety-one people responded with approximately sixty responding in favor of having a community garden. About that same time the Windsor Castle Park Foundation Board started investigating options for a natural playground. Once the Natural Playground Company got here it was obvious that they could do much more than just natural play areas. So even the location for the community garden became a question until the natural playground design work was completed. Smithfield on the Move presented the results of the survey in January to the Windsor Castle Park Foundation Board. The Foundation Board has since decide that although there is some interest they would not at this point and time be funding the additional piece of the community garden. Some budgetary adjustments will need to be made with the help of the Windsor Castle Park Foundation Board to redirect these funds for another use approved by the Obici Foundation. Ms. Ippolito stated that since council's last update Smithfield on the Move has received Round 12 funding for another \$25,000. Ms. Mitchell and the Town Manager will be going to Obici tomorrow to sign the paperwork to accept the Round 12 grant funding. These funds will fund a much larger expansion of the SNAP program at the farmers market which will start next month. Round 12 funding will be from May 2013 to April 2014. At this point we will no longer be in two grant cycles. Administratively doing all the paperwork for two cycles that overlap is crazy. Our next application for funding will be in November or December for Round 14 funding. SNAP is the program that people bring their cards to the farmers market and they will swipe the card and if the person wants to buy ten dollars worth of produce they get ten dollars in tokens and they spend them at the different vendors that are set up at the farmers market. The new grant allows for a matching program so when you swipe your ten dollars you get ten dollars in tokens and then an additional matching ten dollars in tokens. This is a big incentive to get people to come to the market. Round 12 will also fund a very extensive nine to ten month user survey of Windsor Castle Park. It will include an outreach program to reach tourist and residents that live here. It will also have some field study pieces to it where we will have people in the park stop you and ask you questions. This survey will be able to be used in the future for a lot of different things such as grants and tourism. Dr. Cook asked where the SNAP cards come from? Ms. Ippolito stated that they come from the state. These cards are used much like food stamps. Dr. Cook asked if the town has received funding for all 12 rounds. Ms. Ippolito stated that rounds are established by the state and the town first apply for funding at Round 8. He asked how much money the town has received through the Obici Foundation to date. Ms. Ippolito stated that the town has received \$95,000. The first round was \$45,000 and the last two have been \$25,000 each. The Town Manager stated that this item will need to be on Council's agenda authorizing him to accept the next round of funding. Dr. Cook asked if the town has a breakdown of where all the funding has been spent. The Town Manager replied that information can be provided to committee next month. It is required for audit purposes of the grant. Ms. Chapman asked if grants can be used for capital projects. Ms. Ippolito stated that they do fund

capital project but not as often as they fund programs. It has to fit in their mission of changing people's lifestyles. She explained that by the time the town applies for Round 14 funding we may be able to include funding of some of the natural playground if it can be related to obesity prevention. Committee thanked Ms. Ippolito for her update on Smithfield on the Move.

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

1. Pinewood Heights Relocation Project – Phase II Update – The Town Manager reported that there was a monthly update included in the committee packet. He stated that 41 and 42 Carver are ready for demolition. This will be the first whole unit in the Phase II to be demolished. Offers have been accepted at 44 and 45 Carver Avenue. Mr. Dodson of Community Planning partners has found relocation options for both families. One is via the construction of a new home in the county and the other is via a renovated home in town. Staff will be working out the timing of these two acquisitions once the Town Treasurer gives the okay that meals tax funds are available. The Town Manager stated that properties 45 and 46 Carver are one duplex. Mr. Smith asked what happens to 45 Carver Avenue once they move out. The Town Manager explained that side of the duplex gets boarded up until the town acquires 46 Carver Avenue. 46 Carver Avenue will be the next property to acquire once 44 and 45 Carver have been completed. Ms. Tynes explained that during Phase I the town had a lot of safety issues when houses remained half vacant or vacant for very long. So with Phase II the town is trying to go in order from one end of Carver to the other. The next Pinewood Heights Management Team meeting is scheduled for Tuesday, May 14th at 4:00 p.m.

2. Approval to Place a Fence in the Easement Area Along Hayden's Lane to Extend Outdoor Dining for the Bakery Restaurant – The Town Manager reported that Mr. Saunders had prepared a staff report based on what had been approved administratively and what actions were approved at the Board of Historic and Architectural Review. He continued to explain that at the time of the sale of this property the easement for outdoor dining was very clearly identified prior to the public hearing. No further discussion was held at that time as to what Ms. Burke's plans were. The purpose of bringing this to committee today is to give her the opportunity to explain in greater detail what she has done and what she would like to do to finish the project. Mr. Pack mentioned that since BHAR has already blessed it does Town Council have the authority to deny her request as the property owner. The Town Attorney stated that you gave Ms. Burke a perpetual exclusive easement and she has the right to use this easement. The easement did say for outdoor dining purposes. There were no conditions placed on this easement at that time. The Town Attorney continued to explain that the fence is exactly like the iron fence that is fronting on Main Street. Ms. Burke has also offered to install it so that it can be removed if necessary. The Town Attorney stated that the reason that she needs a fence is to comply with the requirements of the alcohol laws. Dr. Cook asked if we could legally deny her request. The Town Attorney explained that the town gave her an easement for outdoor dining purposes. We did not subject it to whatever conditions you might want to

put on it. However you did put restrictions on the property to say it could not be used in the future for things that you do not want to be there in particular to things that are not compatible with downtown use. You did not reserve the right to tell her what she could put within the easement. Dr. Cook stated that he wants to be sure that council stays between our legal boundaries of what we can and cannot do. The Town Attorney stated that you can legally tell her no because the fence is a structure. Dr. Cook asked Ms. Burke to explain what her plans are. Ms. Burke stated that she was a little confused because when she purchased the property the easement was put in the deed for outdoor dining. She stated that she went through all the proper channels to get all the proper permits through town staff. She also stated that she went to the Board of Historic and Architectural Review for approval. She explained that after approval at the BHAR for the fence she proceeded to have the patio put in. She was then told that she needed to come before Town Council for review as a courtesy. Dr. Cook stated that he does not have any concerns with the fence but there are groups in the community that do. It is Council's job to listen to everyone and that is why we asked the Town Attorney if we as a council have the power to deny your request even though it was approved at BHAR. Dr. Cook stated that today was the first time he has heard anything about the fence being removable. Ms. Burke stated that she was doing that in case the town needs to come in and do anything that would require more space to get through there. Ms. Chapman stated that she is a member of the Woman's Club. She stated that she had spoke to the president of the Woman's Club and they are not against the idea but do have some questions. The Woman's club wanted to know if they could install urns and put plants in them. Ms. Burke stated that she had talked to the Woman's Club yesterday about installing urns and plants and she feels they have worked things out. Ms. Chapman stated that she thinks the confusion was a person saw things being torn up and they did not know the plan. Ms. Chapman stated that the only concern that she has remaining is that the easement says you have exclusive rights and does that mean if someone happens to be strolling down Hayden's Lane they will not be able to sit in that patio unless they are a customer. Ms. Burke stated the patio would be part of her dining establishment. In order to access the patio area you would need to come into the building. Mayor Williams asked if Ms. Burke was going to continue to have dining tables in front of the building? Ms. Burke replied that she was. He expressed concern over that being a congested area especially when you have people with pets. Ms. Burke explained that a lot of her customers sit out there because of their pets. Mr. Pack stated that Ms. Burke has done her due diligence. She is improving the property and she is following the ABC laws. She has to have the fence in order to serve alcoholic beverages outside the establishment. This improvement adds to the economic vitality of the downtown area. She already has BHAR approval and there is no one present to speak against the improvements so he recommends allowing Ms. Burke to move forward with the project. Dr. Cook stated that he was sorry if she felt like she had to come here and present your case but we as Town Council would like to know what is going on. Committee agreed and recommends approval to move forward. Ms. Burke thanked Town Council for their support.

3. Hot air Balloon Launch Request – Ms. Winslow stated that this is a potential business opportunity. The gentleman wanted to come talk to Council preliminarily about moving his hot air balloon business to town. He knows that he has to follow some

channels to do launches from town property. He is in Atlanta today and not able to join us so he has requested that it be tabled until next month's agenda. Dr. Cook asked if he was looking to move his entire operations here? Ms. Winslow replied not necessarily. He wants to have Smithfield as a location to do hot air balloon launches and potentially have Smithfield as his headquarters. Dr. Cook stated that if he understands the e-mail correctly he does everything from tours to filming TV shows. Ms. Winslow stated that was correct. Mr. Pack stated that he has spoken to this gentleman and the concept is very cool. This guy is really into ballooning and with a little business guidance the town could potentially have something pretty unique here. Committee deferred this item to May committee meetings.

4. Discussion on Best Use of Town Property located at the Corner of James/Washington Street – Dr. Cook stated that at the last Town Council meeting he asked this item to come back to committee for discussion on the best use of this property. This is a nice piece of property in close proximity to the Smithfield Library, the YMCA, Paul D. Camp Community College, and the Children's Center. If a house or duplex is put here we lose a nice parcel of land that could potentially be used in the future to expand Paul D. Camp Community College. Mrs. Tynes expressed her concerns of why this property was identified as a possible Pinewood Heights relocation site. Dr. Cook stated that he thinks that there are a lot of empty lots in Smithfield that we could own for a reasonable cost. He does not think that it would be in the town's best interest to have anybody living at this location. Mrs. Tynes stated that this decision was made by the previous council. Dr. Cook stated that this is a great opportunity to make different decisions. The Town Attorney stated that at the time this was decided the town was in an escalating housing market. The ability to find suitable relocation sites for Pinewood Height's residents was very difficult. That is what prompted town council to look at this site as a possible relocation site. Since that time the housing market has become more affordable and more properties are available. The Town Manager mentioned that a design competition was done years ago when this property was identified as a possible relocation site. The original design as for two duplex units for a total of four units that were blessed through a special use permit. The Town Manager stated that the town does not have an agreement with Habitat for Humanity at this time for proceeding with the first duplex. That would be the next step if Town Council wanted to proceed with this plan. If it is used for Habitat for Humanity then Draper Aden Associates would need to draw up a subdivision plat which would be approved administratively. Utility adjustments would also need to be made. Mr. Pack stated that he had spoken to the Town Manager and did not have a problem with locating a duplex on that property; however he does not feel that putting it on the corner is the best use of that property. He would like to see council explore other locations on that property to put duplex rather than the corner. He feels that leaving that parcel at the corner as green space would be the best option for now. Extension of Clay Street would be very costly due to storm water issues. Mr. Rick Bodson of Smithfield 2020 was present to give an update from Mr. John Edwards. He stated that the Town Manager, Mr. Edwards and he participated in a strategic planning session this morning hosted by Dr. Conco at Paul D. Camp Community College. Also present were representatives from the Luter Family YMCA, the Smithfield Library and the Children's Center. This has been the first time that the

four organizations have actually sat down together to brainstorm about the organizations working together from landscaping that area to make it more attractive to sharing internet access and security, etc. Paul D. Camp has a strategy to increase usage and enrollment at the Smithfield branch. By the end of the meeting the organizations committed to forming a working group of representatives of these four organizations with Smithfield 2020 interjecting itself in providing project management. They can assess what assets they have there. At this time they do not have a foot print of where the shared boundaries are. This particular lot is being utilized as a parking lot by students when the library is busy or overflow of parking is needed at the YMCA. Smithfield 2020's request is for Town Council not to make any decisions on the use of this property now or in the near future until Paul D. Camp and the working group from the four organizations have an opportunity to come back and share a proposal or idea of how to develop this set of parcels. The Town Manager stated that parking is the biggest concern for the existing organizations. Paul D. Camp did state that they do not plan to expand their physical footprint but parking is needed for students. The YMCA's only additional piece as part of their master plan is the outdoor pool. The playground equipment that is adjacent to the Head Start organization will be replaced. Together these four organizations have the ability to improve the quality of life in this area of Smithfield. Committee agreed to look at other options for the use of that property before signing agreement to move forward with a Habitat for Humanity house at the corner of James/Washington Street.

5. “Bacon Love” Sculpture Proposed Location at Windsor Castle Park – Ms. Winslow reported that she wanted to bring council up to date on the new location of the “Bacon Love” sign. She explained that she has gone through the approval process for our “Bacon Love” sign. This sign is a program of Virginia tourism. Tourism's first location was to request the sign to be put at the intersection of Main Street and Route 10. VDOT owns this property and has denied this request. Tourism has looked at a lot of other potential locations. Our request today is to get approval from the town to place the “Bacon Love” sign at the entrance of Windsor Castle Park between the parking lot and the dog park. Ms. Winslow stated that she would like to ask the town's permission to move all of our approval process over to Windsor Castle Park. This spot is not within or in sight of the historic easement on the Windsor Castle Park property. We do have funding coming for this from Virginia Tourism and a vendor to do the actual artwork. Tourism also has a fabulous landscaper that is willing and able to come in and landscape the entire artwork. They would leave access for people to get to the sculpture. One of the intents is that this is big and people will want to have their picture taken next to it. After looking at this again tourism actually thinks this is a better location. It makes more people go to Windsor Castle Park and pictures will be taken and posted on tourism's website and Virginia Tourism's website. It is also a safer place to have people rather than the side of the road. The Town Manager mentioned that ironically PETA wants to put their sign of a pig out at the park too. Vice Mayor Gregory asked if they had looked at the area near the welcome to Smithfield sign in front of Food Lion. Ms. Winslow stated that they did but there is already so much clutter there as far as signage goes. It is also a dangerous spot for people to be pulling over and getting out for pictures. The Town Attorney expressed his concern over the PETA issue. PETA wants to put their pig right in the middle of Windsor Castle Park and his argument with them has always been that

the town will not let anyone put something up in Windsor Castle Park. Mr. Hopkins stated that it is a town sign on town property. The Town Attorney stated that he is not saying not to do it but that was part of his defense that this is a prestige park and the town does not allow anyone to put anything in Windsor Castle Park. He explained that he does not have a problem with the "Bacon Love" sign. The Town Attorney gave a brief summary of where he stands with PETA. Every time the town argues that it is a sign PETA argues that it is art. Every time the town argues that it is art PETA argues that it is a sign. The Town Attorney stated that at this time his argument with PETA is based on our analysis that this is a temporary sign. The town does not permit temporary signs unless they are on your own property and for certain specific reasons. PETA is determined that they have first amendment rights. Mr. Rick Bodson stated that Smithfield 2020 was the initiator of the porcine parade and it was a public art project from the beginning. The Town Attorney stated that he understands that but PETA is trying to piggy back on that. We are saying it is not art it is a sign. Mr. Bodson stated that his observation is that if they say it is art we could accept the fact that it is art and the next time that we open up a public art competition they will be welcome to apply within the deadlines and guidelines. The porcine parade was opened up on a couple of premises. One it was juried, two it could not be commercial with logos and three the artist had to submit a statement that reflected the history of culture of Smithfield. The Town Attorney stated that he understands all of that but PETA does not want to participate in competitions. What ever gets PETA through the door is what they want to argue. If it is art that gets them through the door that is what they are going to argue. If it is a sign they will argue that. They are arguing both ways, which you can do. So the town needs to have a good argument against both. Mr. Hopkins agreed that the Town Attorney has been going back and forth with PETA for a couple of months now. Vice Mayor Gregory asked if council was convinced that this is the best place for the "Bacon Love" sign. Dr. Cook asked if had been approved by the Windsor Castle Park Foundation Board. Ms. Winslow stated that she could do that but she received recommendation from them to bring this request directly to Town Council. Mr. Smith asked if Ms. Winslow could do some more exploring of suitable places outside Windsor Castle Park. Ms. Winslow asked that if council had any places in mind to please let her know. Ms. Winslow stated that her original idea was to have it at an entrance corridor so people would see it coming into town. But it is also intended to serve as a photographic experience for people that come to Smithfield. Ms. Winslow explained that one of the reasons she was excited about Windsor Castle Park was because it is a tourist attraction. This is a place that people would want to go. Committee asked if it could be placed in the grassy area between the Smithfield Center and Smithfield Foods Corporate Building. Ms. Winslow stated that she likes that suggestion and would check into it. Committee recommended this item to come back to council once a new location is found.

6. ADDITIONAL ITEM DISCUSSED: Boundary Line Adjustments – The Town Attorney reported that Mr. Hopkins received an update today from Bay Design on the plat for Great Springs Road. They have not completed it yet but the town should get a draft by tomorrow. The town cannot advertise this Public Hearing until the town actually has the plat and agreement in hand. The goal was to get it done before next week's meeting but that is not the case. The Town Attorney asked for council's direction of

whether to shoot for the June 4th Town Council meeting or hold a special Town Council meeting in May. The Town Attorney stated that this needs to be done as quickly as possible. Mayor Williams asked where Isle of Wight County was in the process. The Town Attorney stated that they are at the same place as the town, waiting on final plat. Vice Mayor Gregory mentioned that Town Council Committee meetings were early this month and we could plan on having a Special Town Council meeting on Monday, May 20th after our committee meetings. The Town Attorney stated that we can plan on that but there is still a lot to be done before then. He stated that town staff will be meeting with Isle of Wight County tomorrow and they will let them know where the town is and hopefully we can get a consensus of where they are. The hope is that the town will get it done on May 20th at 6:00 p.m. following committees and the county will do at their May 23rd Board of Supervisors meeting.

Meeting Adjourned at 5:34 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
April 2013**

Committees and Projects:

04/02 Town Council meeting – Chief Bowman
04/03 Department Head – Deputy Chief Howell
04/08 Smithfield Crime Prevention meeting – Chief Bowman, Kurt Beach
04/09 TRIAD meeting – Isle of Wight Courthouse – Kurt Beach
04/10 Hampton Roads Chiefs of Police meeting – Smithfield Center – Chief Bowman,
Deputy Chief Howell, Lt. Rogers, Kristi Jenkins
04/11 Funeral for Sgt. Jeff Storm – Suffolk, VA – PD
04/15 – 16 Mock Assessment/Accreditation – Manassas – Kristi Jenkins
04/16 Crime Line meeting – Smithfield Center - Annette Crocker
04/19 Isle of Wight Bar Association mtg – Smfd Station – Chief Bowman
04/22 Police Committee meeting – Chief Bowman, Deputy Chief Howell
04/24 Department Head meeting – Deputy Chief Howell
04/29 Budget meeting – Chief Bowman/Deputy Chief Howell

Training

04/09 – 11 7th Annual TRIAD Conference – Williamsburg – Kurt Beach (24 hrs.)
04/09 – 11 Field Training Officer School – HRCJTA – Officer Fordham (24 hrs.)
04/15 VA's Child Abuse Prevention Conference – Richmond – Officer Anderson (8
hrs.)
04/16 Bill of Rights – HRCJTA – Chief Bowman; Sgt. Miller (8 hrs.)
04/17 Performance Driven Thinking in Public Safety – Chief Bowman (8 hrs.)
04/17 Human Trafficking – Norfolk PD – Officer J. Adams
04/22 – 26 General Instructor – HRCJTA – Officer Cook (40 hrs.)
04/22 – 24 DUI Conference – Virginia Beach – Officer D. Adams, Officer J. Powell (24 hrs.)
04/25 VCIN Instructor Recert – HRCJTA – Kristi Jenkins (8 hrs.)
04/26 Leadership School – World Trade Center and Sentara Heart Hospital– Norfolk –
Kristi Jenkins (8 hrs.)

In-House Training:

04/04 Motorcycle Training – Portsmouth PD – Sgt. Miller, Sgt. Jones, Officer Fordham
04/14 4- H Camp Training – Wakefield – Officer J. Adams
04/16 ERT Training – Walters, VA – Lt. Rogers, Sgt. Jones, Sgt. Brady, Sgt. Araujo,
Officer D. Adams, Officer Powell, Officer Seamster, Officer Hill
04/16 Boat Training – Sgt. Meier, Officer Phillips, Officer Anderson, Officer Powell,
Officer Hill
04/17 Motorcycle Training – Portsmouth PD – Sgt. Jones, Officer Fordham (8 hrs.)
04/22 – 05/03 Motorcycle Training – Portsmouth PD – Sgt. Jones (80 hrs.)

Community Relations

04/08 Relay for Life Escort – Officer Anderson
04/10 Homework Station – Jersey Park Apts – Officer Anderson
04/10 Senior Financial Exploitations – First Gravel Hill Baptist Church – Kurt Beach
04/10 Kid Talk – 3rd graders – Hardy Elementary – Officer Johnson
04/13 Smithfield Wine Fest – Windsor Castle Park – PD
04/14 Taking Counselors and Counselors in Training – 4-H Wakefield – Officer Adams
04/15 Citizen Ride Along – Officer Johnson
04/17 Homework Station – Jersey Park Apartments – Officer Wright
04/20 Residential Security Survey – Smithfield – Officer Seamster
04/20 Surry Prom – Smithfield Center – Officer Anderson
04/24 Homework Station – Jersey Park Apartments – Officer Wright
04/25 Wait to Text – Channel 10 – Smithfield High School – Lt. Rogers
04/27 World record attempt on bottle of oil – Smithfield Fast Lube – Officer Phillips
04/27 Windsor Prom – Smithfield Center – Officer Hill
04/29 Career Day - Surry Elementary School – Deputy Chief Howell, Lt. Rogers

Investigations:

Case#: 2013-00354
Location: 1005 S Church St
Offense: Shoplifting
Disposition: Pending

On 4/22/13 Officers were called out to 7-Eleven on S Church St for a shoplifting call. A white male wearing a bright green jacket with what appears to be a VDOT logo on the back walked into the store. The man walked straight for the beer cooler and puts two 40 oz beers inside his jacket. The man then leaves the store without paying for the beer and without buying anything else. The case is pending identification of the subject.

Case#: 2013-00320
Location: 200 Middle St
Offense: Malicious Wounding by Mob
Disposition: Cleared by Arrest

On 4/12/13 two juveniles got off the school bus at their bus stop on Middle St. The one juvenile had planned to beat the other juvenile up after school. The two girls started to fight in the street. While one girl became the predominate aggressor nobody stopped the fight. In fact the child's mother, uncle, and friend kept inciting the fight and told the girl where to punch her and to slam her head on the ground. The mother and uncle never tried to stop the fight. The child along with her mother and uncle were charged with Malicious Wounding by Mob, and Disorderly Conduct.

Case#: 2013-00374
Location: 928 S Church St
Offense: Unauthorized Use of Motor Vehicle
Disposition: Warrants Obtained

On 4/25/13 Mr. Brandt of Smithfield Auto and Truck Center was selling a used car to a subject. Mr. Brandt allowed the subject to take the vehicle to test drive it with the agreement that he would return the vehicle the next day at noon. On 4/29/13 the subject still had not returned the vehicle and Mr. Brandt reported the vehicle stolen. Officers have attempted to contact the subject but cannot reach the subject. Warrants have been obtained for Unauthorized Use of Motor Vehicle.

Case#: 2013-00339
Location: Jersey Park Apts.
Offense: Distribution of Marijuana
Disposition: Cleared by Arrest

On 4/17/13 residents of Jersey Park called to report an individual selling drugs outside one of the apartments. An Officer made contact with the individual and started to speak with him and the individual gave the Officer permission to search him. The officer found a large bag of marijuana on him with about 15 small "buds" inside the bag. The individual admitted to the Officer that he was selling the marijuana. The individual was arrested for Distribution of Marijuana.

Reporting Period: 4/1/2013 thru 4/29/2013

Total deposit for the Smithfield Center - April 2013 - \$16,579.79 / Deposits for Town Services - April 2013
- \$2,733.00

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	4/1/2013	1638			Catherine Bowden	Bowden Anniversary Party	1597		0.00
Invoice	4/1/2013	1639			Ducks Unlimited	Ducks Unlimited	1638		0.00
Invoice	4/1/2013	1640			German Club	German Club	1640		800.00
Invoice	4/1/2013	1641			Janice Butler	Sweetheart Banquet	1641		0.00
Invoice	4/1/2013	1642			Isle of Wight Academy	IOW Academy Fundraiser	1644		1,445.04
Invoice	4/1/2013	1643			Isle of Wight Chamber of Commerce	Chamber Day Trade Show	1645		301.00
Invoice	4/1/2013	1644			Isle of Wight Commission on Aging	Commission on Aging Educational Program	1646		0.00
Invoice	4/1/2013	1645			Little Zion Church	Little Zion Church Conference	1916		0.00
Invoice	4/1/2013	1646			Smithfield Packing	Quarterly Update	1922		400.00
Invoice	4/1/2013	1647			Grizzle and Kuykendoll Wedding and Reception	Grizzle and Kuykendoll Wedding and Reception	1930		0.00
Invoice	4/1/2013	1648			Judith Smith-Stokes 70th Birthday Party	Judith Smith-Stokes 70th Birthday Party	1955		0.00
Invoice	4/1/2013	1649			Smithfield Women's Club	Smithfield Women's Club	1963		362.00
Invoice	4/1/2013	1650			Wilkins-Shaffer Wedding & Reception	Wilkins-Shaffer Wedding & Reception	1964		0.00
Invoice	4/1/2013	1651			Swanson-Roberts Wedding & reception	Swanson-Roberts Wedding & Reception	1966		0.00
Invoice	4/1/2013	1652			McMannen-Ellis Wedding & Reception	McMannen-Ellis Wedding & Reception	2029		0.00
Invoice	4/1/2013	1653			Virginia State Bar	Solo and Small-Firm Practitioner Forum	2040		0.00
Invoice	4/1/2013	1654			Hebert and Cofield Reception	Hebert and Cofield Reception	2041		0.00
Invoice	4/1/2013	1655			Obibi Healthcare Foundation	Bravo Breakfast	2071		0.00
Invoice	4/1/2013	1656			Dominion Virginia Power	Dominion Power Safety Meeting	2117		0.00
Invoice	4/1/2013	1657			Lifeline Screenings	Lifeline Screening	2122		0.00
Invoice	4/1/2013	1658			Olive Branch Baptist Church	Live Laugh and Love Show	2161		0.00
Invoice	4/1/2013	1659			Isle of Wight Chamber of Commerce	Chamber Post Legislative Breakfast	2173		0.00
Invoice	4/1/2013	1660			Surry Nuclear Power Plant	Surry Power Station Management Retreat	2185		263.00
Invoice	4/1/2013	1661			Smithfield Packing North Plant	Plant Meeting	2189		400.00
Invoice	4/1/2013	1662			Smithfield Station	Smithfield Station Group	2200		200.00
Invoice	4/1/2013	1663			Smithfield Packing	Smithfield Packing Photo Shoot	2209		300.00
Invoice	4/1/2013	1664			VDOT	VDOT Awards Ceremony	2223		400.00
Invoice	4/16/2013	1665			National Wild Turkey Federation	National Wild Turkey Federation Banquet	2133		810.00

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- \$2,733.00

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
								Total	5,681.04
Payment	4/3/2013	1660	Master Card	MC	Surry Nuclear Power Plant	Surry Power Station Management Retreat	2185		263.00
Payment	4/12/2013	1640	Check	255	German Club	German Club	1640		800.00
Payment	4/16/2013	1664	Visa	Visa	VDOT	VDOT Awards Ceremony	2223		400.00
		4715 2900 1862 6437 exp 04/14							
		Teresa A. Boyette							
		t.boyette@vdot.virginia.gov							
Payment	4/18/2013	1643	Check	10259	Isle of Wight Chamber of Commerce	Chamber Day Trade Show	1645		301.00
Payment	4/18/2013	1646	Check	2128888	Smithfield Packing	Quarterly Update	1922		400.00
Payment	4/18/2013	1661	Check	212888	Smithfield Packing North Plant	Plant Meeting	2189		400.00
Payment	4/18/2013	1663	Check	2128888	Smithfield Packing	Smithfield Packing Photo Shoot	2209		300.00
Payment	4/23/2013	1642	Check	298	Isle of Wight Academy	IOW Academy Fundraiser	1644		1,445.04
								Total	4,309.04
Deposit	4/1/2013		Master Card	Master Card	Danielle Ford-Daughtrey	Ford Anniversary Party	2062		200.00
Deposit	4/2/2013		Check	5676	Lester and Crocker Wedding and Reception	Lester and Crocker Wedding and Reception	2116		600.00
Deposit	4/3/2013		Check	1171	Celerity Cycling	Ham-azing Time Trials	2203		25.00
Deposit	4/5/2013		Check	1491	Delta Sigma Theta Sorority	Delta Sigma Theta Ball	1982		500.00
Deposit	4/5/2013		Visa	Visa	Watts-Walker Wedding & Reception	Watts-Walker Wedding & Reception	2228		850.00
Deposit	4/5/2013		Master Card	MC	Penfield-Adam Wedding & Reception	Penfield-Adam Wedding & Reception	2112		500.00
Deposit	4/8/2013		Check	577	Moody and Jaffeux Reception	Moody and Jaffeux Reception	1866		130.00
Deposit	4/9/2013		Check	111	Optimist Club of Isle of Wight	Optimist May 5K	2158		152.00
Deposit	4/11/2013		Check	107	Morrone-Tillie Wedding & Reception	Morrone-Tillie Wedding & Reception	1905		979.00
Deposit	4/12/2013		Visa	Visa	Moore and Williams Wedding and Reception	Moore and Williams Wedding and Reception	2037		325.00
Deposit	4/15/2013		Check	2269	Community Electric Cooperative	Reynolds Retirement Party	2095		400.00
Deposit	4/15/2013		Visa	Visa	Eley-Farmer Wedding Ceremony	Eley-Farmer Wedding Ceremony	2234		187.50
Deposit	4/15/2013		Visa	Visa	Surry Public Schools	Surry High School Prom	1961		115.50
Deposit	4/15/2013		Check	14348	Surry Public Schools	Surry High School Prom	1961		190.00
Deposit	4/18/2013		Check	1110	Smithfield Rotary Club	Smithfield Wine and Brew Fest	1647		2,366.00

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Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	4/23/2013		Check	1042	Ince and Nance Wedding and Reception	Ince and Nance Wedding and Reception	2241		600.00
Deposit	4/23/2013		Visa	Visa	Huff and Taylor Wedding and Reception	Huff and Taylor Wedding and Reception	2240		600.00
Deposit	4/24/2013		Check	16162	Alston and Heberling Reception	Alston and Heberling Reception	1959		850.00
Deposit	4/25/2013		Check	337	OA Spady	Hokies Banquet	2145		200.00
Deposit	4/29/2013		Check	30044	Windsor High School	Windsor Prom	1649		625.00
								Total	10,395.00
								Grand Total	-9,023.00

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Citizens Meeting -Healthcare Reform MH 50	Helen Off Kitchen Inventory Kitchen 2 Town Council A&B 20	Courtney Off Helen Off Staff Meeting C&D 12	Courtney Off Helen Off	Amy Off Smith-Reid Set-up MH plus Suites 25	Amy Off Smith-Reid Wedding & Reception MH plus Suites 200
7	8	9	10	11	12	13
Amy Off Reynolds-Bayer Reception MH 100	Amy Off Smithfield Youth Wrestling MH 110	Planning Commission B 20	Herbert Off HR Chiefs Meeting C&D 25	National Wild Turkey Federation Banquet MH plus Suites 165	Reynolds Retirement Party MH 175	Angela and Savvas Engagement Party MH 100
14	15	16	17	18	19	20
		BHA&R A&B 12 Crimeline C&D 20 Schoolhouse Meeting C&D 20		Finance Committee Workshop A 12 Smithfield Women's Club B,C&D 80	Melissa Off Surry High School Prom MH 175	Melissa Off Moody and Jaffeux Reception MH 130
21	22	23	24	25	26	27
Melissa Off Penfield-Adam Wedding & Reception MH plus Suites 75	Melissa Off Citizen's Association Meeting MH 100 Committee Meetings C&D 12	Committee Meetings C&D 20	Client Appreciation Night MH 200 Staff Meeting C&D 12	Hokies Banquet MH 150	Windsor Prom Setup MH plus Suites 10	Morrone-Tillie Wedding & Reception Deck 20 Windsor Prom MH plus Suites 150 Windsor Prom Setup MH plus Suites 10
28	29	30				
Morrone-Tillie Wedding & Reception MH plus Suites 115		Budget Meeting C&D 15				

Smithfield/Isle of Wight Tourism Activity Report – April 2013

- Director attended the Isle of Wight Board of Supervisors Meeting 4/18/13.
- Director attended Smithfield Town Council Meeting 4/2/13.
- Held monthly Tourism Staff Meeting 4/11/13. All FT staff in attendance.
- Smithfield 2020 Meeting 4/3/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- United Way Site Visitation for funding held 4/2/13.
- Smithfield Wine and Brew Fest planning meeting 4/3/13, 4/10/13. Set-up on-site 4/11-13/13 with clean-up all day 4/15/13 and part of day 4/16/13. Follow-up debriefing meeting held 4/17/13 and Volunteer Appreciation event held 4/24/13. Event held Saturday 4/13/13. AWESOME!!!! Had over 2500 attendees and sold out 9 days prior to event! Over \$46,000 raised for local charities.
- Met with Town Attorney about putting together an MOU/lease agreement for a new Restaurant/Pub for Smithfield 4/4/13.
- Olden Days Event planning meeting held 4/4/13, 4/8/13.
- First Consumer Branding Team meeting held Saturday, 4/6/13. Second held on Saturday, 4/20/13.
- Farmers Markets held 4/6/13, 4/13/13, 4/20/13 and 4/27/13. FABULOUS attendance numbers! Its gonna be a great season!!!! The Farmers Market will now be open every Saturday until the end of October and for specialty markets in November and December.
- Attended Certified Crime Prevention Community Committee meeting 4/8/13. Kick-off to certification for Smithfield.
- First Merchant Branding Team meeting held 4/9/13. Second held on 4/23/13.
- Attended Historic Saint Lukes Development Committee Meeting and Board Meeting 4/10/13.
- Met with Kevin Rudy regarding Town preparation for Historic Garden Week Tour 4/16/13.

- Schoolhouse Museum Board meeting 4/16/13.
- Met with VOW Magazine about bridal advertising 4/16/13.
- Met with Brandy Day/Doug Caskey regarding staffing 4/16/13.
- Attended full CVTA (Coastal Virginia Tourism Alliance) meeting held 4/17/13.
- Town Council Finance Committee Budget Workshop 4/18/13 and 4/30/13.
- Met with Brewing Company and Restaurateur for further planning and discussion about a new entity 4/18/13.
- Attended IOW County Wellness Committee meeting 4/18/13. Event planning finalized for later in the month. Walk At Work Day held . Very successful!
- IOW County Home School Day held 4/19/13. Excellent response and attendance!
- Historic Garden Week Tour Set-up and Tour 4/19 and 4/20/13. Excellent event! Over 1000 attendees!
- Branding Webinar attended 4/23/13.
- Beaches to Bluegrass Webinar attended 4/24/13.
- Parade of Homes coming in September of 2013 to Cypress Creek! Met with planners in conjunction with IOW Economic Development 4/24/13.
- Historic Saint Lukes Executive Director Search Committee met 4/24/13. Tourism Director is Chairman of that committee for the Board.
- Participated with Healthy Kids Day in the Park 4/27/13.
- Participated with HHHHH Bike Tour (Relay for Life) 4/27/13.
- IOW County Board of Supervisors Budget Work Session 4/29/13.
- Attended Town Special Event Committee meeting 4/30/13.
- Attended Council Committee meetings 4/23/13.
- Tourism Facebook postings throughout month.
- Attended Smithfield Staff Meeting 4/3/13, 4/24/13.

- 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!