

SMITHFIELD TOWN COUNCIL AGENDA
February 3rd, 2015 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|-------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 3 | - | 7:30 p.m. – Town Council Meeting |
| February 10 | - | 6:30 p.m. Pinewood Heights Management Team Meeting |
| February 10 | - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| February 16 | - | Town Administrative Office Closed in Observance of President's Day |
| February 17 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| February 23 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| February 24 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |
| February 25 | - | 2:00 p.m. Intergovernmental Relations Committee |

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

C. Public Comments:

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

D. Council Comments

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

E. Summary of Consent Agenda Items

- a. Police Committee Chair, Denise N. Tynes
- b. Finance Committee Chair, Randy Pack
- c. Parks and Recreational Committee Chair, Connie Chapman

CONSENT AGENDA ITEMS

C1. Motion to Donate One (1) Surplus Patrol Vehicle to the Smithfield Volunteer Fire Department

Police Committee Chair, Denise N. Tynes

C2. Resolution for Partial Street Closure for Wine and Brew Festival, Saturday April 11th, 2015

Police Committee Chair, Denise N. Tynes

TAB # 1

C3. Resolution for Street Closure Request for the Mustang Round Up Car Show, May 16th 2015 from 9:00 a.m. to 5:00 p.m.

Police Committee Chair, Denise N. Tynes

TAB # 2

C4. Invoices Over \$10,000 Requiring Council Authorization

Finance Committee Chair, Randy Pack

a.	Caldwell Tanks	\$25,823.29
b.	USbank	\$47,037.50
c.	US Bancorp	\$84,150.83
d.	REW Corporation	\$13,944.00
e.	Tri-State Utilities	\$30,845.35
f.	Christian Outreach Program (budgeted contribution)	\$14,000.00
g.	YMCA (budgeted contribution)	\$50,000.00

C5. Motion to Amend the Town's Pay and Classification Plan

Finance Committee Chair, Randy Pack

TAB # 3

C6. Resolutions to Authorize the Town Treasurer to Refinance Existing Loans

Finance Committee Chair, Randy Pack

TAB # 4

C7. Resolution for Partial Park Closure of Fishing Pier on Wednesday, April 8th thru Saturday, April 11th and Trails, Saturday April 11th from 9:30 a.m. to 5:30 p.m. for the 4th Annual Wine and Brew Festival

Parks and Recreation Committee, Connie Chapman

TAB # 5

ACTION SECTION

1. **Motion to Approve the Town Council Meeting Minutes of January 6th, 2015**
Mr. William H. Riddick, III, Town Attorney
2. **New Business:**
3. **Old Business:**
4. **Closed Session:**
5. **Adjournment**

January 30, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JANUARY 2015

TOWN MANAGER'S OFFICE:

- a. Most of the month was consumed with the shock and aftermath following Bill Hopkins' sudden departure from us on Earth on January 4th. It still does not seem real as we continue to pick up the pieces and deal with the heartbreak
- b. I did manage to attend the following meetings this month: Chamber pre-legislative breakfast, IOW Emergency Communications Center board meeting, HRPDC Executive Committee meeting, Pinewood Heights Management Team, Leadership IOW Kick off retreat, IOW Volunteer rescue Squad annual awards banquet, Farmers Market 2015 Kick-off dinner, and VML Insurance Programs Investment Committee conference call.
- c. Utilized one day of vacation leave and a portion of a day of sick leave.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Attended Pinewood Heights Management Meeting January 13 and Pinewood Heights Neighborhood Meeting the evening of January 13th. Took minutes for both meetings.
- c. Prepared January Town Council Committee Agenda and February Town Council Agenda
- d. Attended Leadership IOW 2015 kick off retreat, January 23rd.
- e. Attended Town Council Committee meetings on January 26th and 27th and prepared summary reports of the committee.

TREASURER'S OFFICE:

- a. Prepared December 2014 financial statements and bank reconciliations.

- b. The week of January 5th through 9th was a time of shared loss and personal reflection for all of us affiliated with the Town. Such losses take time to heal, but we have supported each other through this difficult time and will continue to do so.
- c. Attended Pinewood Management team meeting on January 13 at the Smithfield Center.
- d. Attended VML VACO Investment Pool board meeting on January 23 in Richmond to go over the status of the pool and receive an update from Public Trust on the investment strategy for the pool.
- e. Completed MD&A for the 2014 audit report. Received the final draft on January 28th for review.
- f. Prepared and mailed 1099's for the Town's qualifying service vendors.
- g. Met with George Herring of Wells Fargo at his request on January 30. Wells Fargo would like to be included in the Town's next RFP. Although they were extended notification with our last RFP, they did not follow up at that time.

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. 225 N. Church St. - found sewer line to the house and cleaned the line to the manhole at the end of Washington St.
 - b. Completed air release valve inspections and some repairs are ongoing.
 - c. 117 S. Mason St. - cleaned sewer lateral due to lots of paper.
 - d. Install sewer lateral at 219 Azaela Dr.
 - e. Manhole inspections are complete.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks

Control Panel / Flow monitor checks

Fence and Grounds

Inspected Structure

Inspect and clean pumps

Level system check

Test limit switches

Bar screen cleaning

Rain gauge

- c. 6 inch Godwin pumps set up on standby at Lakeside pump station - waiting for pump parts.
- d. REW installed Godwin Bypass pump at Main St. pump station - complete.
- e. James St. pump station had a problem with air, replaced packing in the gate valve on the intake side. Rebuilt pump #2 check valve. Repair complete.

3. Water Line Repairs and Maintenance

- a. Repaired water leak at 1000 S. Church St.
204 Monticello Ct.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Plant staff greased well pumps 8A, 10; high service pumps 610, 620: and concentrate pumps 860 and 870.
- c. Operators pulled annual VDH samples for inorganics, metals, and hardness.
- d. Plant staff completed quarterly DEQ samples as well as monthly well and tank inspections.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Chainsaw safety training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted weekly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.
- c. Efforts are being made to find a means of treating all wooden bridges and walkways that will be environmentally friendly and comply with EPA regulations; this will hopefully increase the longevity of these structures and reduce maintenance issues.

8. Fog/Backflow Programs

- A. Fog inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation from local businesses.
- B. Backflow test reports are being submitted by residents and business with a good level of cooperation from the public.

9. Miscellaneous

- a. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte. 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Grounds crew removing brush along sewer force main in town limits.
- d. Had a 2 man crew work Bob Fest.

PLANNING AND ZONING:

- The department suffered a huge loss with the passing of our Director, Bill Hopkins. Bill had served the town for 20 years in various capacities, from Town Planner and Zoning Administrator to Director of Planning, Engineering and Public Works.
- William Saunders's position was reclassified to Planning and Zoning Administrator.

1. Planning Commission – January 13, 2015

- No meeting held.
2. Rezoning Applications under review
 - A. None
 3. Special Use Permit Applications under review
 - A. None
 4. Subdivision and Site Plans under review
 - A. O'Reilly Auto Parts
 - B. Cypress Creek, Phase 7 B&C
 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)
 6. Board of Zoning Appeals – January 20, 2015
 - No meeting held.
 7. Board of Historic & Architectural Review – January 20, 2015
 - A. Election of Officers: Roger Ealy, Chair; Trey Gwaltney, Vice-Chair.
 - B. Proposed Wall Sign – 113 North Church Street – Non-Contributing – Mark Hall, applicant – Approved.
 - C. Proposed Wall Sign – 103 Main Street – Landmark – IOW Museum, applicant – Approved.
 - D. Proposed Detached Sign – James/Washington Streets – Riverview Park – IOW Parks & Recreation, applicant – Approved.
 - E. Proposed Elevations for New Residential Subdivision – Pierceville Farm – Bill Darden, Hearndon, Inc., applicant – No action taken.
 8. Planning Commission Work Session – January 20, 2015
 - A. Comprehensive Plan Discussion – Future Land Use and Potential Growth Areas Maps reviewed, discussed and recommended for a vote at the February 10, 2015 Planning Commission meeting.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contractors repaired storm drain drop inlet in right of way at 201 Smithfield Blvd. Contractor also regraded roadside ditch along Grimes Street by 1100 S. Church Street.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Dollar General (Main St.) & Cypress Creek Parkway extension. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 13 locations throughout the Town and required reports were filed.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed except installation of roadway asphalt surface. Contractor anticipates the installation of the asphalt surface early Spring 2015.

January 30, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 26TH, 2015

The Police Committee met Monday, January 26th, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, Mr. Michael G. Smith, 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 Riddick, III, Town Attorney; Mr. Steven Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Ms. Amy Musick, Smithfield Center Director; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Terry Rhinier, Isle of Wight Tourism Special Events Coordinator. Also in attendance were Mr. William Britt Assistant Fire Chief; Judy and Wayne McPhail, and Ms. Gina Ippolito. There was no media present.

Police Committee Member, Andrew C. Gregory called the meeting to order.

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

1. Smithfield Volunteer Fire Department Request for a Used Smithfield Police Department Patrol Car – Chief Bowman stated that Assistant Chief Britt contacted the Smithfield Police Department to request one used patrol car to be used by the Smithfield Volunteer Fire Department. Assistant Chief Britt explained how the car would be used by the Fire Department. This vehicle would be what they call the chief's buggy. This vehicle would provide the chief officer the ability to respond quickly and efficiently to an incident. As a chief officer it is our responsibility to get to the scene and establish a command and determine what resources in addition to what is already coming might be needed. Assistant Chief Britt stated that the unit that he currently drives has two mobile radios, two portable radios, a computer to reference stuff, and in the back turn out gear, SBA breathing apparatus, personal tools, etc. These items do not exactly fit in your own personal vehicle to use for personal business on a routine basis. He also stated that this vehicle would have warning devices such as lights on the front, rear and sides to give him the ability to pass stopped traffic and get to a incident quickly. Assistant Chief Britt

stated that when driving your own personal vehicle the Commonwealth of Virginia only allows for two small flashing lights. No warning devices are allowed. In a personal vehicle he would not have any legal right to pass stopped traffic or go through a stoplight in order to efficiently get to an incident. The used patrol car once at the scene would also be a good place for radio communication. The vehicle would not be used for personal use. Assistant Chief Britt stated that the vehicle when not in use would be parked at his residence. He stated that for the past six months he has logged approximately 300 – 350 miles a month on the vehicle that he currently uses. Dr. Cook asked if the Fire Department has requested anything from Isle of Wight County. Assistant Chief Britt stated that the Smithfield Volunteer Fire Department has predominately received their vehicles through the Smithfield Police Department over the years, starting in the late 1970's. Dr. Cook stated that there has been some discussion on the titling of the emergency vehicles in the county and asked how this car would be titled. Assistant Chief Britt stated that it would be titled and maintained by the Smithfield Volunteer Fire Department. Committee recommends sending this item to Town Council for consideration.

2. Partial Street Closure Request for Wine and Brew Festival, April 11th, 2015 – Ms. Musick stated that the requested street closure is the same as in past years where Jericho Road will be closed to one way traffic on Saturday, April 11th, 2015. Mayor Williams asked if the residents on Jericho Estates would be notified of the street closure. Ms. Ippolito was present and stated that notices would be hand delivered to all residents in Jericho Estates. Committee recommends approval to Town Council of street closure request.

3. Street Closure Request for Mustang Round Up Car Show, May 16th, 2015 from 9:00 a.m. to 3:00 p.m. – Ms. Musick stated that this closure request is the same as in year's past. Main Street will be closed from Underwood Street to Church Street on May 16th, 2015 from 9:00 a.m. to 3:00 p.m. Mr. Pack stated that all of these shows are great but he has recently heard some grief from some of the business offices along Main Street about the street being closed so often. He asked if would be possible to take another poll to see if the consensus is that everyone is still in favor of closing the street so often. Ms. Musick stated that tourism has done the poll in the past and at that time there were some that loved it and others that were not so happy over Main Street being closed. Mr. Snead stated that during the event if cars for the event do fill up the block by 10:00 a.m. then the block is reopened to the public. Ms. Musick stated that the Mustang Round-Up Car show typically fills all three blocks. Ms. Rhinier stated that notices are sent out to all residents and businesses letting them know prior to the street closure. Ms. Musick stated that if Town Council wants to talk about parameters for street closures or special events in general then we can do that at any time. Vice Mayor Gregory asked if the town was at a point that we should consider capping closures at a certain number of days per year. Dr. Cook stated that it would be nice to know how many Saturdays per year that Main Street is closed for an event. Ms. Musick stated that it is approximately seven at this time. Committee recommends approval of street closure.

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

1. Operational Updates – Chief Bowman reported that they had a number of petty thefts from unlocked vehicles over this past weekend. This is the second weekend in a row in the area of Cary Street, Cedar Street and the Taste of Smithfield. He stated that they do have a little bit of a lead on them that he is unable to comment on at this time. He stated that he just wants to remind folks to please lock up your vehicles. Chief Bowman also reported that they have been work very closely with the Public Works Department on thefts of water. It is Public Works policy to lock meters when water has been cut-off. Recently the Public Works Department has had two cases where the locks have been cut-off the water meters. The Police Department is in the process now of obtaining warrants for the individuals responsible. Chief Bowman explained that they do not have to prove who cut the lock because the law specifically states that the beneficiary of the water is deemed to be guilty of the water violation. The Police Department is practicing zero tolerance as far as theft of water is concerned. Chief Bowman explained that last week in light of everything that has been going on around the country such as Ferguson, Cleveland, and New York City Chief Hardison of the Franklin Police Department and he thought it would be a good idea to have the Justice Department and Federal Bureau of Investigations come in and do some training for our police officers. The training would cover the color of law, civil rights violations on what we could expect if we were unfortunately in a situation like these other localities. Earlier this week there were eighty-two police officers at the Smithfield Center for that training. Chief Bowman stated that personnel wise they are in the process of completing the background investigations on an individual that the department hopes to hire to bring their department back up to full staff. Also, one of the department's newest hires begins the Police Academy on February 2nd. Chief Bowman stated that if committee remembers in 2012 Travis Newby was murder at Jersey Park Apartments and the individual that was accused was found guilty of first degree murder, robbery and use of a firearm in the commission of a felony. This individual is awaiting sentencing facing two life terms plus five years on April 1st. Mayor Williams expressed concern that investigations of car thefts take a lot of time for the police officers to follow-up on. Discussion was held on how to educate people on the importance of locking there vehicles. Chief Bowman stated that typically these types of crimes are reported to the Smithfield Times and through that article citizens are encouraged to lock their vehicles to discourage theft. Chief Bowman stated that each one of these petty thefts are detrimental to the town's certified crime prevention statistics. Town staff will continue to look at ways to educate the public through the town newsletter, facebook, and channel 189.

The meeting adjourned at 4:23 p.m.

January 30, 2015

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, JANUARY 26TH, 2015

The Water & Sewer Committee held a meeting on Monday, January 26th, 2015 at 4:23 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Gregory, Chair; and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance were Judy and Wayne McPhail. The media was not present.

Water and Sewer Committee Chair, Vice Mayor Gregory called the meeting to order.

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

1. Update – Main Street Sewer Repairs – The Town Manager stated that staff continues to work on South Mason Street and the 100 block on Main Street. Also, some additional work on the 200 block of Main Street will have to be done due to a blockage that Tri-State Utilities found in the sewer line. He explained that the invoice in the amount of \$30,845.35 on the Finance Committee agenda from Tri-State Utilities is for work done to date. This invoice includes the 8 inch line on South Mason Street and the 10 inch line on the 100 block of Main Street and the investigative work in the 200 block. The Town Manager stated that the town is looking at approximately another \$16,000.00 for Tri-State to finish up, however before Tri-State can finish up Lewis Construction will need to come in and repair the collapsed line in the 200 block. The repairs by Lewis Construction, in the amount of \$8,782.00, has been scheduled for the night of February 4th with a rain date of February 5th. Notices will be sent out to businesses and residents of the 200 block prior to the repairs. Once Lewis Construction has completed this repair Tri-State Utilities can come back and complete their work. The Town Manager stated that this work will ultimately take care of the sewer lines in this area. He stated that we have just received some pricing today in regards to the water main and individual water service lines and will be getting pricing on the repaving of Main Street for the upcoming

budgeting cycle. Unfortunately, if the town decides to have Main Street repaved with pea gravel as it was in the past then we will not be able to utilize Highway Funds for the repaving. Funding will need to come from the town's General Fund.

2. Additional Item Discussed: Water Bill Adjustments – Vice Mayor Gregory stated that he has received a complaint in regards to a damaged lateral line that has caused thirty-five to forty gallons of water to come out where it connects to the meter. He asked what the town's policy is for these types of water issues. Ms. Minga asked if it damage was caused by the town. Vice Mayor Gregory stated that has not been determined yet. He explained that this particular resident stated that her service was turned on and off a few times because of pressure issues while the town was doing repairs in the neighborhood. When the water was turned back on it literally rattled her pipes. Town staff has turned the water off and bleed her line however the resident found the damaged PCV where it meets the meter. This problem was found fairly quickly however her bill for the that billing cycle is extremely high for approximately 40,000 gallons of water that went in the ditch. Ms. Minga stated that the town's general policy is that if a resident shows that they had the leak and it has been repaired then the town looks at their average monthly usage. It is generally adjusted about half off. There have been times where people still do not think that this is fair and she has directed them to Town Council for further consideration of adjustment. Vice Mayor Gregory stated that in this particular case he would make a suggestion for her to come to committee if she feels that an additional adjustment needs to be made. Ms. Minga stated that during the adjustment process she recommends that residents still pay their normal billing amount. Mr. Snead stated that as an FYI item normally when a line needs to be bled the Public Works staff pulls the meter so residents are not charged for that water. Mayor Williams stated that staff also needs to take in consideration that she was filling her swimming pool at the same time.

The meeting adjourned at 4:33 p.m.

January 30, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, January 26th, 2015

The Finance Committee held a meeting on Monday, January 26th, 2015 at 4:33 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Dr. Milton Cook, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney; and Mr. Jessie Snead, Superintendent of Public Works. Also in attendance were Judy and Wayne McPhail. There was no media present.

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

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

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

a. Caldwell Tank \$25,823.29

This invoice is the town's quarterly tank maintenance contract for the Battery Park Road, Church Street, Wilson Road and Cary Street water tanks. This is a budgeted item. Committee recommended approval of invoice.

b. USbank \$47,037.50

This invoice is for the original loan for the reverse osmosis plant. Committee recommended payment of invoice.

c. US Bancorp \$84,150.83

This invoice is for the reverse osmosis plant and South Church Street waterline replacement. Committee recommended payment of invoice.

d. REW Corporation \$13,944.00

This invoice is for the completion of the Main Street bypass pump. Mr. Snead stated that this work has been completed and the pump is working well. Committee recommended payment of invoice.

e. Tri-State Utilities \$30,845.35

This invoice is for work that has been done to date on the sewer lines on South Mason Street, the 100 block of Main Street and a portion of the 200 block of Main Street. Committee recommended payment of invoice.

f. Christian Outreach Program \$14,000.00

Christian Outreach has requested budgeted funds from the town for fiscal year 2014\2015. Committee recommended approval of invoice.

g. YMCA \$50,000.00

This invoice is for the town's annual budgeted contribution to the YMCA 2011 Capital Improvement plan. Committee recommended payment of invoice.

2. Authorization to Amend Town Position Classification to Reclassify Town Planner/GIS Coordinator to Planning and Zoning Administrator – The Town Manager stated that he had sent out an e-mail late last week in regards the immediate action that needed to be taken to fill the spot of Planning and Zoning Administrator due to the death of Mr. Hopkins. This change for payroll purposes will be effective February 1st, 2015. The Town Manager stated that by code the town must have a Zoning Administrator and a staff person to staff the Planning Commission. In order to do this the Town Manager stated that he needs to reclassify Mr. Saunders from Town Planner/GIS Coordinator to Planning and Zoning Administrator. This reclassification will need to be approved by Town Council at your February 3rd meeting. This reclassification will be a ten percent increase in Mr. Saunders' pay. The Town Manager stated that at this time he does not have any recommendation in terms of Mr. Hopkins' larger position as it was with the town when he passed away.

3. VML/VACo Refinancing – Ms. Minga explained that Mr. Steve Mulroy, Executive Deputy of VML VACo had prepared a preliminary analysis for the Town of Smithfield to see if there were any savings to refinancing the town's VAR Series 2004 Bond and Series 2005 bond. Ms. Minga stated that this analysis is still estimates because it would still be bid out to different banks to see which one comes out the best. The Series 2005 Bond for reverse osmosis plant would be a debt service savings of \$197,484 for the duration of the bond. There would be a debt service savings of \$117,566 for the duration of the VRA Series 2004 Bond. These savings include the issuance cost of the bonds as well. Ms. Minga stated that the amount of saving would be significant to us as a small locality and feels that it would be worth refinancing. Ms. Minga stated that Virginia Retirement Authority (VRA) also sent the town a refinancing analysis on the 2004 Bond, since they were the ones that initially issued it and there savings were around \$99,000 however it did not include the cost of issuance. Ms. Minga stated that she was told that the town does not have to have a public hearing on this item because it is a refinancing. Mr. pack asked if this would extend the maturity dates. Ms. Minga replied that it would not extend the maturity dates on either bond. Mayor Williams asked when the maturity dates were. Ms. Minga replied that one bond matures in August 2022 and the other matures in August 2025. Vice Mayor Gregory asked what the annual saving

was to the town. Ms. Minga stated that one bond would be a savings of \$13,062 and the other would be \$17,953. Mr. Pack asked Ms. Minga what she needs from Town Council to start the process of refinancing. The Town Attorney stated that the town needs to adopt a resolution to refinance both bonds. Committee recommends approval of refinancing.

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

1. Public Comment – Mr. McPhail stated that he and his wife are town residents. They have lived on the Pagan River since 1988 and is a small business owner of DWM Services, LLC. He explained that he is also developing a business plan for another business to buy and sell small boats. Mr. McPhail mentioned the new business because he is trying to decide on a location for the business. He stated that his point for being here today is to express his concerns on the tax rate on personal watercraft. One of the main reasons for moving to Smithfield was to be on the water. During the past three years Mr. McPhail mentioned that he has become very noticeable of the assessment rate on the large boat that he has. In Isle of Wight County the rate is \$1.00 per \$100 assessed value and in the town it is an additional \$.25 per \$100 assessed value. Mr. McPhail stated that residents in the town or county may choose to take their boats elsewhere if something is not done about the high tax rate. He stated that he believes in spending money in local areas and two of his favorite places to dine are the Smithfield Station and the Smithfield Inn. He stated that he has just recently brought his boat back to Smithfield and is waiting to see what it is going to cost him to dock his boat here in Smithfield where he lives. When his boat was in Hampton he and his wife dined, socialized and performed maintenance on the boat in Hampton in lue of spending time and money in the Town of Smithfield. Mr. McPhail stated that he can go to Hampton and pay nothing in taxes on a \$465,000.00 boat. Keeping it here in Smithfield he will pay nearly \$4,000 in taxes. Unfortunately for the town he will choose to dock his boat in Hampton. Mr. McPhail stated that people with large boats/yachts tend to do a lot of things around the functionality of the boat. Mr. McPhail continued to express his concerns over the tax rate on boats here in Isle of Wight County and the Town of Smithfield. He also explained is frustration on how Isle of Wight County comes up with the assessed value of boats. He stated that he understands that the town has nothing to do with how the county determines the assessed value. Mr. McPhail stated that he is asking the town to consider eliminating the current boat tax of \$.25 per \$100 of the assessed value. Mr. Pack stated that this item is listed on today's committee agenda for discussion.

2. December Financial Statements and Graphs – Ms. Minga stated that she is very pleased with where the town stands financially half way through the fiscal year. Overall the town's collection of real estate and personal property are very strong. Staff continues to work on delinquents and abatements. Ms. Minga stated that if you have noticed the Franchise tax shows a negative \$20,171.00 from where the town had to refund Bank of America for underpaid taxes. Mr. Pack asked if the refund was budgeted. Ms. Minga

replied that it was not budgeted so the town may have to do a budget amendment unless Franchise taxes come in higher than expected this year. Cigarette Tax is also lower than December 2013 because of a refund that was made to CVS for unused tax stamps when they decided to stop selling cigarettes in their store. If the refund had not been made then the town would have been a little bit higher than December 2013 due to the recent increase in cigarette tax. Ms. Minga reported that Transient Occupancy tax is low because one of the town's local delinquent lodging facilities paid in December; however that check was returned for nonsufficient funds. A certified check has been received in January and that will be posted for next month. Ms. Minga stated that she will update committee on funds for the museum at next month's committee meeting. General Fund remains strong. Expenses have picked up on the Pinewood Heights Project. The town has finished all the acquisitions for Phase II multi-year 1. We are now starting on the Phase II multi-year 2 properties. Ms. Minga stated that water and sewer consumption is pretty steadily. At this time the town has not spent a lot on Capital Outlay for water and sewer. The town has done a lot of repairs and maintenance that falls just below the threshold and based on the Town Manager and the Superintendent of Public Works that is going to pick up soon.

3. December Cash Balances – Ms. Musick reported that cash balances remain very strong. She explained that she had attended a meeting in Richmond on Friday in regards to the VML VACo Investment account. The market value as of today is actually \$503,156.00. The board voted at this meeting to revise our policies so that all interest that is earned will be allocated to the localities based on your deposits rather than being reinvested. – Water = \$339,068.77; Water Debt Service = \$1,080,296.55; Water Capital Escrow Availability Fees = \$381,934.89; Water Treatment Plant Escrow = \$111,652.70; Water Deposit Account = \$92,996.26; Water Development Escrow = \$95,521.52; **Subtotal Water = \$2,101,470.69.** Sewer = \$(41,068.13); Sewer Development Escrow = \$352,141.91; Sewer Capital Escrow Availability Fees = \$905,646.26; Sewer Compliance = \$885,627.55; **Subtotal Sewer = \$2,102,347.59.** **Highway = \$310,330.20.** General Fund = \$3,859,530.80; Payroll = \$142,135.17; Money Market General Fund Town Bank = \$2,185.89; Business Super NOW-General Fund = \$33,105.63; Money Market General Fund Farmers Bank = \$289,558.37; General Fund Capital Escrow = \$214,626.66; Certificate of Deposit = \$526,038.10; Certificate of Deposit Police Dept = \$36,702.78; Special Project Account (Pinewood) = \$19,962.09; Pinewood Heights Escrow = \$29,813.93; SNAP Program = \$2,837.75; Museum Account = \$96,718.50; **Subtotal General Fund = \$5,253,215.67. TOTAL ALL FUNDS = \$9,767,364.15.**

4. Smithfield Boat Tax – Mr. Pack stated that he had asked the Town Manager to add this item to Finance Committee. Mr. McPhail stated that Isle of Wight County has contacted him and he will be meeting with them in the next month of two to share the same concerns with them as he has today with the town. Ms. Minga stated that she has pulled the numbers and determined that the annual revenue received from boat tax is

approximately \$6,600 for the town based on the \$.25 tax rate. Mr. Pack stated that he wanted to make a couple of things clear. Obviously he makes a lot of his livelihood off the marina so if this comes down to a vote he stated that he would abstain from voting; however he does have the right to comment and discuss without crossing the boundary. Mr. Pack stated that his marina at the Smithfield Station is eighty percent full. In the fifteen years that he has been there boats have left Smithfield, particularly the larger boats to go places that are free of boat tax. He explained that Portsmouth used to be free and then they adopted a boat tax and a lot of boaters left Portsmouth. Portsmouth dropped the boat tax and a lot of them came back. Mr. Pack stated that as a citizen of the town that has a business the boat tax on these larger boats are higher than what the marina collects in rent for the slip each year. The marina provides services for the boaters such as water, dock trash, and electricity at our own expense. The town and county government offer nothing other than a few "No Wake" signs. Mr. Pack stated that he is in favor of eliminating the \$.25 tax from the town. Mr. Pack stated that as a Town Council member he cannot fight this battle without it being a conflict of interest. Dr. Cook stated that getting rid of our \$.25 tax is not going to bring all the boats back to Smithfield. This is not the bulk of the tax. He stated that he has always had an issue with boat tax and agrees with eliminating the town's \$.25 tax rate. Vice Mayor Gregory asked if he was correct in saying that if you have a large boat the owner would want it near the open water ways for fuel efficiency. Mr. Pack replied that a lot of the people that have big boats treat them as condominiums. One third of the boats at the Smithfield Station are from the Richmond area. The boat owners come down and they stay on the boats for the weekend and they do not always go out. Most of the time they stay in at the dock. Mr. Pack stated that is where your economic impact comes in. These people want the marina life. They want to become friends with the other leisure boat owners around them and it becomes a social thing rather than being near the open waterways for fishing. The Town Attorney stated that unfortunately County staff is uninformed about the whole situation. The County does not understand that people that own boats can make a choice about where they keep them. Mr. Pack stated that he has had this conversation with Ms. Seward at the County and she stated that they would drop the tax if someone could tell her where the County can replace the revenue. Mr. Pack stated that we cannot fix what the county is doing but we can do what we think is right for the town and eliminate the boat tax rate. The Town Manager stated that if the town wishes to consider the elimination of the boat tax then now would be the time during the upcoming budget discussion for FY 2015/2016. Mayor Williams stated that he agrees with eliminating the boat tax in but expressed concern that the Town of Smithfield should not be compared to the larger cities in the area when it comes to taxes. Large cities have enough places to make up the difference from other sources. Smithfield is a small locality and we do not have the ability to make up taxes from other sources. Mr. Pack asked the Town Attorney what the process is for eliminating a tax. The Town Attorney stated that every year when Town Council adopts the budget the town also adopts our tax rates. The new tax rate on watercraft would be adopted at zero percent.

5. Additional Item Discussed: Business License/Farmers Market – Dr Cook stated that recently Mr. Horne had attended the town’s Finance Committee for discussion on business licenses. He mentioned that for the evening farmers market he would be working under the farmers market business license for that event. He also mentioned that if he sets up at the weekly farmers market that he would not have to get a business license because he would be working under the farmer’s market business license or umbrella policy. Since this meeting it has been brought to his attention that the director of the farmers market sends out notices that reminds individual businesses that participate in the farmers market to get their business license. Dr. Cook stated that he wanted to bring it up at committee to discuss how business licenses are handled at the farmers market. Ms. Minga stated that this item first came up years ago when the town had many vendors that would set up during the annual Christmas Parade. The decision at that point in time was that the town would not make vendors for these special events endorsed by the town get a business license. Ms. Minga stated the farmers market was a little different. When it started it was local farmers with homegrown products and they are exempt from having a business license. Now the Farmers market allows for numerous specialty vendors that are really considered more retail. A discussion was held not too long ago that if a vendor does not grow their own product then vendors would be required to have their own business license. Business license applications were given to the Farmers Market Director to administer them to the vendors. Mr. Pack asked how taxes are collected from these vendors. The Town Attorney stated that the vendors are individually responsible for their taxes. The Town Attorney stated that it should be the responsibility of the Farmers Market Director to make sure that the vendors at the farmers market are properly permitted with a business license unless they are clearly exempt. If a vendor does not have a business license then they are not allowed to participate in the farmers market.

The meeting adjourned at 5:47 p.m.

January 30, 2015

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, JANUARY 27TH, 2015

The Parks and Recreation Committee held a meeting on Tuesday, January 27th, 2015 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Mr. William Saunders, Planner/GIS Coordinator; Ms. Sonja Eubank, Office Manager of Public Works; Mr. Josiah Jendrey, fog Inspector; and Ms. Jennifer England, Isle of Wight County Museum. Also in attendance was Ms. Gina Ippolito of the Windsor Castle Park Foundation Board. There was no media present.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Partial Park Closure of Fishing Pier on Wednesday, April 8th thru Saturday, April 11th and Trails, Saturday April 11th from 11:00 a.m. to 5:00 p.m. for the 4th Annual Wine and Brew Festival – Ms. Chapman stated that the above park closures for the 4th Annual Wine and Brew Festival are the same as in years past. Committee recommends approval of closures.

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

1. Operational Update – Ms. Musick reported that there has been one event at Windsor Castle Park since last committee meeting. That event was the BOB Fest with over fifteen hundred in attendance. The weather was great even though it was cold. Upcoming events to note are the Mardi Gras Run 4 Beads on February 7th along Main Street and the Fur Ball event Saturday, February 14th at the Smithfield Center. Proceeds

for the Fur Ball event go to the Gimme Shelter. On Sunday, February 22nd the Smithfield Library will hold a black history month program at the Smithfield Center. Ms. Musick stated that the charts included in the committee report are the same because Kayak rentals do not reopen until May. Ms. Musick shared a picture of the signage she is working on for the kayak storage building. She explained that it will closely match what is already in the park. Ms. Musick stated that she has decided not to purchase paddle boards for the upcoming season. She stated that at this time she remains concerned about the safety of the paddle boarders if they should fall off into the pagan river. Mr. Pack stated that he understands her concerns and asked that we revisit next year for the 2016 season. Ms. Tynes stated she has heard from a few citizens that had the opportunity to attend the Martin Luther King affair that was here at the Smithfield Center and they were very pleased with the program. On behalf of these citizens she would like to thank Ms. Musick for working with the staff of the NAACP with organizing and the town's partnership of donating space at the Smithfield Center. It was very well attended. Ms. Musick stated that Kevin Rudy of Southern Shores Landscaping will be planting the flowers in the spring that are being donated by Bennett's Creek to go around the new kayak storage building.

2. Proposed Policy and Procedure Amendment Re-prioritization of Smithfield Center Rental Times - Ms. Musick stated that this item was discussed at last month's Parks and Recreation Committee. It was forwarded to Town Council for consideration and was ultimately returned to the Parks and Recreation Committee for further discussion. The proposed language reads "Town meetings shall not be rescheduled or canceled to accommodate private events or open to the public events. Events shall be scheduled in the following order: 1) town meetings, 2) annual events, and 3) new bookings". Mr. Pack stated that he understands what Ms. Musick is trying to do but he disagrees with having a policy that says that the town shall not reschedule to accommodate a private or public event. He feels that it could be detrimental to what we have here. He explained that if an event wants to rent the Smithfield Center for a week which includes the first Tuesday of the month when Town Council meets then Town Council should have the flexibility or option to move meeting if necessary. For example the Smithfield Center's calendar will always show that the Center is booked the first Tuesday of each month for Town Council meetings however Ms. Musick has the ability to request the Town Council meeting be rescheduled if she feels an event would really benefit the town. Dr. Cook asked why the town needs a policy. Ms. Musick stated that having policies and procedures are extremely helpful for operations. This keeps her from having to come back to committee every month for special request. A lengthy discussion was held. Ms. Chapman asked if the Town Attorney had any legal advice on this matter. The Town Attorney stated that all town meetings dates are set by either their bylaws or the town code. They are established by law and cannot be changed unless the bodies of the different town boards meet and decide to do so. He stated that there is nothing that prohibits Town Council from deviating away from established policy; however it is on a case by case basis. The consensus from committee is that it is not necessary to have a

written policy. Ms. Musick has the authority to tell any organization that wants to rent the Smithfield Center on an already booked date that it is not available. If they are not satisfied with this then Ms. Musick may direct their request to the Town Manager. The Town Manager at that time will review the request and if he feels strongly that there is a compelling reason why a town meeting should be moved he will make a recommendation to Town Council.

The meeting adjourned at 4:21 p.m.

January 30, 2015

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, JANUARY 27TH, 2015

The Public Works Committee held a meeting on Tuesday, January 27th, 2015 at 4:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Dr. Milton Cook and Mrs. Denise Tynes. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Engineer; and Mr. William Saunders, Planner/GIS Coordinator; Ms. Ellen Minga, Town Treasurer; Ms. Sonja Eubank, Office Manager for Public Works; Mr. Josiah Jendrey, Fog Inspector; and Ms. Jennifer England, Isle of Wight Museum Director. There was no media present.

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

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

1. Review of all Virginia Environmental Solutions (AVES) Refuse and Recycling Contract – The Town Manager stated that the current contract with AVES for refuse and recycling expires June 30th, 2015. If Town Council takes no action by the end of April (60 day written notice) then the contract will automatically renew for another two year period. The only adjustments to the contract allowed after it renews unless renegotiated would be a fuel increase if gas goes above a certain level and the Consumer Price Index for Utilities (CPI-U). Mrs. Tynes stated that she has some concerns from the citizens that have contacted her in regards to the level of service. In most cases she contacts town staff to relay messages from citizens. She stated that since she has been on Town Council the town has always worked with AVES and she has no problem with them personally; however she feels that the town's contract needs to be reviewed with AVES to determine if they will be able to meet the requirements of the contract moving forward. She stated that she in the past has always recommended doing business with AVES because she is a supporter of local businesses. Mr. Pack stated that he has some concerns with AVES as well and hopes all can be addressed. He stated that his first concern is the trash that blows out of their trucks constantly. There are screens that come over the trash

once the trash is in the truck and apparently the drivers are not pulling the screens over the trash. He stated that this concern has been brought up in the past but at this time has not been resolved. The second concern is some service issues. In the last incident where a citizen called him he in return called Dawson Moody. Mr. Moody explained that the trucks had picked up a heavy volume of recycling and was having to make multiple trips to Franklin to dump the trucks at the recycling plant. Mr. Moody stated that they would be there; however it would be late. AVES has also had some equipment issues recently that has caused a lot of delays in service pickups. Mr. Pack stated that there is a refuse collection company that Isle of Wight County has hired and they would love to have the town's contract because they have called and talked to him about it. Mr. Pack stated that at this time he does not want to go with another company but he wants the town's citizens to get the service level that they expect from AVES. Mr. Pack stated that it does speak volumes to him that at six or seven o'clock at night his guys are still out there picking up refuse and recycling. On occasions Mr. Moody is out there personally driving trucks and assisting with picking up refuse and/or recycling. The Town Manager stated that the volume of complaints have increased significantly over the past six months. Town staff keeps a log of complaints in regards to service of refuse and recycling collection. The Town Manager stated that there have also been complaints where the port-ta-potties at Windsor Castle Park have not been taken care of or the recycling container at the corner of Washington and James Street is overflowing. The Town Manager stated that Mr. Moody was invited to be here today. Mr. Smith stated that staff is also having a hard time getting reporting documents from AVES. He stated that the contract states that the town has the right to work with AVES to resolve these issues. Mr. Smith stated that he is like Mr. Pack and Mrs. Tynes in the fact that he would like to be able to work things out to continue to have a contract with a local business. Mr. Pack asked if it would be possible to extend the contract for six months rather than two years after the June 30th, 2015 expiration to allow AVES time to resolve these issues and revisit it near the end of that time. The Town Attorney stated that is definitely something that could be negotiated. Mayor Williams stated that AVES lost a \$350,000 contract with the County and the new contractor for Isle of Wight County has been hiring Mr. Moody's men right off his trucks. So the town also needs to find out what his intentions are for his business in the future. Does he plan on continue to stay in business to service the Town of Smithfield for at least another two years? The Town Attorney stated that staff may need to discuss the pickup schedule and increase recycling pickups to three days a week if they have to continue to make multiple trips a day to Franklin to dump the trucks. This takes a lot of time out of their day for picking up recycling. The consensus from committee was to have the Public Works Committee Chair and town staff meet with Mr. Moody to review and discuss requirements of his contract with the town. Committee would like to see AVES's contract renewed if the above mentioned complaints are resolved.

2. Additional Item Discussed: Bump at the end of the Cypress Creek Bridge - Dr. Cook asked if there was any way that staff could temporarily patch the bump at the end of the bridge in front of the Smithfield Station. The Town Manager stated that the Town

Engineer was following up with VDOT on the schedule for that work to be done. Typically this time year once it gets below fifty degrees they do not do much of this kind of work. He stated that he does not know if a cold patch of some sort could be temporarily put there until the weather warms up or a caution sign. He will follow up with the Town Engineer. Mrs. Tynes also asked if the holes on Battery Park Road could be temporarily patched. The Town Manager stated that the town can patch these because it is a town roadway.

The meeting adjourned at 4:41 p.m.

January 30, 2015

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, JANUARY 27TH, 2015

The Public Buildings and Welfare Committee held a meeting on Tuesday, January 27th, 2015 at 4:41 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Mr. William Saunders, Planner/GIS Coordinator; Ms. Ellen Minga, Town Treasurer; and Ms. Jennifer England, Isle of Wight County Museum Director. There was no media present.

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

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

1. Pinewood Heights Relocation Project Update – Phase II – The Town Manager reported that a Pinewood Heights Management Team meeting was held in the afternoon of January 13th and a Pinewood Heights neighborhood meeting was held the evening of January 13th. Mr. Dodson of Community Planning Partners monthly report was included in the packet with a quick overview of where the town stands with Phase II for the project. Mr. Saunders reported that there are three duplexes on Carver Avenue that the town has acquired and all but one of those units are vacant. The last resident is in the process of moving out now. Mr. Saunders stated that last week a request was made to all the utility companies to disconnect all utilities to 39 Carver, 40 Carver, 51 Carver, and 52 Carver Avenue. These two duplexes should be ready to be demolished by the first of March. The resident at 48 Carver is the one that just started moving her stuff out. Once she is out Mr. Saunders will notify the utility companies to have 47 Carver and 48 Carver disconnected as well. The Town Manager stated that Town Council will have a required Public Hearing at their March Town Council meeting before the application for Phase III & IV funding is submitted to the Department of Housing and Community Development

at the end of March. There will be a number of things that will need to be adopted by Town Council at their March meeting. Mr. Pack stated that Mr. Livingood who is developing his property in the old Pinewood Heights neighborhood was very complimentary of the town and staff during the process of developing his lot. The Town Manager stated that the town has met with Isle of Wight Economic Development staff to give them all the specs and a copy of the town's redevelopment plan that Kimley-Horn and Associates did so they know what kind of product we are looking for in there. Mr. Saunders stated that he spoke to a contractor today that is getting his paperwork together to build two more houses in Jersey Park west and these lots will be relocation assets for folks from Pinewood Heights project.

2. Isle of Wight County Museum Operations – Six Month Check-Up – Ms. England of the Isle of Wight County Museum was present to give an update on staffing and operations of the museum since it became part of the Town of Smithfield in July 2014. Ms. England stated that her and her staff are extremely happy to be employees of the Town of Smithfield. She stated that it took them a bit to get going with the changes but are moving forward now. As a reminder she stated that she is full time and Tracy Neikirk the museum's curator is part time. They have two docents that work mostly on weekends, but do normally work at least one day during the week. Ms. England also stated that they have a part time custodian and a handful of volunteers. The museum is open seven days a week. On a day to day basis they turn on the lights and greet the guests. Ms. England explained that a little bit more long range they have thirty-six special events on the calendar for 2015 and staff continues to work on improving their exhibits. She stated that they continue to deal with the aftermath of the flood in 2006. The current staff is hoping to bring the museum forward to meet the America Alliance of Museum Standards. They are far from that but it is the long term goal. Ms. England stated that they are currently trying to finish up their duck and cover exhibit down in the basement vault. She also stated that they just got approval from the Board of Architectural and Review Board for a new outside sign. The sign will be paid for by the Isle of Wight Museum Foundation. Ms. England stated that they plan to produce a book in the future all about the history of the ham in Smithfield. She explained that the Isle of Wight Historical Society stepped up to the plate this year. The Isle of Wight Museum Foundation Board did fund the two storage units in Newport News. Isle of Wight County continues to pay for heating and air conditioning, water, and gas. The phone and computer bills now belong to the town. Isle of Wight County is responsible for building maintenance so staff continues to work with them on getting repairs made to the building. Ms. England stated that they are actually bringing in more cash now that they have adopted the \$2 admission fee which they refer to as a donation. She stated that the Smithfield Times has reported that since the admissions fee was implemented that visitation has decreased. At this time while numbers on paper have gone down they are still seeing guests. The second grade class from Hardy Elementary School came to the museum in October. In the past six months they have seen 4,600 guests and in the past six months the museum has collected \$6,800 in donations. She stated that her figures

shows that the museum has brought in approximately \$12,500 in revenue in the last six months. Mrs. Tynes stated that she thinks the museum is doing a great job; however she would like to see more programs in the future on the minority groups in the community. Ms. England stated that what the museum has to highlight on African American history is not as great as they would like it to be at this time. They know of a lady in Rushmere that has done a lot of research on the history of the African American in this area and they hope to be able to get some information from her. Mrs. Tynes suggested that she also get in touch with Barbara Wiggins. The Town Manager stated that he has asked Ms. England to assist in working with the Old School House Museum group and things going on at Windsor Castle such as the archeology work through Christopher Newport University (CNU). Dr. Cook asked if the town has received any artifacts from the castle yet. Ms. England stated that they have not received any yet; however she has talked with Mr. Outlaw and he has said that they are coming. Dr. Cook asked that when an artifact from the castle comes into the museum is there a way to tell which artifact truly belong to the town should the county keeps to their word and take the museum back in three years. Ms. England stated that all new artifacts will be inventoried so that they can be returned to the Town.

Meeting adjourned at 5:04 p.m.

**SMFD POLICE DEPARTMENT
MANAGER'S REPORT
January 2015**

New Hires:

01/12 William Wooley – Police Officer
01/12 Kurt Beach – Crime Prevention Specialist

Committees and Projects:

01/07 Town Council mtg – Smithfield Center – Chief Bowman
01/10 Police Officer testing – Smithfield Center – Sgt. Brady, Annette Crocker
01/12 ECC meeting – IOW Courthouse – Chief Bowman, Deputy Chief Howell
01/12 Lions Club mtg – Smithfield Station – Kurt Beach
01/13 TRIAD mtg – IOW Courthouse – Sgt. Miller, Kurt Beach
01/15 Kiwanis meeting – Smithfield Center -Chief attended
01/20 Crime Line mtg – Smithfield Center –Beach went because Meier was at court –
Beach took notes
01/21 Department Head mtg – Smithfield Center – Chief and Deputy Chief
01/26 Police Committee mtg – Smithfield Center – Chief and Deputy Chief
01/28&29 Hampton Roads Academy – Kurt Beach taught Crime Prevention class
01/23&26 Police Officer interviews – Deputy Chief Howell, Lt. Rogers, Lt. Valdez

Training

In-House Training

01/21 Color of Law training (all officers) Smithfield Center involving officers from surrounding
jurisdictions
1/23 ERT training

Community Relations

1/07 Homework Station – Officer Bancroft
1/20 Araujo transported subjects from Wrenn Road to court for court case
1/20 Wright transported subjects back to Wrenn Road from court

January 2015 Manager's Report Attachment

Investigations:

Case#: 2012-01233 (update)
Location: 745 Wrenn Road
Offense: Murder (1st degree), Use of Firearm in Felony, Robbery.
Disposition: Cleared By Arrest

On January 20, 2015, Shymeek Stanfield, suspect in the 2012 homicide of Travis Newby was tried in the Isle of Wight Circuit Court. STANFIELD was found GUILTY of all three charges and is currently awaiting sentencing.

Case#: 2015-00016
Location: 200 Block Smith Drive
Offense: Grand Larceny
Disposition: Pending

On 01/07/2015 officers responded to the 200 block of Smith Drive in reference to a larceny of household items. Upon arrival Officers met with the victim, who stated he had not been at the residence for a couple weeks, dealing with a death in the family and that during this time someone had entered and removed several items from his residence to include a large safe, furniture and other household items. While speaking with the neighbors in the area, investigators were able to identify the suspect as a family member of the victim. Further investigation showed while the victim was away from the residence his step daughter had entered and removed these items from the house. Investigators are currently attempting to retrieve the stolen items. Charges are pending.

Case#: 2015-00036, 15-00037, 15-00039, 15-00058, 15-00059 and 15-00063
Location: MAIN Street, Grace Street, Cary Street, Cedar Street
Offense: Larceny from Vehicles
Disposition: Pending Investigation

Since 01/16/2015 and 1/24/2015 there have several break-ins and thefts from vehicles. The suspect(s) are targeting parked, unlocked vehicles and appear to be committing these crimes during the early evening to late evening hours. During these break-ins the suspects are taking wallets, backpacks and electronic items. Investigators are currently attempting to identify the suspects and locate any of the stolen property. It is unclear if there are more than one suspect, but all leads are being followed.

Case is under active investigation.

January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				New Year's Day -Sat Rate Amy Off Darianne Off	Amy Off Darianne Off	Amy Off Renee's Sexy 60th A 5 Renee's Sexy 60th MH 150
4	5	6	7	8	9	10
Amy Off		Kitchen Inventory Kitchen 1 Town Council A&B 20 WCFB Meeting C&D 10		ACA Affordable Healthcare Act C&D 50 Chamber Legislative Breakfast MH 150		Police Testing C&D 50
11	12	13	14	15	16	17
	Smithfield Today Show (lobby) Deep Cleaning	Deep Cleaning Pinewood Heights Meeting C&D 20 Pinewood Neighborhood Meeting A&B 30	Deep Cleaning	Smithfield Women's Club Suites 80	Lee-Jackson Day -Sat Rate Scott-Hale Rehearsal Suites 20	Scott-Hale Wedding & Reception MHSu 150
18	19	20	21	22	23	24
Sat Rate MLK Banquet MHSu 300	MLK Day	BHA&R A&B 20 Crime Line Meeting C&D 10 Planning Commission Work Session C 12 Quarterly Update MH 200 Schoolhouse Committee C&D 10	Staff Meeting Deck 12 WCFB Committee Meetings MH 5	Department of Justice Training MH 80	IOW Rescue Squad Banquet MHSu 150	CASA Gala MHSu 200
25	26	27	28	29	30	31
	Committee Meetings A&B 20 County Meeting D 5	Committee Meetings A&B 20 Farmers Market Dinner C&D 70 WCFB Committee Meetings MH 5			Tortora and Wilson Set-Up MHSu 25	Tortora and Wilson Wedding and Reception MHSu 120

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
1/3/2015	Center	A	Renee's Sexy 60th	Renee's Sexy 60th	Spartanburg	Word of Mouth	Resident-Saturday	0.00%	\$1,368.00	
1/6/2015	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
1/6/2015	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
1/8/2015	Center	C&D	Town of Smithfield	ACA Affordable Healthcare Act	Smithfield	Town Event	h.) Town	100.00%		
1/8/2015	Center	MH	Isle of Wight Chamber of Commerce	Chamber Legislative Breakfast	Smithfield	Word of Mouth	Resident -Weekday	0.00%	\$400.00	
1/10/2015	Center	C&D	Town of Smithfield	Police Testing	Smithfield	Town Event	h.) Town	100.00%		
1/13/2015	Center	A&B	Town of Smithfield	Pinewood Neighborhood Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/13/2015	Center	C&D	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/15/2015	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Returning Client	Non Profit	0.00%	\$156.00	
1/16/2015	Center	Suites	Scott-Hale Wedding & Reception	Scott-Hale Rehearsal	Suffolk	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%		
1/17/2015	Center	MHSu	Scott-Hale Wedding & Reception	Scott-Hale Wedding & Reception	Suffolk	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,850.00	
1/17/2015	WCP	Riverfront	Smithfield VA Events	BOB Festival	Smithfield	Returning Client	Resident-Saturday	0.00%		\$1,664.50
1/18/2015	Center	MHSu	NAACP	MLK Banquet		Recurring Event	g.) Sponsored	0.00%		
1/20/2015	Center	A&B	Town of Smithfield	BHA&R	Smithfield	Town Event	h.) Town	100.00%		
1/20/2015	Center	C	Town of Smithfield	Planning Commission Work Session	Smithfield	Town Event	h.) Town	100.00%		
1/20/2015	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
1/20/2015	Center	C&D	Town of Smithfield	Crime Line Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/20/2015	Center	MH	Smithfield Farmland	Quarterly Update	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
1/21/2015	Center	MH	Windsor Castle Foundation Board	WCFB Committee Meetings		Town Event	h.) Town	100.00%		
1/22/2015	Center	MH	Town of Smithfield	Department of Justice Training	Smithfield	Returning Client	h.) Town	100.00%		
1/23/2015	Center	MHSu	Isle of Wight Rescue Squad	IOW Rescue Squad Banquet	Smithfield	Recurring Event	g.) Sponsored	100.00%		
1/24/2015	Center	MHSu	Carolyn Burke	CASA Gala	Smithfield	Word of Mouth	B.) Resident-Fri, Sat, Sun	0.00%	\$1,764.20	\$164.00
1/26/2015	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
1/26/2015	Center	D	Isle of Wight County	County Meeting	Isle of Wight	Returning Client	Half Off (50% off)	50.00%	\$50.00	
1/27/2015	Center	C&D	Tourism Isle of Wight - Smithfield	Farmers Market Dinner	Smithfield	Town Event	h.) Town	100.00%		
1/30/2015	Center	MHSu	Tortora and Wilson Wedding and Reception	Tortora and Wilson Set-Up	Chesapeake	Mag-Hampton Roads Wedding Guide	Nonresident-Saturday	20.00%		
1/31/2015	Center	MHSu	Tortora and Wilson Wedding and Reception	Tortora and Wilson Wedding and Reception	Chesapeake	Mag-Hampton Roads Wedding Guide	Nonresident-Saturday	0.00%	\$2,200.00	

Deposit totals for January
\$14,110.20 - Venue Rental Deposits
\$1,992.50 - Town Services Deposits

\$8,188.20 \$1,828.50

Smithfield/Isle of Wight Tourism Activity Report – January 2015

- Director attended the Isle of Wight Board of Supervisors Meeting(s) 1/5/15 and 1/22/15.
- Director unable to attend Smithfield Town Council Meeting 1/6/15.
- Attended Tourism/P&R Group meeting with County Administrator 1/5/15.
- Held meeting with Photo Team to strategize for professional photo project. This photography will be used for all promotional material, website and social media. 1/6/15.
- Attended ribbon cutting for Smithfield Fire Department Truck 1/6/15; IOW Health Department 1/23/15 and IOW Rescue Squad Building 1/23/15.
- Monthly Tourism staff meeting held 1/6/15.
- Attended Budget Tutorial 1/6/15.
- Attended Smithfield 2020 Meeting 1/7/15.
- Attended Pre-Legislative Breakfast 1/8/15.
- Attended SVAE (Smithfield VA Events) meetings and work days 1/8/15, 1/10/15, 1/12/15, 1/14/15-1/16/15 (set-up), 1/18-19 (clean-up). BOB FEST event held 1/17/15. Sold out event for 1580 attendees. Very successful event. Boosted economic vitality in a month where all of our tourism stakeholders really need it. Several of the hotels were sold out. Restaurants were full. Post meeting held 1/28/15. Dozens of community groups participated and several charities will receive the proceeds from the event.
- Attended IOW 2015 Leadership Strategies meeting 1/12/15.
- Filmed THE COUNTY BEAT cable TV Show 1/13/15. Tourism is featured on every show to talk about upcoming events and initiatives.
- Attended IOW Lunch & Learn Session on Wellness 1/14/15.
- Completed Billboard Project pre-planning for launch of 6 Tourism billboards on Hampton Roads busiest highways during the entire month of February. The billboards will feature a campaign to LIKE our FB page and enter for a chance to

win a weekend at the Smithfield Station Lighthouse! The electronic billboards will project over 1350 impressions PER DAY during the month!

- Completed FY16 Tourism Budget 1/15/15.
- Schoolhouse Museum Board Meeting 1/20/15.
- Held IOW Marketing Committee Meeting 1/20/15 and 1/30/15.
- Hosted CVTA Intern 1/20-23/15.
- Attended Coastal Virginia Tourism Alliance (CVTA) meeting 1/21/15.
- Attended County Safety & Wellness Council Meeting 1/22/15. Wellness Fair planned for 1/29/15.
- Attended Farm Signage meeting with E.D. and P&Z for new program to be rolled out in Spring of 2015 for Farm Tourism 1/23/15.
- Staff Attended Council Committee Meetings 1/26 and 1/27/15.
- Held Docent Training/Staff Meeting 1/27/15.
- Attended WCP 5th Anniversary meeting 1/27/15.
- Attended IOW Planning Commission meeting 1/27/15.
- Staff Attended County Staff Meeting 1/26/15.
- Attended Smithfield Staff Meeting 1/21/15.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

ZONING PERMITS DECEMBER 2014

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6442	SIGN PERMIT	VINTAGE POTENTIAL	215 MAIN STREET	CASPER MOODY
6443	CARPORT	LAKESIDE HEIGHTS	630 BEE STREET	PARKER
6444	PRIVACY FENCE	GRIMESLAND	1018 WILSON ROAD	PARKS
6445	CONTAINMENT FENCE	WELLINGTON PARK	256 WELLINGTON CIRCLE	ADVANTAGE FENCE CARIE
6446	SINGLE FAMILY DWELLING	JERSEY PARK	301 A WEST STREET	OAKWOOD HOMES HAMLIN
6447	PRIVATE PIER	MOONEFIELD ESTATES	.10 JAMESVIEW CIRCLE	L AND L MARINE INC. BROUILLARD
6448	RETAINING WALL AND RPA RESTORATION	MOONEFIELD ESTATES	209 MOONEFIELD DRIVE	WATERFRONT CONSULTING EDWARDS

November and December combined report

Smithfield Branch and PDCCC concluded their 7 week block of computer classes with 6 in November covering various Microsoft Office programs. Classes again were taught by both PDCCC instructors and Branch Manager Chris Thompson. The classes were well-attended and will be held again in Winter 2015. Paul D. Camp held 2 interview workshop classes at the library, as well. The Medicare counseling sessions continued to see improved attendance and have remained popular draws. Chris also visited Riverside Convalescent Center in Smithfield to hold a movie time for the residents. These movie events will be held monthly for the residents.

November was Youth Services Programmer Eva Weisenburger's first full month at Smithfield and we saw our first full slate of story times. Attendance has seen modest gains as more parents discover that story times are back. Additionally, Eva held a Home School Parents Meet up and Idea Swap which was used to both connect parents and demonstrate the library's renewed programming for children.

In December, Smithfield continued to provide various job skill classes in the form of resume workshops held in conjunction with Paul D. Camp Community College. Despite a shifting schedule due to the holidays, 2 more Medicare counseling sessions were also held and saw modest attendance. Smithfield's knitting and book groups also held their normal meetings. Branch Manager Chris Thompson continued his outreach with the Riverside Convalescent Home and a permanent, regular schedule has been established.



In December, Chris and Eva also met with the principal of Westside Elementary to both drop off items for the Winter Reading Program and connect and network on possible areas the library and school could help each other. At the school's next Parent-Teacher night, the library has been invited to have an informational table there as well.

December's major event was the Christmas Pajama Rama and visit from Santa Claus held Friday evening, December 12th. Over 70 children and parents participated in a story time, snacks, crafts, and a visit from St. Nick. Youth Services Programmer Eva Weisenburger also saw continued improvement in attendance for the story times that she has resumed since her hiring.



January and February

Chris and Eva met with Hardy Elementary's principal, Tawana Ford, to drop off informational materials for Winter Reading as well as various upcoming events for children and parents. We've agreed to join them the first week in February at their two days of Parent-Teacher conferences to work an informational booth/library card sign up station. Lauren Lombard accepted the Branch Manager's position in Windsor and Chris conducted interviews to fill her position. Ardith Ohka, currently working in Carrollton and has also worked in Windsor, Courtland, and the Chesapeake Public Library System has been hired to take Lauren's place. She should begin working around the beginning of February. Chris also spoke with Karen Czerniak of the Master Gardeners. She was concerned about the pruning done to the plants in front of the library and offered to help us better maintain them. We inquired about holding possible classes/information seminars for patrons on several gardening topics and she will discuss it at their next meeting in early February to gauge interest.

The following programs are continuations:

- Smithfield Adult Book Club monthly meeting (3rd Tuesdays at 1:00 in meeting room)
- Medicare benefits counseling (1st and 3rd Thursdays of each month in meeting room)
- Knit @ Nite (2nd and 4th Wednesdays at 6:30 in either meeting room or genealogy)
- Movie outreach to Riverside Convalescence (3rd Thursday at 2:00 pm at Riverside)
- Job-seeking Workshops with Paul D. Camp (2nd Thursday at 3:00; 3rd Monday at 6:00)

Starting tomorrow, Tuesday, January 27th, Winter Reading begins and Story Times resume with *Snuggly Story Time*. Story Times will be Tuesdays and Wednesdays from 10:30-11:30. Also this week, we have an Affordable Care Act (ACA) seminar and sign up on Wednesday in the meeting room. Thursday and Friday morning, the AARP will be holding a driver's safety class designed for drivers over 50. Starting in February, the 3rd Wednesday of each month, Eva will hold a LABrary Wednesday which will coincide with the local schools' early release days and provide a fun science activity for kids. Starting on February 21, Smithfield will hold its first Sensory Story Time designed for children who are on the autism spectrum, ADHD, or otherwise differently-abled. We will hold those on the 3rd Saturday of each month. Sunday, February 22nd at the Smithfield Center, in honor of Black History Month, we have invited Ms. Sheila Arnold to perform for the town. Ms. Arnold will be offering an Historic Presentation of one of her newest characters, therefore providing all with a new experience. Lastly, a set of 7 weeks of computer classes similar to those offered by the library in the Fall should begin again in Paul D. Camp in February.

On January 23rd, Chris attended the opening Leadership Retreat for Leadership Isle of Wight thanks to the generosity of the FOL who were able to cover the tuition. The next event is Wednesday, February 11th, in Richmond, VA.

Blackwater Regional Library December 2014 Statistics

circulation

	adult	ya	juvenile	audiobooks	music	dvd	kits	magazines	uncataloged items	Total Electronic Circulation	total	last year
Bookmobile	1404	14	84	61	8	224	0	0	0		1795	1835
Carrollton	1310	264	1724	189	103	566	3	4	39		4202	3504
Claremont	169	10	61	2	15	202	0	25	110		594	789
Courtland	1301	181	413	90	75	652	3	19	220		2954	3329
Franklin	1840	164	1369	296	170	1095	9	14	625		5582	5491
Smithfield	2208	208	1326	320	130	910	4	39	460		5605	6106
Surry	352	94	516	59	26	463	0	33	136		1679	800
Wakefield	286	34	194	4	32	251	0	3	52		856	766
Waverly	292	35	111	11	55	373	1	4	150		1032	959
Windsor	879	163	918	53	56	467	22	4	136		2698	2160
Electronic Circulation										704	704	688
Total	10041	1167	6716	1085	670	5203	42	145	1928	704	27701	26427

patron count

	# of patrons	last year
Bookmobile	348	472
Carrollton	2770	2922
Claremont	534	502
Courtland	1989	1961
Franklin	7828	8548
Smithfield	4460	4563
Surry	1605	733
Wakefield	941	853
Waverly	1546	1502
Windsor	1405	1670
Total	23426	23726

computer use

	use	last year
Bookmobile	0	0
Carrollton	312	278
Claremont	68	106
Courtland	425	384
Franklin	1162	1311
Smithfield	772	714
Surry	456	211
Wakefield	203	114
Waverly	164	132
Windsor	90	107
Total	3652	3357

new patrons

	new patrons	last year
Bookmobile	2	1
Carrollton	20	9
Claremont	1	3
Courtland	4	13
Franklin	37	52
Smithfield	23	24
Surry	20	4
Wakefield	14	3
Waverly	6	14
Windsor	16	19
eBooks	22	32
Total	165	174

one-on-one computer help

	under 15 min	last year	15 mins or more	last year
Bookmobile	0	0	0	0
Carrollton	26	33	13	0
Claremont	13	14	5	5
Courtland	12	17	2	0
Franklin	49	99	1	8
Smithfield	33	30	4	16
Surry	15	10	12	14
Wakefield	14	7	5	2
Waverly	26	16	8	3
Windsor	16	16	3	6
Total	204	242	53	54

programs/attendance

	Programs for ages 0-12		Programs for ages 13-18		System-wide Literacy		Outreach Programs		Adult Volunteer Activities		Teen Volunteer Activities		Adult Job Skills/Tech		Adult Rec. Programs		Total STEAM	Total Accessible	total		last year
	Prog.	Att.	Prog.	Att.	Prog.	Att.	Prog.	Att.	#	Hours	#	Hours	Prog.	Att.	Prog.	Att.			Prog.	Att.	
Bookmobile	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0/0
Carrollton	8	160	0	0	0	0	0	0	12	95.50	3	10.00	1	2	8	41	2	3	17	203	13/165
Claremont	3	51	0	0	0	0	0	0	0	0.00	0	0.00	0	0	4	96	0	0	7	147	8/56
Courtland	5	172	1	7	0	0	8	87	1	1.00	22	27.00	0	0	1	127	0	3	15	393	10/267
Franklin	4	136	1	5	0	0	11	442	7	27.00	8	14.75	0	0	3	13	1	4	19	596	15/282
Smithfield	4	93	0	0	0	0	1	20	18	183.50	6	22.75	4	12	2	14	0	2	11	139	11/304
Surry	7	63	1	5	0	0	0	0	0	0.00	2	7.50	0	0	8	26	0	2	16	94	4/48
Wakefield	3	122	0	0	0	0	3	51	4	64.50	0	0.00	5	15	0	0	3	6	11	188	7/144
Waverly	1	200	0	0	0	0	7	178	9	62.00	0	0.00	4	16	0	0	3	0	12	394	6/250
Windsor	9	117	0	0	0	0	9	524	0	0.00	0	0.00	0	0	0	0	0	1	18	641	16/515
Totals:	44	1114	3	17	0	0	39	1302	51	434	41	82	14	45	26	317	9	21	126	2795	90/2031

Outreach Services:

Bookmobile: 7
Windsor: 5

Notes: Branches began recording statistics according to the 2014-2019 LRP beginning December 2014.

Outreach services is a count of deposit collections and outreach that does not include a program.

*Total Electronic Circulation includes Overdrive/Freading/Zinio/OneclickDigital checkouts for all branches.

All branches were closed December 24-26 for Christmas Holiday

All branches were closed on December 31 for New Year's Eve

Adult Recreational programs include crafts, fitness, book clubs, author visits, etc.

STEAM programs are programs based on Science, Technology, Engineering, Art, or Math.

Accessible programs are held during evening and/or weekend hours.

Lesley King

From: Lesley King
Sent: Friday, January 30, 2015 1:14 PM
To: Lesley King
Subject: FW: 2014 Smithfield Farmers Market Statistics

Good afternoon, vendors and supporters!

Thank you all for an amazing year! Once again, we had a record-breaking season!

It was nice seeing many of you at our annual vendor dinner on Tuesday night. For those of you that weren't able to make it, I shared the following statistics from the 2014 season. I hope this helps you in planning for the 2015 season.

Evening Christmas Market

Sales were nearly \$47,000 for the second annual market, compared to \$29,000 the first year.

No official customer count, but the streets were full!

Number of Markets (after rain dates):

2011 -- 28

2012 -- 30

2013 -- 35

2014 --33

Average attendance per market:

2011 -- 657

2012 -- 1068

2013 -- 1307

2014 -- 1564

Total Sales:

2010 -- \$165,551

2011 -- \$217,661

2012 -- \$297,219

2013 -- \$410,328 (not including Evening Market)

2014 -- \$481,677 (not including Evening Market)

In 2014, we had \$71,349 more in sales, with two less markets.

For 2015, the season will start on March 28th and run through October, with holiday markets in November and December and the Evening Market on Friday, Dec. 11th.

We'll have a Vintage Market on March 21st, with vintage/antique/repurposed items. This market will also include a few of our food vendors.

We'll once again have our Wednesday Carrollton Summer Market at Old Point National Bank (in the Food Lion parking lot) June 17 through Aug. 26, 3 p.m. to 6 p.m.

2014 Top Markets by Attendance

1. Oct. 25	Fall Festival Market	3079
2. Nov. 22	Thanksgiving Craft & Food Market	2960
3. April 5	Season Opening Craft & Food Market	2613
4. Oct. 11	Town & Country Day	2130
5. May 10	Mother's Day Market	2094
6. June 28	Olden Days	2012
7. Dec. 20	Christmas Craft & Food Market	1953
8. April 12	Regular Market	1922
9. Dec. 6	Christmas Craft & Food Market	1701
10. Aug. 30	Regular market, Labor Day weekend	1650

2014 Top Markets by Sales

1. Nov. 22	Thanksgiving Craft & Food Market	\$30,363.14
2. Dec. 20	Christmas Craft & Food Market	\$25,318.81
3. Dec. 5	Christmas Craft & Food Market	\$21,592.25
4. April 5	Season Opening Craft & Food Market	\$18,951.26
5. Oct. 25	Fall Festival Market	\$18,687.38
6. May 10	Mother's Day Market	\$17,166.33
7. July 19	Regular market	\$16,833.24
8. June 28	Olden Days	\$16,510.92

9. July 12	Regular market	\$16,113.32
10. July 5	Regular market	\$15,396.72

** Note: Easter Market is usually among the top markets, but it was rainy & cold in 2014 (480 customers).

Thanks again for being a valuable part of our market!

Cheryl Ketcham

Smithfield Farmers Market Manager

www.smithfieldfarmersmarket.org

phone: 757-375-3031

Hampton Roads Economic Forecast

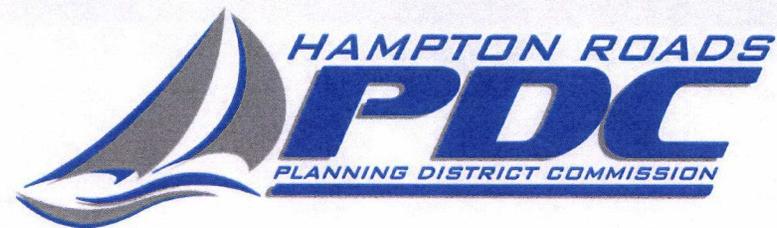
2015

Hampton Roads Planning District Commission

Greg Grootendorst

Chief Economist

January 15, 2015



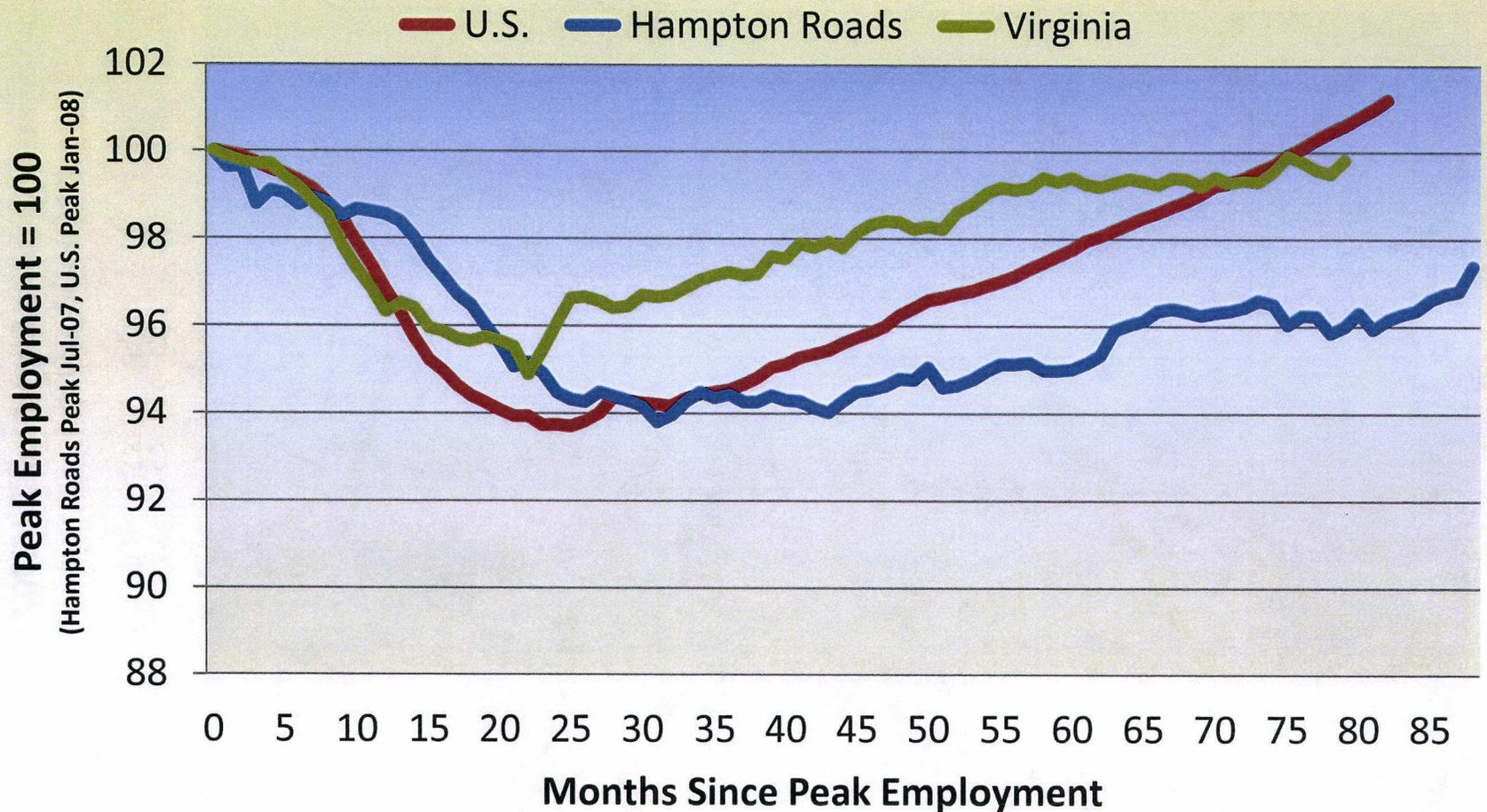
Agenda Item # 3

National Conditions

	Pre-Recession High	Recession Low	Current	Data '07-'14
Real GDP (trillions)	\$15.0	\$14.4	\$16.2	
Civilian Employment (thousands)	138,365	129,655	140,347	
Unemployment Rate	4.4%	10.0%	5.6%	
S&P	\$1,549.4	\$735.0	\$2,062.1	

Indexed Employment

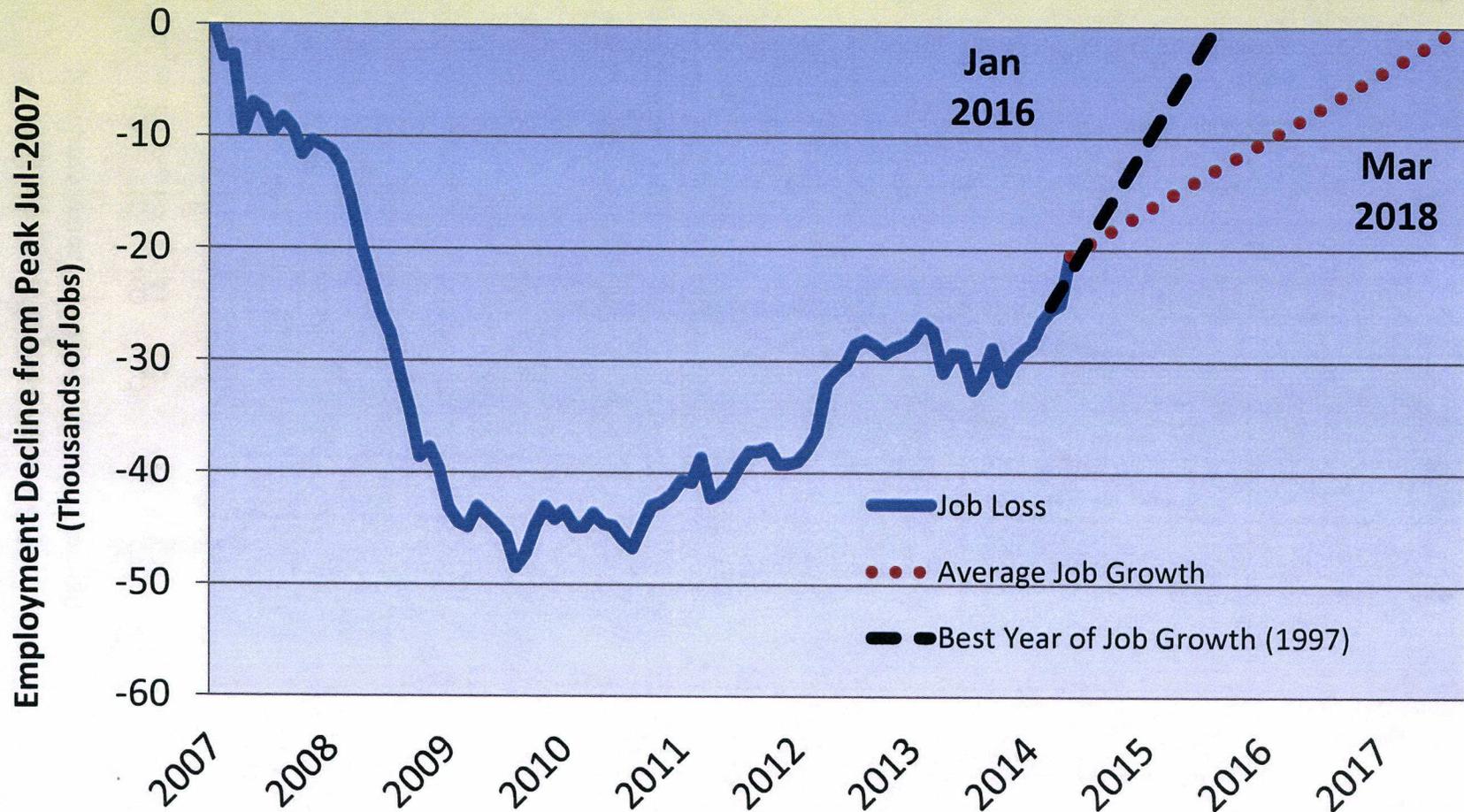
Seasonally Adjusted Peak Employment = 100



Source: Bureau of Labor Statistics, HRPDC

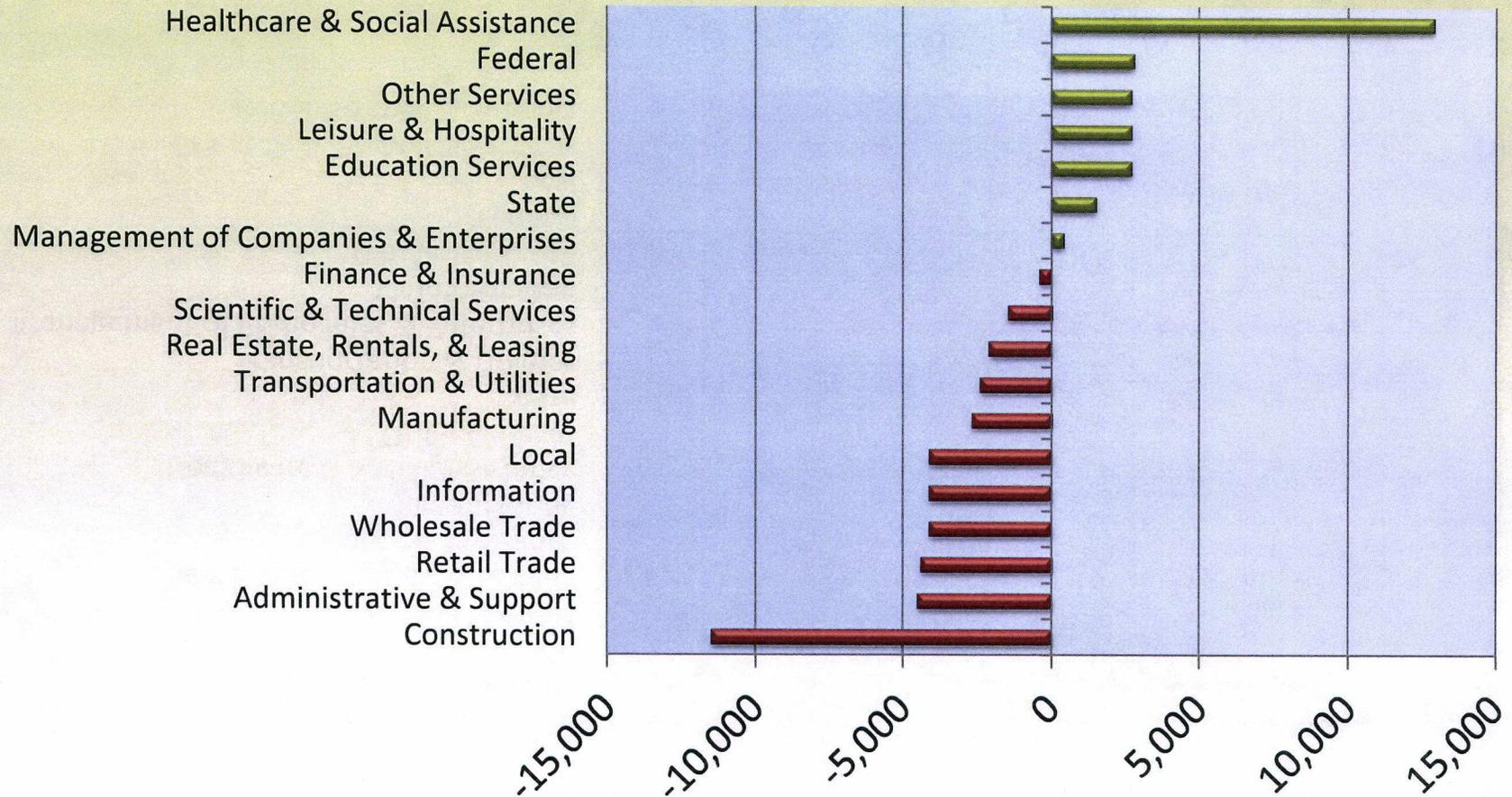
6 1/2 year recovery and region still lags behind

Hampton Roads Projected Return to Peak Employment



Source: Bureau of Labor Statistics, HRPDC

Hampton Roads Employment Change 7-Year 2007 to 2014

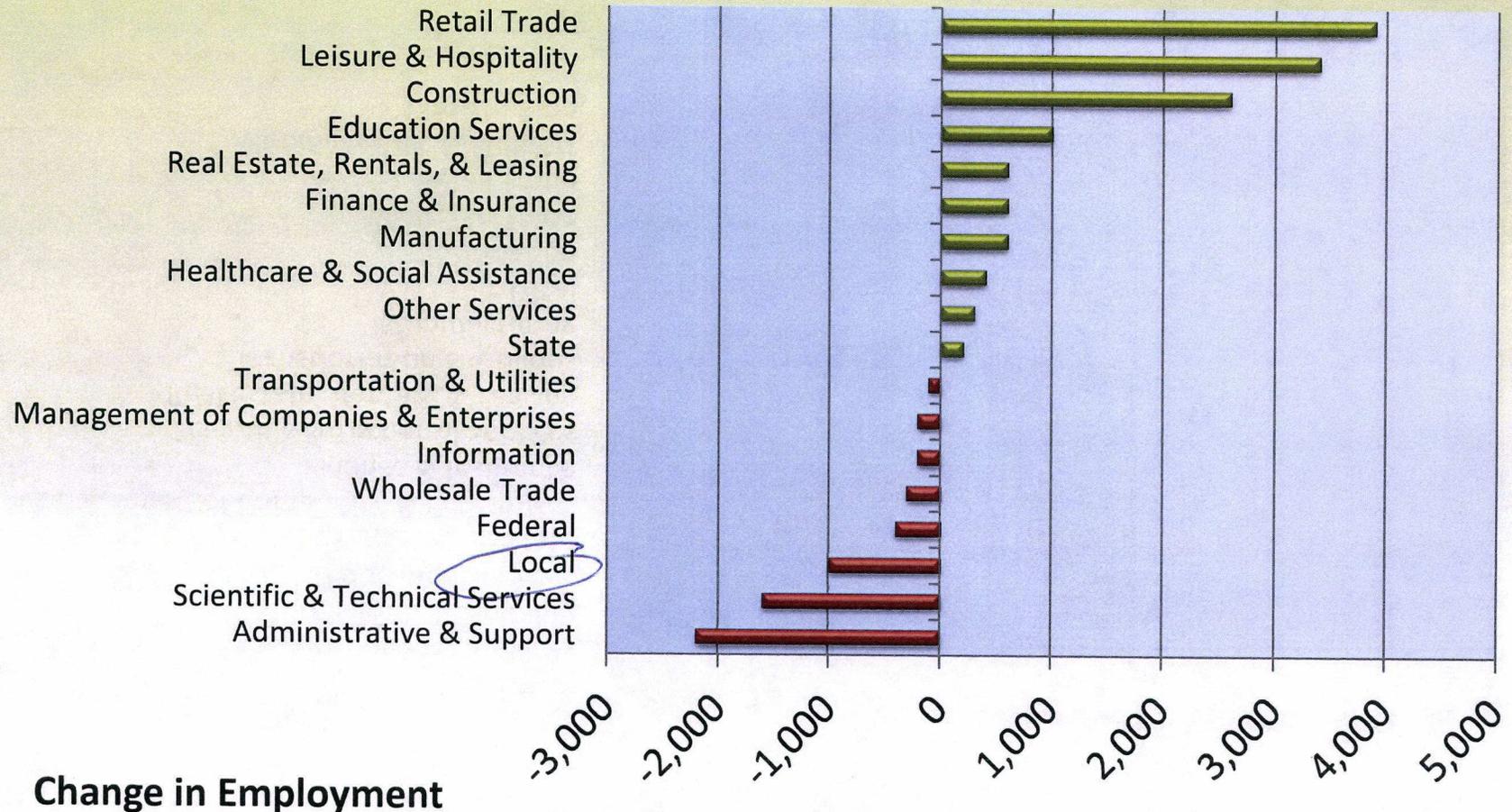


Change in Employment

Source: Bureau of Labor Statistics, HRPDC

Hampton Roads Employment Change: 1-Year

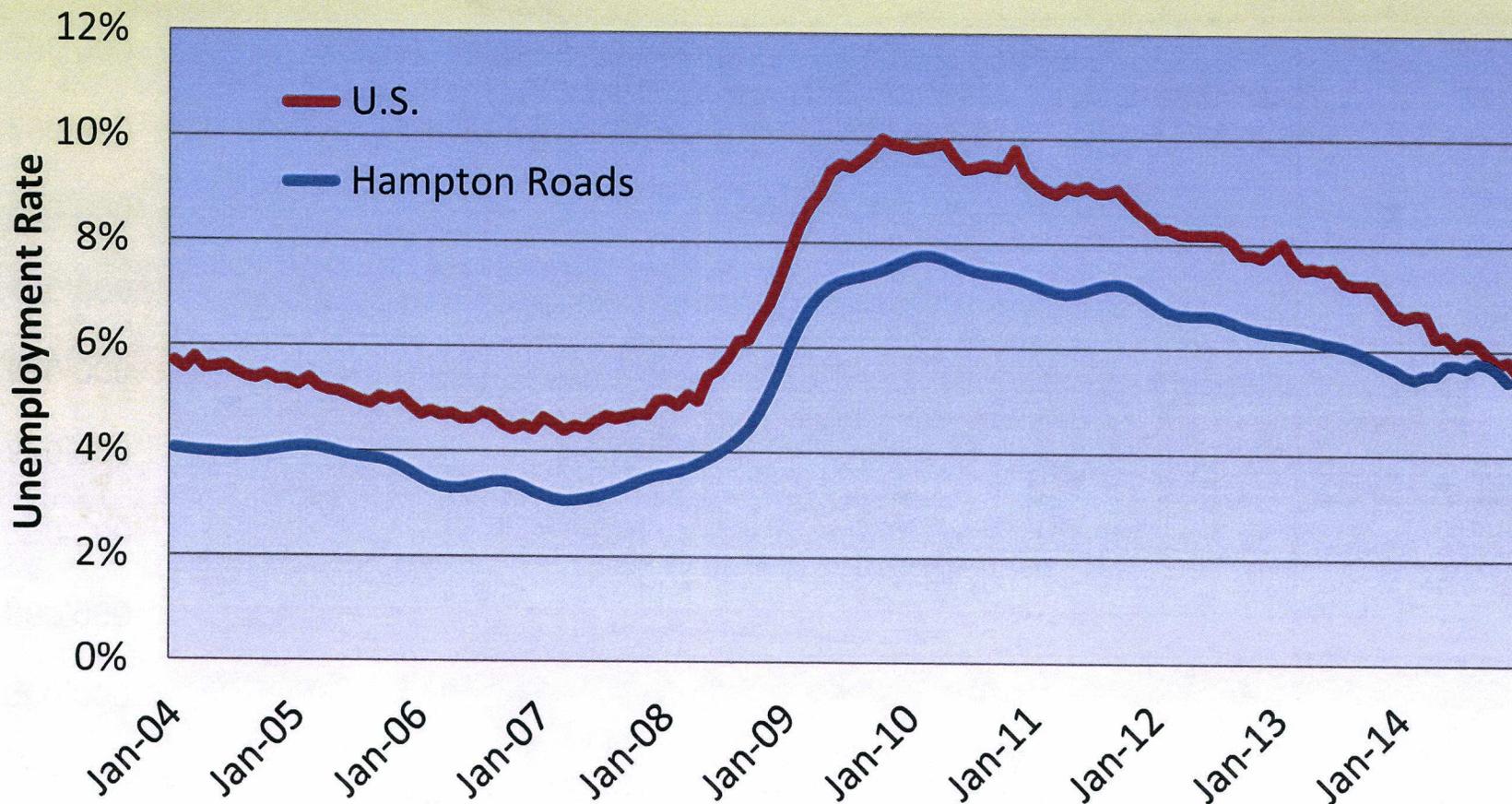
November 2013 to November 2014



Source: Bureau of Labor Statistics, HRPDC

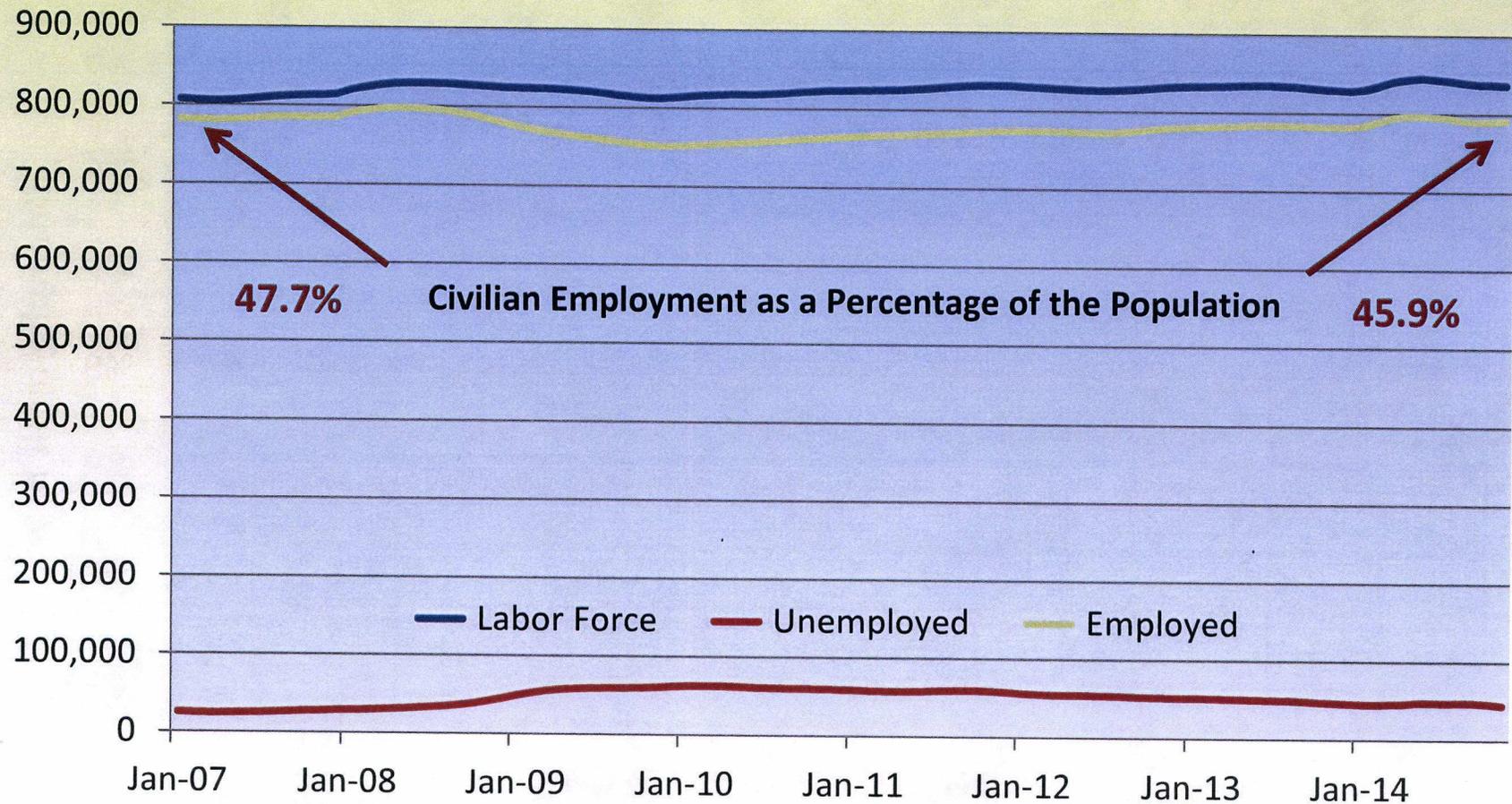
Unemployment Rates

Seasonally Adjusted



Source: Bureau of Labor Statistics, HRPDC

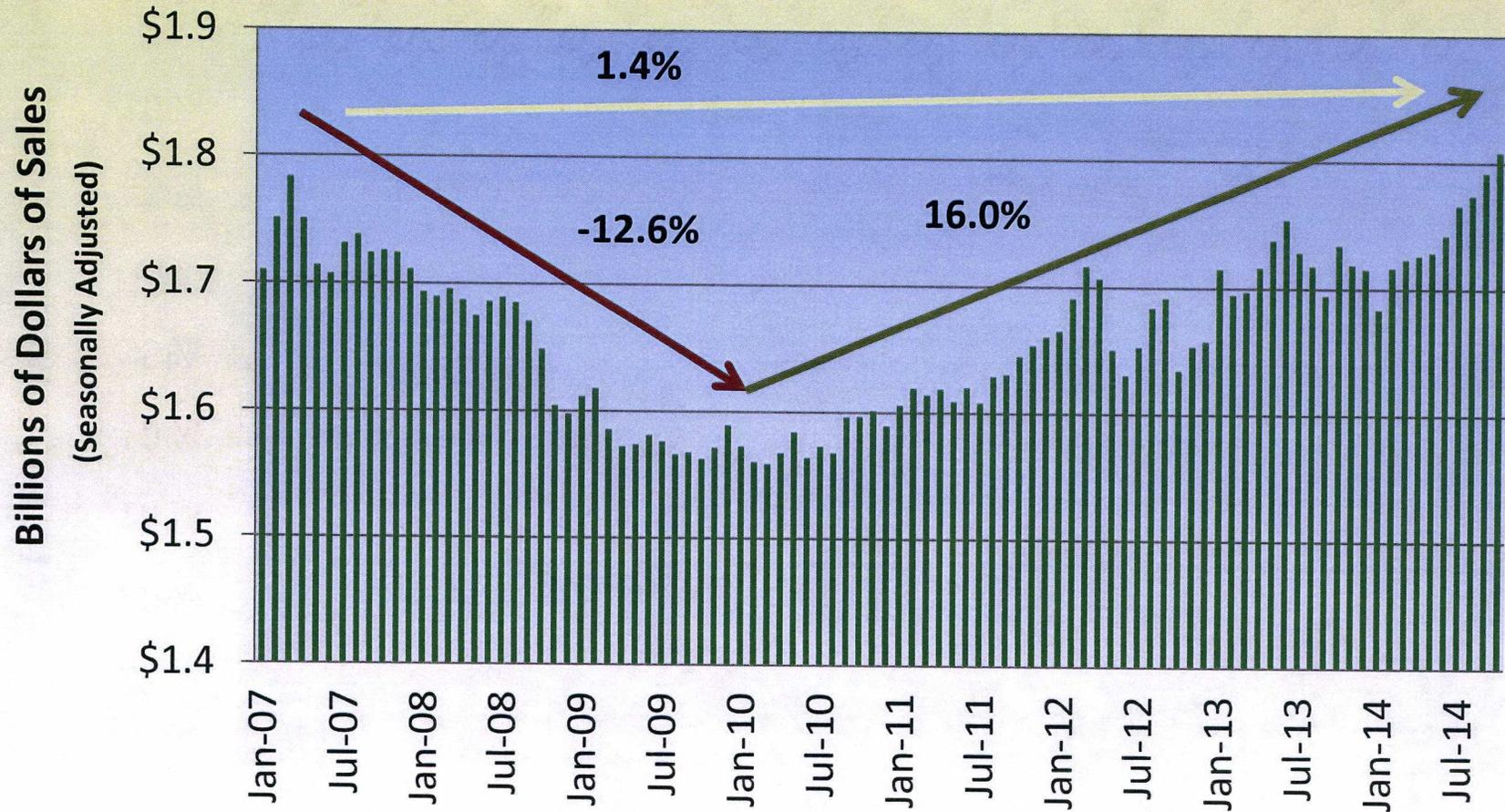
Labor Force in Hampton Roads



Sources: Bureau of Labor Statistics, U.S. Census Bureau, and HRPDC

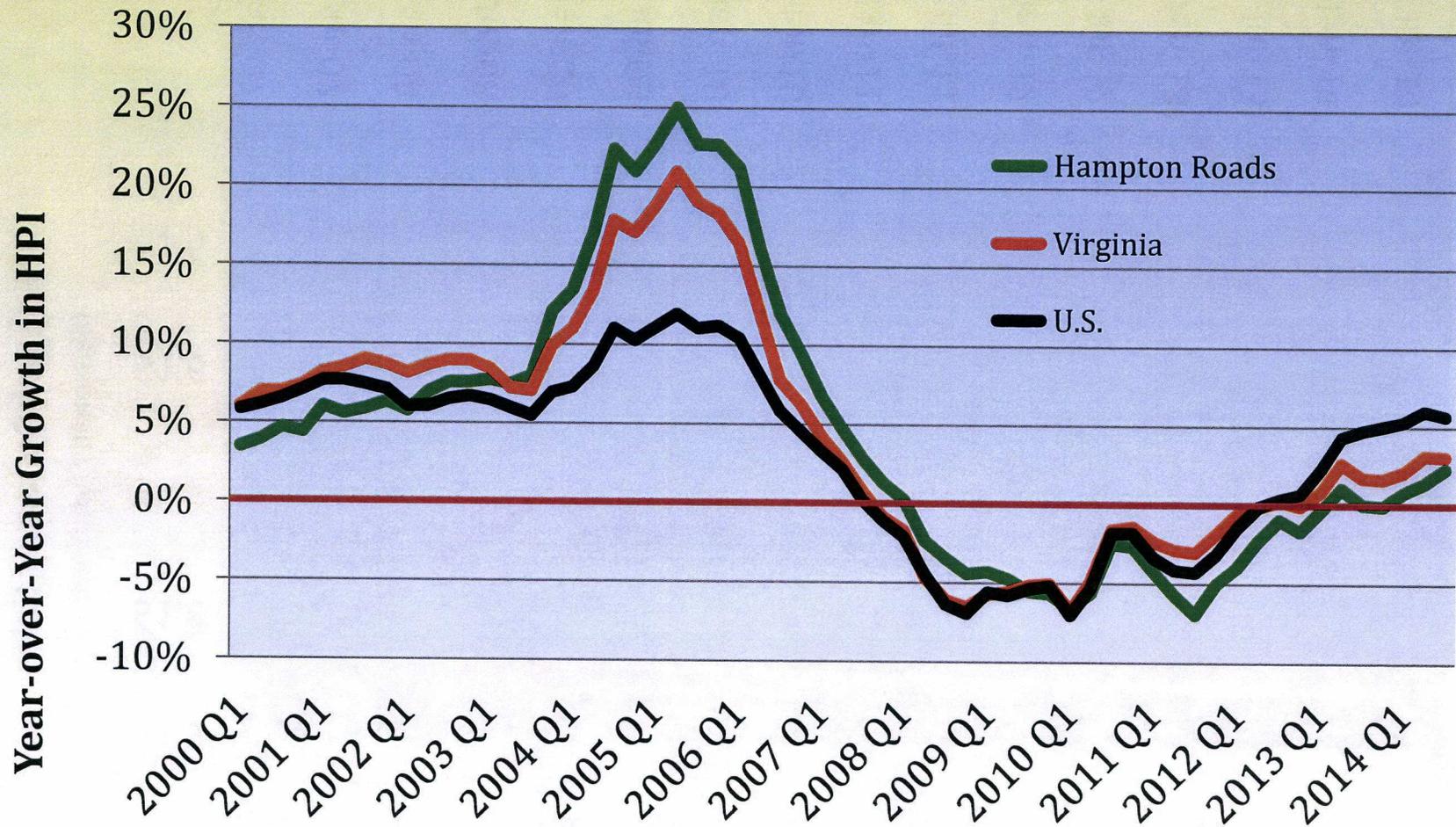
Hampton Roads Retail Sales

3-Month Moving Average as Measured by the 1% Local Option



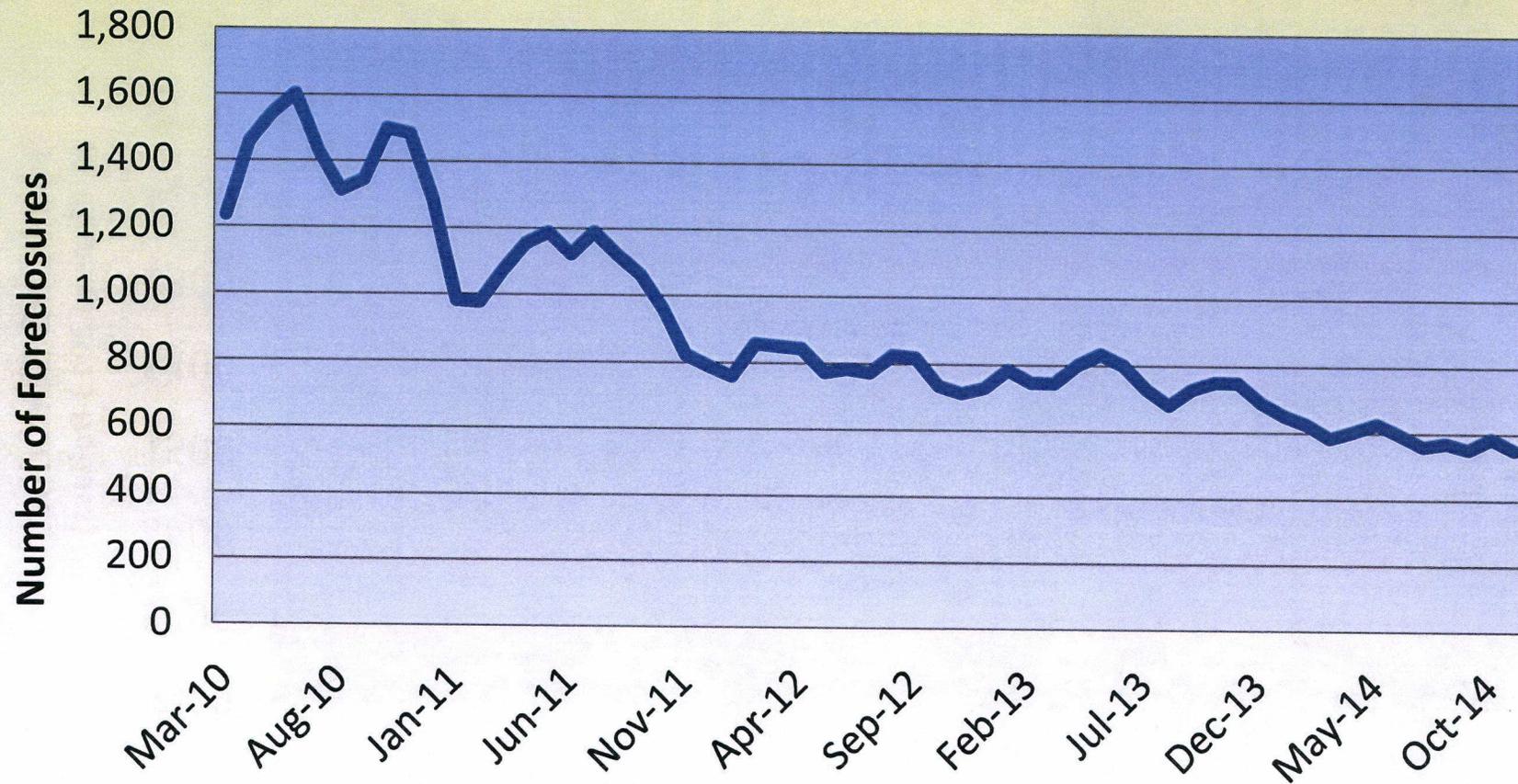
Source: Virginia Department of Taxation, HRPDC

Home Price Indices



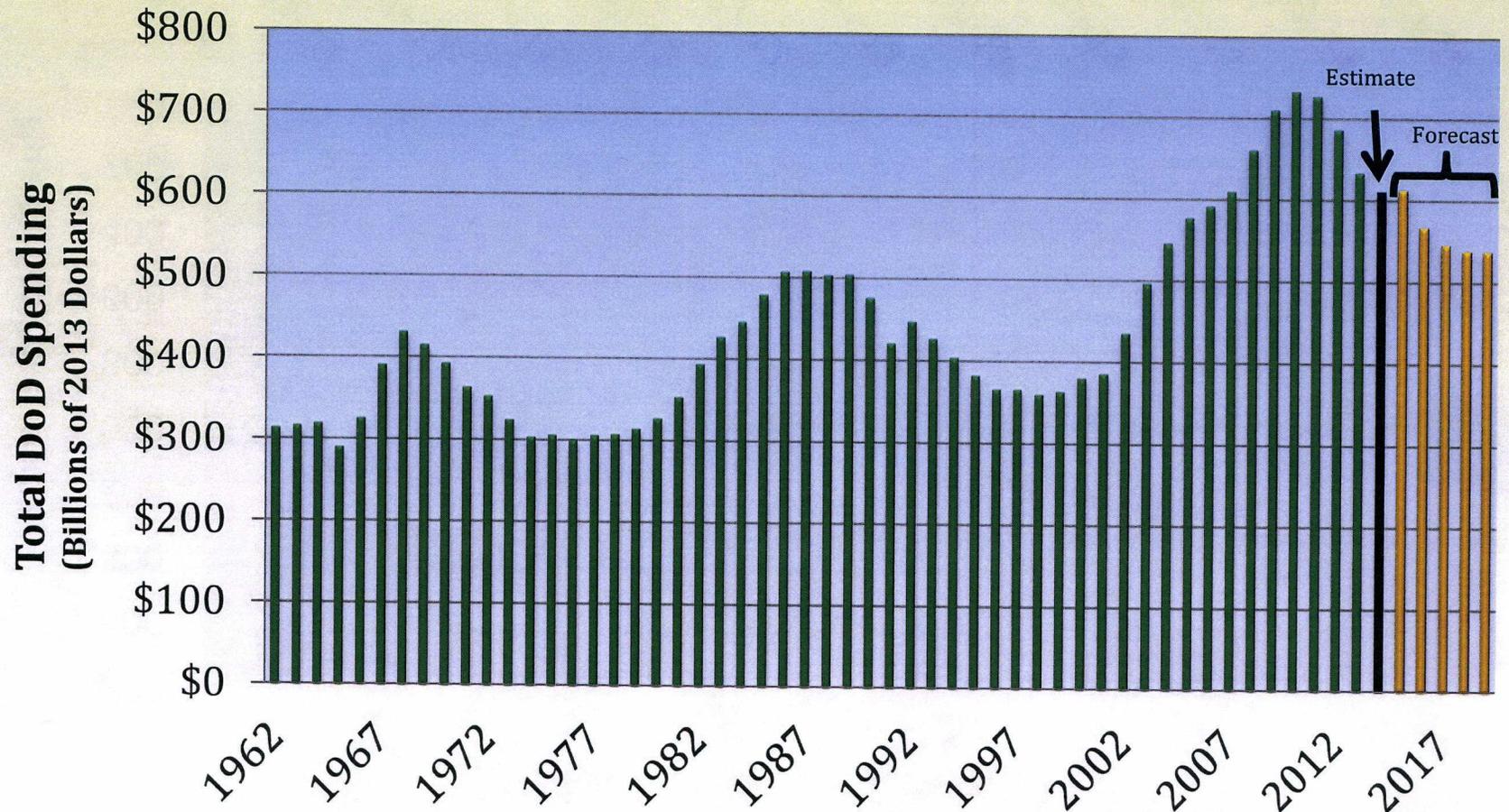
Source: Federal Housing Finance Agency, HRPDC

Real Estate Foreclosures in Hampton Roads (3-Month Moving Average)



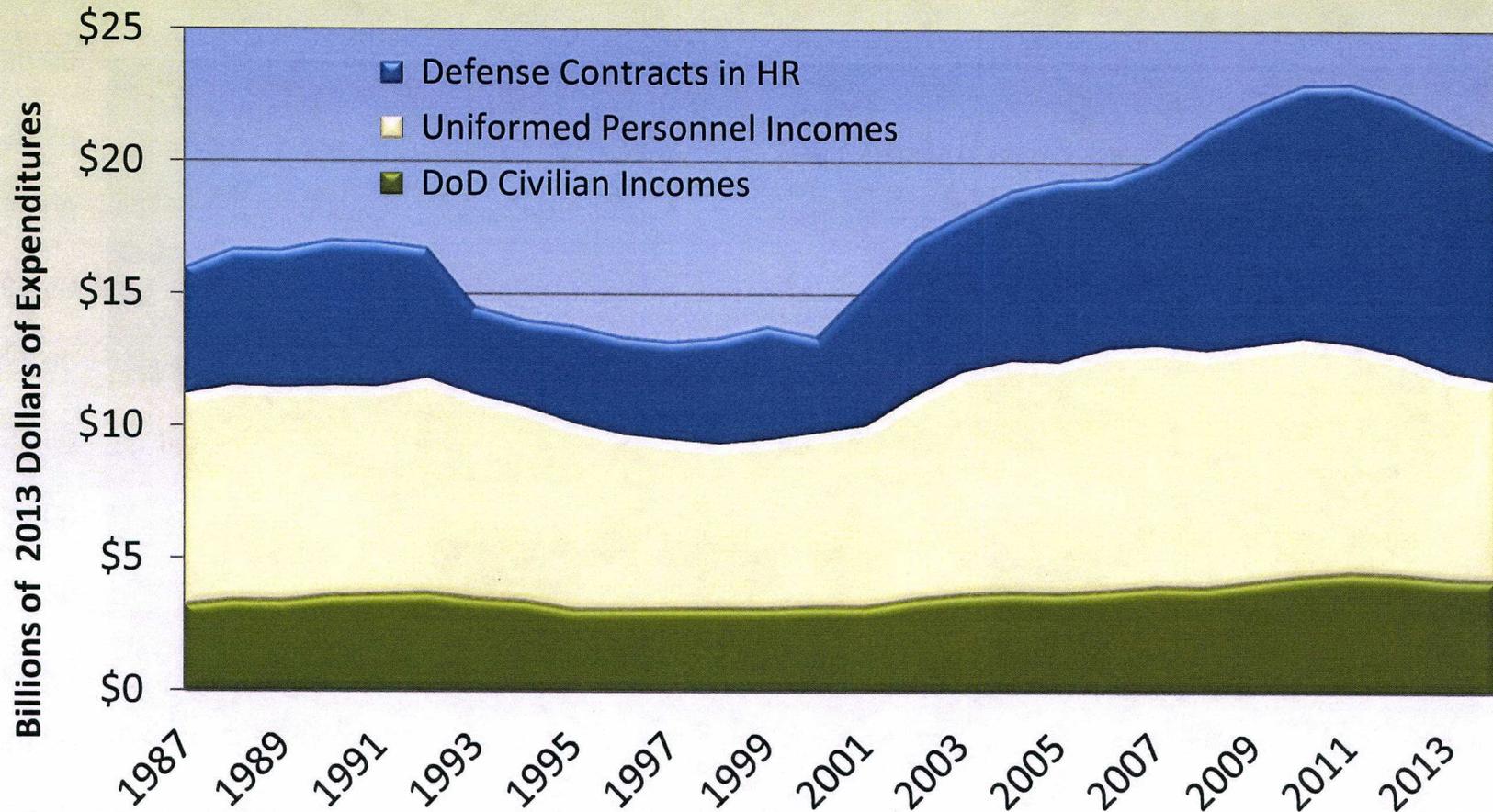
Source: RealtyTrac, PilotOnline.com., HRPDC

Inflation-Adjusted OMB Defense Outlays, Actual and Projected



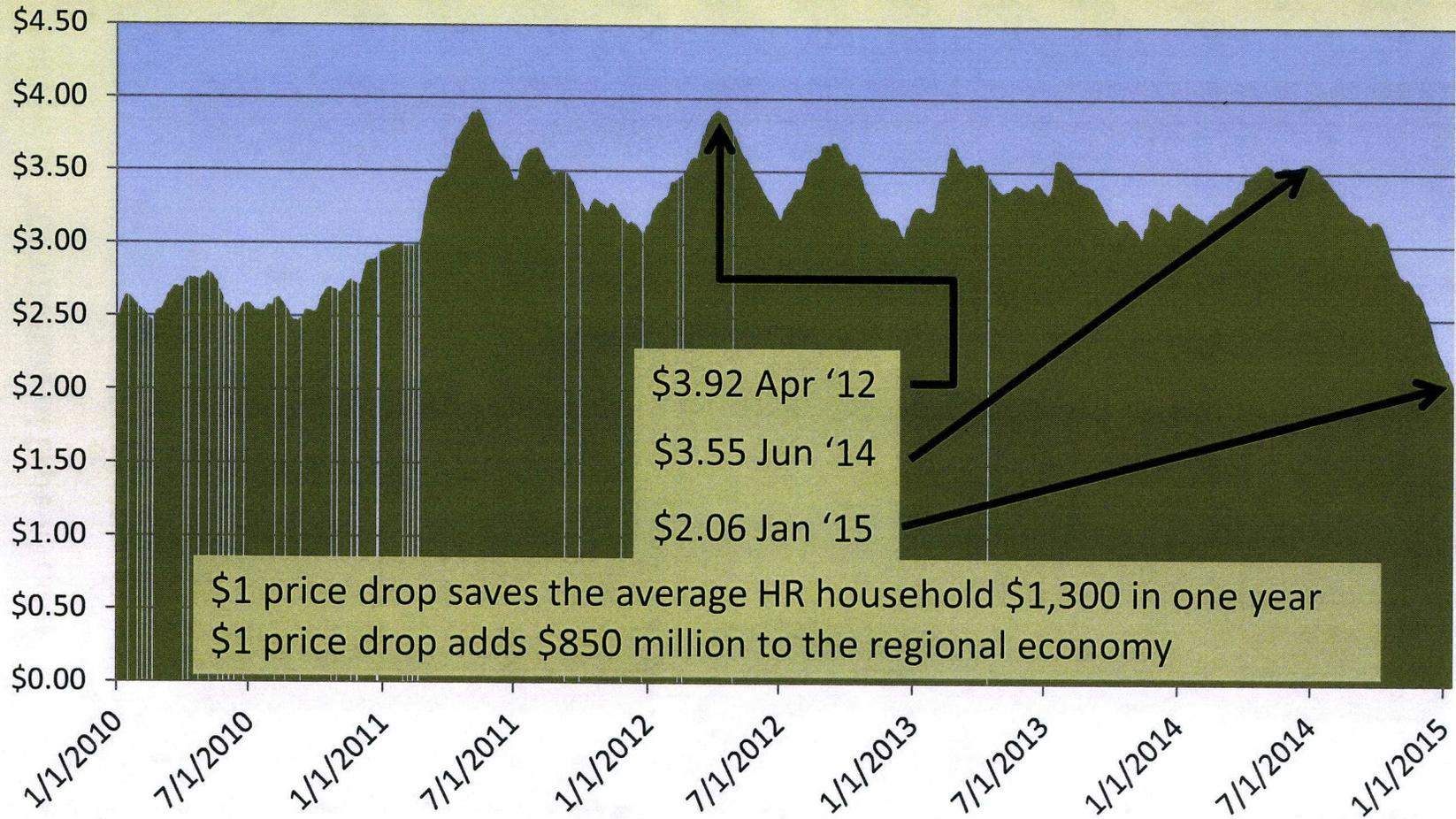
Sources: Office of Management and Budget and HRPDC

Inflation-Adjusted Department of Defense Spending in Hampton Roads



Sources: Bureau of Economic Analysis, U.S. Census Bureau, USA Spending.gov, Bureau of Labor Statistics, and HRPDC

Gasoline Prices in Hampton Roads



Source: AAA Fuel Gauge Report, HRPDC

The Year Ahead...

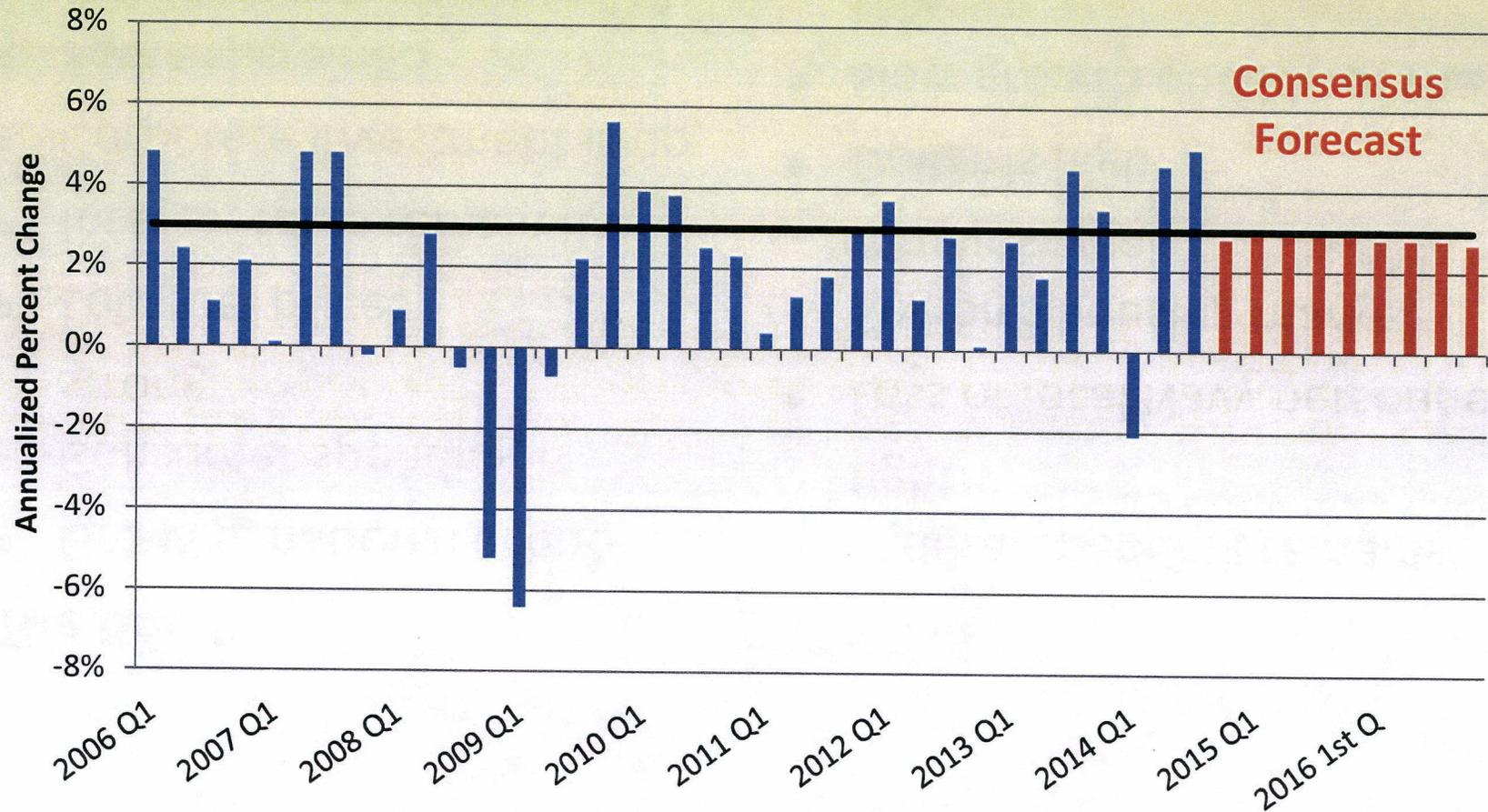
The Good:

- Growing national economy
- Consumer spending is strong
- Low fuel prices
- Interest rates remain low
- Corporate investment is up
- Some sustained employment growth in HR

The Bad:

- Federal spending remains tight
- Loss of local Navy personnel
- Region's housing market remains weak
- Dollar is high
- Slow growth outside of the U.S.

Annualized Percent Change in Gross Domestic Product



Source: Blue Chip Economic Forecast and HRPDC

HRPDC 2015 Economic Forecast

	2014 (Year to Date)	2015 Forecast
U.S.		
Real GDP	2.4%	3.2%
Interest Rates		
Short Government Rates	0.1%	0.4%
Long Government Rates	2.7%	2.7%
Hampton Roads		
Gross Product	NA	1.1%
Civilian Employment	0.1%	0.9%
Unemployment Rate	5.6%	5.2%
Retail Sales	2.2%	2.6%
Auto and Truck Sales	3.8%	3.3%
Value of Single-Family Residential Building Permits	-3.9%	3.5%

Greg Grootendorst
HRPDC Chief Economist
ggrootendorst@hrpdcva.gov

RESOLUTION FOR THE CLOSURE OF PORTIONS OF CERTAIN STREETS FOR
SMITHFIELD WINE & BREW FEST

WHEREAS, the Smithfield Rotary Club and the Smithfield VA Events committee, is holding the 4th annual Smithfield Wine & Brew Fest on Saturday, April 11, 2015 at Windsor Castle Park; and,

WHEREAS, it is anticipated and hoped that large numbers of the Town's citizens and visitors will attend and participate; and,

WHEREAS, the Town Council deems it to be important and in the best interest of the Town to provide a safe environment for the event; and,

WHEREAS, the organizers have asked that a portion of Jericho Road from the Windsor Castle manor house to its intersection with S. Church Street be restricted to one way traffic exiting onto S. Church Street and that no right or left turn from S. Church Street onto Jericho Road shall be permitted during festival hours; and,

WHEREAS, it appears to the Town Council that such street closures will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on April 11, 2015, a portion of a portion of Jericho Road from the Windsor Castle manor house to its intersection with S. Church Street be restricted to one way traffic exiting onto S. Church Street and that no right or left turn from S. Church Street onto Jericho Road shall be permitted during festival hours, subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3rd day of February, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____

T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

RESOLUTION

STREET CLOSURE FOR SPRING MUSTANG CAR SHOW

WHEREAS, organizers have proposed to hold a mustang car show in the Town; and,
WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town's streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, May 16, 2015 the following portion of Main Street shall be closed from 9:00 a.m. until 5:00 p.m.: Main Street from its intersection with Underwood Lane to its intersection with S. Church Street and Mason Street from its intersection with Grace Street to its intersection with Cedar Street.

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

Adopted this 3rd day of February, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

LesleyKing, Clerk

DEPARTMENT	POSITION TITLE	FLSA STATUS	PAY GRADE	SALARY RANGE
Town Manager	Office Aide (PT)	Non-Exempt	6	\$24,249 - \$30,918 - \$37,586
	Records Management Assistant (FT and PT)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	IT Network Administrator	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Town Manager	Exempt	31	\$82,117 - \$104,699 - \$127,281
Treasurer	Clerical Assistant (Tax) (PT and FT)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Clerical Assistant (Accounts Payable)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Clerical Assistant (Water/Sewer)	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Bookkeeper	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Payroll/Benefits Clerk	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Financial Analyst	Non-Exempt	19	\$45,726 - \$58,300 - \$70,875
	Deputy Treasurer	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Treasurer	Exempt	27	\$67,558 - \$86,136 - \$104,715
Planning,	Laborer (FT and PT)	Non-Exempt	4	\$21,995 - \$28,043 - \$34,092
Engineering, &	Grounds Maintenance Specialist	Non-Exempt	6	\$24,249 - \$30,918 - \$37,586
Public Works	Maintenance Helper	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Receptionist/Secretary	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Crew Leader	Non-Exempt	8	\$26,735 - \$34,087 - \$41,439
	Maintenance Technician	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Waterworks Operator Trainee	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Planning Technician	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Waterworks Operator - Level 2	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Mechanic	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Senior Maintenance Tech. (Fog Inspector)	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	Waterworks Operator Level 1	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	Specialist	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	Waterworks Lead Operator	Non-Exempt	15	\$37,619 - \$47,964 - \$58,309
	Asst Maintenance Supervisor	Non-Exempt	15	\$37,619 - \$47,964 - \$58,309
	Maintenance Supervisor	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Waterworks Plant Manager	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Assistant Superintendent	Non-Exempt	18	\$43,548 - \$55,524 - \$67,500
	Planner/GIS Coordinator - Planning and Zoning Administrator	Non-Exempt	19	\$45,726 - \$58,300 - \$70,875
	Engineer	Non-Exempt	19	\$45,726 - \$58,300 - \$70,875
	Superintendent	Exempt	20	\$48,012 - \$61,215 - \$74,419
	Director	Exempt	27	\$67,558 - \$86,136 - \$104,715
Police	Receptionist/Secretary	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Administrative Assistant	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	Patrol Officer	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	/ Crime Prevention Specialist	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Sergeant (Patrol)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Sergeant (Investigations)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Lieutenant (Patrol)	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Lieutenant (Investigations)	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Deputy Chief	Exempt	24	\$58,359 - \$74,408 - \$90,456
	Chief	Exempt	28	\$70,936 - \$90,443 - \$109,950
Conference Center	Kayak Rental Clerk	non-Exempt	2	\$19,950 - \$25,436 - \$30,923
	Event Assistant (PT)	Non-Exempt	3	\$20,948 - \$26,708 - \$32,469
	Assistant Facility Coordinator (PT)	Non-Exempt	4	\$21,995 - \$28,043 - \$34,092
	Clerical Assistant	Non-Exempt	8	\$26,735 - \$34,087 - \$41,439
	Event Coordinator (PT)	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Facility Coordinator	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Director	Exempt	20	\$48,012 - \$61,215 - \$74,419
Janitorial	Janitor	Non-Exempt	2	\$19,950 - \$25,436 - \$30,923
Museum	Docent (PT)	Non-Exempt	3	\$20,948 - \$26,708 - \$32,469
	Curator (PT)	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Director	Exempt	20	\$48,012 - \$61,215 - \$74,419
				Revised and Adopted 2-3-2015

RESOLUTION
TO REFINANCE THE SEWER TREATMENT PLANT BOND AND THE REVERSE
OSMOSIS WATER TREATMENT PLANT BOND

WHEREAS, the Town Council has determined that the current interest rate environment may provide an opportunity for the Town to reduce its long term interest expense related to existing bonds issued by the Town for the financing of its now defunct sewer treatment plant and the reverse osmosis water treatment plant; and,

WHEREAS, the Town has solicited a proposal from VML/VACO and has determined that there is an opportunity for the Town to reduce the interest rate related to this indebtedness; and,

WHEREAS, the Town Council and it's finance committee has determined that it to be in the best interest of the citizens of the Town to refinance these bond obligations to reduce the long term interest expense to the Town.

NOW, THEREFORE, be it resolved by the Town Council that the Town Manager and the Town's Treasurer are authorized to do all those things necessary and required to obtain a reduced interest rate and refinance the existing bonds issued by the Town for the financing of its now defunct sewer treatment plant and the reverse osmosis water treatment plant.

Adopted this 3rd day of February, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

TOWN/BONDREFI.RESOLUTION

RESOLUTION FOR THE CLOSURE OF PORTIONS OF WALKING TRAILS AND THE FISHING PIER IN WINDSOR CASTLE PARK FOR SMITHFIELD WINE & BREW FEST

WHEREAS, the Smithfield Rotary Club and the Smithfield VA Events committee, is holding the 4th annual Smithfield Wine & Brew Fest on Saturday, April 11, 2015 at Windsor Castle Park; and,

WHEREAS, it is anticipated and hoped that large numbers of the Town's citizens and visitors will attend and participate; and,

WHEREAS, the Town Council deems it to be important and in the best interest of the Town to provide a safe environment for the event; and,

WHEREAS, the organizers have asked that a portion of the walking trails and the fishing pier in Windsor Castle park be closed during the event; and,

WHEREAS, it appears to the Town Council that such closures will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on April 11, 2015, a portion of the walking trails in Windsor Castle park, as shown on a map attached hereto as Exhibit A, shall be closed to the public from 9:30 a.m. to 5:30 p.m. and further that the fishing pier shall be closed from April 8, 2015 at 12:00 p.m. to 6:00 p.m. on April 11, 2015 and that such closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3rd day of February, 2015.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk