

# SMITHFIELD TOWN COUNCIL AGENDA



February 5<sup>th</sup>, 2013 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 5  | - | 7:30 p.m. – Town Council Meeting   |
| February 12 | - | 7:30 p.m. – Smithfield Planning Commission   |
| February 18 | - | Town Offices Closed in Observance of President's Day Holiday   |
| February 19 | - | 7:30 p.m. - Board of Historic and Architectural Review   |
| February 25 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Police Committee<br>Water and Sewer Committee<br>Finance Committee                            |
| February 26 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)<br>Fire and Rescue Committee<br>Public Works Committee<br>Public Buildings and Welfare Committee |

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

## C. Public Comments:

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

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Proclamation for Black History Month **TAB # 1**
- C. Proclamation Recognizing February as "Love Our Park Month" **TAB # 2**

## D. Council Comments

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

**E. Summary of Consent Agenda items**

- a. Police Committee Chair, Connie Chapman
- b. Finance Committee Chair, Randy Pack
- c. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**CONSENT AGENDA ITEMS**

**C1. Motion to Accept Donation of Motorcycle from the Portsmouth Sheriff's Office**

Police Committee Chair, Connie Chapman

**C2. Motion to Accept Community Help In Progress (CHIP) Steering Committee Appointments**

Police Committee Chair, Connie Chapman

**TAB # 3**

**C3. Invoices Over \$10,000 Requiring Council's Consideration:**

Finance Committee Chair, Randy Pack

- |                           |              |
|---------------------------|--------------|
| a. USbank                 | \$ 53,243.75 |
| b. USBancorp              | \$ 84,150.83 |
| c. Draper Aden Associates | \$ 20,118.00 |
| d. REW Corporation        | \$ 16,564.00 |
| e. Caldwell Tanks         | \$ 24,996.41 |

**C4. Motion to Authorize the Town Manager to Submit Round 12 Grant Application to the Obici Healthcare Foundation on Behalf of Smithfield on the Move**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**C5. Motion to Move Planning Commission's Meeting Scheduled for March 12<sup>th</sup> to March 11<sup>th</sup> to Allow the Smithfield Center to be Rented for Three Day Conference.**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**C6. Motion to Extend Franchise Agreement with Charter Communications to March 31<sup>st</sup> 2013**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

**ACTION SECTION**

**1. Motion to Approve the Town Council Minutes for the Meeting of January 2<sup>nd</sup>, 2013**

Town Attorney, William H. Riddick, III

**2. Motion to Accept Nominating Committees Recommendations to fill the Expiring Board of Historic and Architectural Review Terms for Members Laurie Coyne and Russell Parrish (1-31-2013)**

Mayor T. Carter Williams

**3. New Business:**

**4. Old Business:**

**5. Closed Session: Disposition of Real Property**

**6. Adjournment**

February 1, 2013

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – January 2013**

**TOWN MANAGER'S OFFICE:**

- a. Attended: Windsor Castle Park Foundation Board meeting, Chamber of Commerce Pre-Legislative breakfast, Smithfield 2020, Pinewood Heights Management Team meeting, Met with Tidewater Bicycle Association representatives, HRPDC Chief Administrative Officers lunch meeting in Chesapeake, Public Works accreditation preparation staff meeting, Martin Luther King, Jr. Banquet and provided greeting on behalf of the town, and attended the IOW Volunteer Rescue Squad Banquet as the town's representative.
- b. Prepared for Leadership IOW Class of 2013 to begin and chaired kick off retreat program.
- c. Worked with all departments on drafting initial update to Capital Improvement Program
- d. Met in Richmond with other representatives at the Virginia Department of Environmental Quality central office regarding the town's Draft Permit for Groundwater withdrawal.
- e. Began review of refuse and recycling contract terms and held first meeting with AVES staff.
- f. Utilized one day of sick leave due to illness.

**TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes for Town Council, Planning Commission , and Board of Historic and Architectural Review
- b. Staff attended Windsor Castle Foundation Board Meeting on January 3<sup>rd</sup>.
- c. Attended Pinewood Heights Team Management Meeting on January 8<sup>th</sup>.
- d. Met with Jeff Smith of Public Works to take pictures of items to be listed on Gov Deals
- e. Attended special events policy meeting on January 23<sup>rd</sup>.
- f. Prepared January Town Council Committee Agenda, and February Town Council Agenda
- g. Attended Town Council Committee meetings on January 28<sup>th</sup> and 29<sup>th</sup> and prepared summary reports of the committees.

- h. Continue to work on sorting and labeling Treasurer files

**TREASURER'S OFFICE:**

- a. Prepared December 2012 financial statements and bank reconciliations.
- b. Prepared delinquent real estate file and sent to BMS Direct for processing/mailing of delinquent notices. Notices were mailed on January 22. Delinquent personal property notices will be mailed the first week of February.
- c. Attended a meeting with members of the Public Works Department and Draper Aden to review possible new inventory system on January 11.
- d. Prepared and mailed 1099's for the Town's qualifying service vendors.
- e. Attended meeting on January 15 at the IOW School Board offices on Peter's behalf regarding possible shared services.
- f. Attended CIP review meeting with various department heads and staff members on January 16.
- g. Met with Andy Snyder and Scott Schiller of Draper Aden as well as Sonja Pruitt and Bill Hopkins on January 22 to discuss projected budget needs for the sewer fund.
- h. Attended special events policy meeting on January 23. Also attended follow up discussion on CIP after the staff meeting that same afternoon.
- i. Met with Bill Riddick and Barbara Hunter to discuss meals tax and business license issues on January 28. Attended with Bill Hopkins who had questions for Mr. Riddick pertaining to planning and zoning.
- j. Prepared audit RFP that was mailed on January 3, 2013. Completed proposals are due by Monday, February 4.
- k. Prepared banking RFP that will be mailed the first of February. Those proposals will be due on February 28.

**PUBLIC WORKS:**

- Staff performs the following duties on a monthly basis:  
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
- 1. Sewer Line Repairs and Maintenance:
  - a. Continued work on manhole inspections and air release valves - both 51% complete.
  - b. 100 Windsor Ave. used sewer machine to unclog sewer lateral. Blockage was caused by grease build up. A week later did follow up no problems found .

- c. 407 Grace St.- blockage on Town side- used sewer machine to unclog the line. Had owner flush toilets to make sure line was clear -a week later did a follow up no problems found.

2. Sewer Pump Station Repairs and Maintenance:

- a. Weekly and daily checks on all 27 pump stations.
- b. Performed schedule maintenance at pump station
  - Cleaning of wet -wells
  - Alarms testing
  - Sump pump cleaning
  - Check Valve cleaning and repair
  - Generator checks / Godwin pump checks
  - Control Panel / Flow monitor checks
  - Fence and Grounds
  - Inspected Structure
  - Inspect and clean pumps
  - Level system check
  - Test limit switches
  - Bar screen cleaning
  - Rain gauge checks
- c. REW is working on flow meters and scada system at pump stations.
- d. Did preventive maintenance at varies pump station and gen sets.

3. Water Line Repairs and Maintenance:

- a. Ran new service line at 328 Main St.
- b. Installed new meter and head at 507 VA. Ave
- c. Contractor installed new fire hydrant and detector check valve at Main St. Church.
- d. Went out on a large number of high usages.
- e. Installed new 2" service line for the new Public Restroom on Main St.
- f. Staff repaired water leak on 8" main under the Cypress Creek Bridge.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Preventative maintenance was performed on lime feeder.

- c. Operators completed NIMS training IS100 and IS700.
- d. Operators installed shelving unit in RO plant to store spare parts and other inventory items.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attending Chainsaw Safety Training.

7. Miscellaneous

- a. Clean off and repaired walking trails at the Windsor Castle Park twice a week by grounds crew or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. Grounds crew- trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St./258 and Waterworks Rd and other areas.
- c. Minor repairs at Town Hall and Town Buildings.
- d. Working very hard on the new shelves and the inventory.
- e. Did brush removal at Water Works Damn still have a few places to clean up.

**PLANNING AND ZONING:**

1. Planning Commission – 01/08/13

- A. \*\*\*PUBLIC HEARING\*\*\*Chesapeake Bay Preservation Area Exception – 72 Dashiell Drive – Sean Ericksen, applicant - Approved.
- B. Entrance Corridor Overlay District Design Review – 1294 Smithfield Plaza, Old KFC/Taco Bell Restaurant – Bharat Patel, Mid Atlantic Taco, LLC, applicants - Approved.
- C. Preliminary and Final Site Plan Review – 1294 Smithfield Plaza, Old KFC/Taco Bell Restaurant – Bharat Patel, Mid Atlantic Taco, LLC, applicants - Approved.

2. Rezoning Applications under review

- A. None

3. Special Use Permit Applications under review

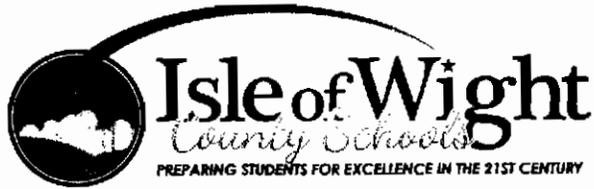
- B. None

4. Subdivision and Site Plans under review
  - C. None
  
5. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I (95% complete)
  - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
  - C. Lakeview Cove Condos (75% complete)
  - D. YMCA (98% complete)
  - E. Smithfield Foods Test Kitchen (98% complete)
  - F. True Value (98% complete)
  - G. Main Street Baptist Church (85% complete)
  
6. Board of Zoning Appeals 01/15/13
  - D. No Meeting Held
  
7. Board of Historic & Architectural Review 01/15/13
  - A. Proposed New Garden Shed – 111 Cockes Lane – Contributing – Arleen Picott, applicant - Approved.
  - B. Proposed New Sign – 113D North Church Street – Non-Contributing – Corey Duncan, The Catering Place, applicants - Approved.
  - C. Proposed Color Change – 25 Main Street – Non-Contributing - W. Lee Duncan, applicant – Approved.

**ENGINEERING:**

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction at this time.
  
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.
  
- D. South Church Street Streetscape Project, a walk through inspection was performed with the contractor. Several minor issues were found and a punch list formed noting this work. Weather permitting the work should be completed the month of February.
  
- E. Blair Bro.'s Contr. performed no work this month. Contractor was performing annual maintenance on equipment and asphalt plant at their yard.

**ADDITIONAL  
INFORMATION ITEMS**



January 24, 2013

Dear Mr. Stephenson,

I am writing to express my sincere apology for the statement made during my January 10<sup>th</sup> presentation before the Isle of Wight County School Board regarding perceived water quality issues in the IWCS Technology Office area. It was never my intent to spread false information or reflect poorly on the town of Smithfield. Unfortunately, after the fact, I realized that my remarks were based on outdated information that is no longer valid.

The IWCS Technology Department's annual request for bottled drinking water originated seven years ago as the result of a water analysis report. Thanks to Board member Denise Tynes' quick correction that evening, I am now aware that in 2011 the town of Smithfield opened reverse osmosis water treatment plant that resolved the water issues in the technology offices. I can assure you that as soon as I learned the updated information it has been my sincere desire to set the record straight.

As a new school division employee, I am excited to be part of this wonderful community and look forward to continuing to learn about the town of Smithfield and Isle of Wight County.

Sincerely,

Eric Coopridner

Director of Information Technology

Isle of Wight County Schools

757-365-1632

[ecoopridner@iwcs.k12.va.us](mailto:ecoopridner@iwcs.k12.va.us)



January 7, 2013

Mr. Peter Stephenson  
Town Manager  
Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23431

Dear Mr. Stephenson:

Charter customers continue to enjoy a great TV experience as we make investments in next-generation technology and enhancements to our customer service. Our aim is to add value to our products and improve the overall experience for our customers. Our customers enjoy top-rated TV channels for every member of the family, in both digital and HD format, and can take digital networks on the go with their mobile devices, using services such as HBO GO, MAX GO, BTN2GO and Turner Networks.

In addition, our customers have access to more than 10,000 movies On Demand, (with 1,500+ in HD and movie selections in 3D), providing the ultimate in flexibility.

As you may know, Charter Internet®, which is ranked as one of the nation's fastest Internet providers by PC Magazine, enables our customers to simultaneously stream videos, download music and more, with consistent speed and Internet performance.

It has been well documented that rapidly rising costs from programming networks, including fees from local broadcast stations, are the number one expense challenge for video providers today. As aggressively as Charter's efforts are to manage and to contain costs, at this time, like many other service providers, we find it necessary to make adjustments to our pricing that reflect increased programming fees from suppliers, as well as the overall cost of doing business. **Note that although pricing for Basic and Expanded Basic is being adjusted, more than 50% of our customers subscribe to digital packaging, which includes Basic and Expanded Basic; and many digital customers enjoy promotional pricing that will not change until their promotion term expires.**

February 2013 customer statements will reflect adjustments made to pricing for our customers in your community.

<u>Service</u>	<u>Current</u>	<u>New</u>	<u>Difference</u>
Basic	\$24.99	\$25.99	\$1.00
Expanded Basic	\$37.00	\$39.00	\$2.00
Digital Home	\$63.99	\$65.99	\$2.00
Change of Service Computerized Fee	\$1.99	\$2.99	\$1.00

Digital Receiver including Interactive Guide Service	\$5.00	\$5.99	\$0.99
Broadcast TV Surcharge	\$1.72	\$2.15	\$0.43

Also, for those communities currently receiving a franchise fee, we would remind you of an alternative to U.S. mail-delivered paper checks for franchise fee payments. You have the option to sign up for an electronic direct payment process for franchise fees, assuring a more efficient and timely manner of receiving your funds. If you would like to pursue the electronic payment process, please contact me and I will forward you the required signup form. We believe this convenient method will be of significant value to you.

We remain committed to providing excellent cable services to your community and all communities we serve. If you have any questions about these changes, please contact me at (864) 254-7409 or [jim.corrin@chartercom.com](mailto:jim.corrin@chartercom.com).

Sincerely,



Jim Corrin  
Director of Government Relations

February 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, JANUARY 28<sup>TH</sup>, 2013

The Police Committee met Monday, January 28<sup>th</sup>, 2013 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 N. Tynes, and Mr. Andrew C. Gregory, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Mr. Steve Bowman, Smithfield Police Chief; Mr. Alonzo Howell, Deputy Police Chief; Mr. William H. Riddick, III, Town Attorney; and Ms. Comarth Saunders, Financial Analyst; Also in attendance were Ms. Leslie Roberts and Mr. Jim Haggard of Dixon Hughes Goodman. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Donation to Smithfield Police Department – Chief Bowman reported that the department was fortunate enough to receive a used motorcycle from the Portsmouth Sheriff's Department. It is 2004 Harley Davidson. The Department feels this asset will serve the department very well. Chief Bowman mentioned that this donation was the result of a ongoing dialog with the Portsmouth Sheriff's Office. Ms. Chapman asked that a letter of thank you be sent to the Portsmouth Sheriff's Office. Chief Bowman stated that a thank you letter has been sent out on behalf of the Town of Smithfield. The Town Manager stated that as a housekeeping item it will need to be placed on Town Council's agenda for acceptance of this donation. The town will now have two motorcycles in the Police Department's fleet. Dr. Cook asked how many officers are trained to drive the motorcycle? Chief Bowman replied that four officers are trained and motorcycle training is offered twice a year at the local regional academy. The next class starts early spring.

The motorcycles at this time are being stored in the building located behind the police department. Chief Bowman mentioned that the department also has another donation in the works that he was unable to elaborate on. However, one of our corporate citizens has asked what they can do for the Police Department so we are working with them on an application for a project and hope to have more information on this in a couple of weeks.

2. ADDITIONAL ITEM DISCUSSED: CHIP'S Steering Committee – Mrs. Tynes stated that the Community Help In Progress (CHIP) steering committee needs to go before Town Council to approve the committee members for the next year. Mrs. Tynes stated that at this time the members of the steering committee are as follows: Mrs. Denise Tynes, Mr. Dawson Moody, Rev. Perry Moss, Chief Bowman, Francine Holloman and Ms. Julie Brown Woodland. Mrs. Tynes stated that the committee normally consists of seven people however at this time Mr. Randolph Barlow does not wish to stay on the committee. She asked if anyone knows of anyone interested in serving to please let Ms. Crocker at the Police Department or Ms. King at the Town Manager's Office or her know. Mrs. Tynes asked the Town Treasurer to let her know what funds are in the town's budget for CHIPS at this time so they know what they have to work with. Mrs. Tynes asked if the town could send out a letter to Mr. Randolph Barlow thanking him for his services on the CHIP Steering Committee. Ms. Chapman also suggested that maybe he could be recognized at a Town Council meeting.

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

1. Operational Updates – Chief Bowman reported that they continue to work the homicide that occurred in Jersey Park in December. This is priority one as far as the investigative division is concerned. The department continues to pursue every lead they can get and still remain confident that the department is going in the right direction. Chief Bowman stated that Friday they were slightly busy due to the weather. They worked a total of twelve traffic accidents that came in between the hours of 3:27 p.m. to 5:52 p.m. Only one of the accidents had injuries.

Goals and Objectives for 2013 - Chief Bowman reported that 2012 was a very eventful and productive year for the Smithfield Police Department. The good numbers are up and the bad numbers are down and we as a department are very proud of that. This is a testament to the wonderful men and women the town has at the Police Department. Chief Bowman stated that he came on board in March 2012 and he and Deputy Chief Howell began reorganizing the Department making a number of promotions and hiring new officers to fill the void left when Sheriff Marshall departed the agency. Some were concerned that the loss of so many gifted and seasoned supervisors and line officers might be problematic. However, the newly formed management team looked upon this situation as an opportunity to mold the department in a fashion that provides the best in law enforcement and community services utilizing new and innovative ideas by the remaining and newly hired personnel. The collaborative approach has served the department well. Chief Bowman stated that the department's first goal for 2013 is to continue to suppress criminal activity through active police patrol and community involvement. The town is very fortunate to have a group of highly

professional and well trained police officers. They are dedicated to strive continuously, through their law enforcement efforts and community involvement to make Smithfield a great place to reside and earn a living. These officers are trained to comprehend and readily embrace the concept that there is more to police work than writing summons and making arrest. The close relationship with the public that we serve demonstrates a dedication to the community while fostering a collaborative working relationship with the citizens. Chief Bowman stated that one of the programs that they intend to undertake is to receive the certification to become a Crime Prevention Community. We hope that the department will receive this Department of Criminal Justice certification by the end of the year. To receive this certification a community must successfully implement a minimum of twelve core goals and objectives and seven optional elements that are designed to “foster the development of community safety and crime prevention taking into consideration the uniqueness of the Town”. The third goal is the Smithfield Citizen’s Public Safety Academy. This program will allow the public to join the police department in a presentation oriented format and show the public what we do on a day to day basis. The mission is to provide law and crime prevention educational instruction to increase awareness of the law and community policing. The next goal will be to increase training for our police staff. It is incumbent upon us to maintain the most highly trained staff as possible with constant improvement. Chief Bowman reported that he has contacted the Federal Bureau of Investigations (FBI) National Academy to get a slot for one of the town’s supervisors to attend this FBI Academy. The only cost to the town is the travel to and from. Any incidentals other than that are picked up by the FBI Academy. Chief Bowman stated that last but not least is a Capital Improvement Project in regards to the physical evidence control building. There has been discussion with the Town Manager and Mayor Williams pertaining to what is the best direction to go in regards to this project as it remains, not an elective undertaking but mandatory if we wish to maintain our coveted Virginia Law Enforcement Accreditation status. This must be completed within the next three years. The department began the quest to renovate and remodel the building behind the police department in an effort to bring it up to standards of the accreditation group. There is a lot of work that remains to be done and will be very costly. Chief Bowman stated that the department needs Town Council and the Town Manager’s support to accomplish this objective in the most cost effective way by either the current direction of remodeling this building or alternative means such as consideration of another suitable facility. Chief Bowman thanked committee for the opportunity to provide their goals and objectives for the upcoming year.

Overtime Matrix – Chief Bowman reported that an updated overtime matrix was completed today so the updated report will be included in your council packet on Friday. Everything is tracking on schedule and under budget. The department is hoping that they have put away enough the first part of the year to get through the busy time of the year. At this time the department has expended about one third of the budget with two thirds remaining.

2. Special Events Policies – The Town Attorney stated that he is working with Kurt Beach to find and compare ordinances that are being used in other localities. The Town Attorney stated that if he gets all the information needed between now and the Town Council meeting it will be included in the council packet but if not it will be deferred

until next month. The Town Manager reminded everyone that the Special Events Policy has already been adopted by Town Council and this is just adding the language to the Town Code. **NOTE:** Following the committee meeting it was still being researched as to whether council adoption of the policy was sufficient. There may or may not be a need for a Town Code amendment in this regard.

The meeting adjourned at 4:21 p.m.

February 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, JANUARY 28<sup>TH</sup>, 2013

The Water & Sewer Committee held a meeting on Monday, January 28<sup>th</sup>, 2013 at 5:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew C. Gregory, Chairman; Mr. Michael G. Smith, and Mrs. Denise Tynes. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. William H. Riddick, III, Town Attorney. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Operational Update – The Town Manager reported that a couple of weeks ago town staff fixed a water leak under the Cypress Creek Bridge. The town now has a second leak there on the same waterline. This leak is more difficult to get to so town staff is looking at renting the equipment that is parked in the Smithfield Station parking lot. Mayor Williams asked if this waterline is the pipe that is attached to the underside of the bridge. Mr. Hopkins replied that it was. He also explained that while the truck is being rented to do this repair the line will be inspected all the way across to the other side of the bridge. Mayor Williams stated that town staff may want to look at the longevity of the pipe. Discussion was held on whether it would be cheaper for the town to use a barge to fix the leak. It was determined that the pipe cannot be reached on a barge and renting the equipment is the most effective way. This item was for informational purposes only.

2. Closed Session: Matters Requiring Advice of Legal Counsel - The Town Attorney stated that committee needs a motion to go into closed session for legal advice pertaining to the Department of Environmental Quality (DEQ) draft conditional permit with groundwater withdrawal, a matter concerning utility fees with Isle of Wight County,

potential litigation concerning an insurance claim in regards to Betty Clark's property, and potential lease of agricultural property for the winery. Vice Mayor Gregory so moved the motion and Mrs. Tynes seconded the motion.

*In Closed Session: 5:29 p.m.*

*Out of Closed Session – 6:14 p.m.*

The meeting adjourned at 6:14 p.m.

February 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, JANUARY 28<sup>TH</sup>, 2013

The Finance Committee held a meeting on Monday, January 28<sup>th</sup>, 2013 at 4:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew C. Gregory, Vice Mayor; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Mrs. Denise N. Tynes, Ms. Connie Chapman and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; and Ms. Comarth Saunders, Financial Analyst. Also in attendance were Ms. Leslie Roberts and Mr. Jim Haggard of Dixon Hughes Goodman. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Member Mr. Randy Pack called the meeting to order.

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

1. Invoices Over \$10,000 Requiring Council Consideration:

a. USbank \$ 53,243.75

This invoice is for the debt service payment of the Reverse Osmosis Plant. Mr. Pack asked if this was an interest only payment? Ms. Minga stated that the town pays this twice a year. One time it is interest only and the other is interest and principal. This invoice is for the second loan that the town took out to finish the Reverse Osmosis Plant and the South Church Street waterline replacement. Committee recommended payment of invoice.

b. USBancorp \$ 84,150.83

This invoice is the debt service fee on the original loan for the Reverse Osmosis Plant. Ms. Minga stated that this one works the same as the one mentioned earlier. Both invoices are paid February 1<sup>st</sup> and August 1<sup>st</sup>. Committee recommended approval of invoice.

c. Draper Aden Associates \$ 20,118.00

This invoice is for continued work on consent order related items. Committee recommends approval of payment.

d. REW Corporation \$ 16,564.00

These three invoices from REW Corporation are for installation of key numbers in the flow transmitters, replacement of the antenna and cable at the Church Street water tank, and replacement of antenna and cable at the Wilson Road water tank. Committee recommended approval of these invoices.

e. Caldwell Tanks \$ 24,996.41

This invoice is for quarterly water tank inspections on the Battery Park Road tank, Cary Street elevated tank, Wilson Road tank, and the Church Street tank. The Town Manager stated that he had confirmed with the Public Works Superintendent that all the work has been done and we are on schedule for what needs to be done. At this time staff is please with the work that Caldwell Tanks is doing as our new water tank maintenance contractor. Committee recommended approval of invoice.

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

1. Audit Presentation by Leslie Roberts of Dixon Hughes Goodman – The Town Treasurer also introduced Mr. Jim Haggard of Dixon Hughes Goodman. In the past he has been the town's partner and has now taken on a different role and Ms. Roberts has taken his position. Mr. Haggard stated that he would make a brief opening comment. On behalf of Dixon Hughes and Goodman they appreciate the opportunity to be here today before the Finance Committee. Ms. Roberts stated that she came to the Newport News office approximately a year ago. She asked if Committee wanted her to go into great details of the audit report. Mr. Pack stated that an overview would be fine. Ms. Roberts stated that the audit went fairly well. There were a couple of issues that needed to be dealt with such as the lives of some of the assets that the town has and an item that was donated to the town. Ms. Roberts stated that the Town Treasurer and her staff worked to resolve these issues. The audit was completed a couple of months earlier than normal. Ms. Roberts explained that within the audit there are several reports and a management letter that Dixon Hughes Goodman issues. The first report is the Independent Auditor's Report. This report is an overall report on the financial statement audit. This is the bottom line why the town has a third party auditor come in here and do an external audit. She stated that once again the town has a clean audit opinion. Ms. Roberts mentioned that if someone wanted to spend some time looking at the financials your time would be best spent looking at the Management's Discussion and Analysis report. This report is put together by the Town Treasurer and staff. It is a high level report with comparative information that tells you how the financials are put together. Another audit report that is completed through the audit process is Internal Control Over Financial Reporting. This would be where we would put things that we felt were significant deficiencies. She stated that she is happy to say that the town had a clean report with nothing to report. The next report is Compliance with Federal Program requirement. This deals with federal monies and again it was a clean report. Another report that they complete is a report in compliance with Virginia laws, regulations, contracts and grants. She explained that

basically they have a program from the auditors of public accounts where we have to go through various random things that the auditor feels are note worthy. This is like an audit within an audit. The only finding here was the Economic Interest Statements. We had two that were not filed and four that were not filed timely. Ms. Roberts explained the management letter. Examples of this would be if the town had any changes in our accounting policies, had any disagreements with management, or any difficulties during the audit that we would have needed to report. Ms. Roberts stated that they attach the audit adjustments so you can see all the audit adjustments that we did post. If you look at the attachments several of them are PBC's which means prepared by client. They are things that were brought to our attention by town staff and they were posted after we started our audit field work. Also included in the letter are matters that Dixon Hughes Goodman just wants to bring to the town's attention but we do not think they are significant deficiencies or material weaknesses. These items would be listed at the end of this letter. A couple examples of that would be the town's perpetual inventory system. It is not being maintained consistently so that was mentioned. We found a request for proposals for the South Church Street property did not have a clause in it for non-discrimination or drug free work place which is required. Another example would be journal entries that the Town Treasurer posts are not reviewed by anyone else. This is not a significant deficiency or material weakness because if she was to post anything that would miss represents things it would be caught at the next review level. Ms. Roberts stated that was all she had on the audit report. Ms. Roberts did mention that she know the town is seeking proposals for audit services and Dixon Hughes Goodman is very interested in continuing with the Town of Smithfield and will be submitting a proposal. Committee thanked Ms. Roberts and Mr. Haggard for their presentation.

2. December Financial Statements and Graphs – Ms. Minga reported that there were not many changes on the actual financials. The water and sewer notes were updated and the graphs were added as they were not in the original packet. Ms. Minga stated that she had one problem in the graphs. I was trying to show the full prior year consumption for water and sewer compared to what we have to date this year and for some reason on her copy it would carry the line out however when it was converted to a PDF it would drop the line and just show a dot out to the side. Dr. Cook asked what graph that was on. Ms. Minga stated that it was on the Fiscal Year 2013 Year to Date Sewer Consumption compared to 2012 and Fiscal Year 2013 Year to Date Water Consumption Compared to 2012. Ms Minga reported that Real Estate and Personal Property are at the levels they normally are at this time of year. We have collected ninety-eight percent of real estate and ninety-seven percent of personal property. Delinquent notices have gone out for real estate and people are already starting to call in. Delinquent notices for personal property will be going out this week. Ms. Minga stated that the town does need to keep an eye on consumption for water and sewer. It is down a little bit but she does not think it is critical yet. Overall the town remains on budget. Ms. Minga stated that we had a really good reserve amount, over a million dollars, where our revenues exceeded our expenses and we were able to pay off the line of credit that we borrowed from Farmers Bank until we received the final donation for the South Church Street project. Meals tax has been impacted some because of McDonalds being closed for remodeling. She explained that she will need another couple of months to know if it picked up in other areas.

3. December Cash Balances – Ms. Minga reported that the town has opened up a new escrow account that is not included in this cash balance report. At this time we have not received a bank statement yet; however the town did transfer \$111,000 from the water account to a special escrow for the water treatment facility capital improvement needs in the future. This transfer has been subtracted from the Water Fund account. Money will be transferred to this account once a year depending on how we do each year. Vice Mayor Gregory asked about the negative balance in the Sewer Fund. Ms. Minga explained that sewer continues to recover from the money that it owes the General Fund. This is being paid back slowly. The sewer compliance amount has really gone down. The town is getting into the meat of the consent order so it is getting tight. The town must keep an eye on consumption to be sure that the rate is going to be enough to cover expenses. Water = \$137,830.97; Water Debt Service = \$1,442,880.19; Water Capital Escrow Availability Fees = \$253,231.40; Water Development Escrow = \$74,190.06; **Subtotal Water = \$1,908,132.62.** Sewer = \$(28,312.66); Sewer Development Escrow = \$326,003.38; Sewer Capital Escrow Availability Fees = \$768,701.51; Sewer Compliance = \$214,956.86; **Subtotal Sewer = \$1,281,349.09.** **Highway = \$142,323.62** General Fund = \$3,176,862.61; Payroll = \$64,240.94; Money Market General Fund Town Bank = \$2,171.40; Business Super NOW-General Fund = \$32,943.10; Money Market General Fund Farmers Bank = \$287,267.68; General Fund Capital Escrow = \$50,847.95; Certificate of Deposit = \$525,489.72; Certificate of Deposit Police Dept = \$36,451.32; Special Project Account (Pinewood) = \$142,532.51; Pinewood Heights Escrow = \$36,087.74; South Church Street Account = \$42,552.88; **Subtotal General Fund = \$4,397,447.85.** Beautification = \$7,815.11; Money Market Beautification = \$61,051.05; **Subtotal Beautification = \$68,866.16; TOTAL ALL FUNDS = \$7,798,119.34.**

4. Capital Improvement Plan (CIP) Review and Update – The Town Manager reported that at the last Town Council meeting he was authorized to start the process for updating the Capital Improvement Plan (CIP). It will go to the Planning Commission next month with staff report and a public hearing will be held in March at Planning Commission level. Meanwhile it will continue to be discussed at Town Council Committee level with a public hearing scheduled at April or May's Town Council meeting. The updated CIP is taking the town five years out to fiscal year 2017/2018. The Town Manager explained that one thing that the town did not have in the past was notes associated with the items in the CIP. Staff has begun developing notes however they were overlooked and not included in the packet. The Town Manager continued to explain that this is just the beginning of the process and there are still numbers that have been left blank in the Windsor Castle Park line item. The playground area has been added because that design is underway but we do not know what the cost of the playground area will be. Outbuildings at Windsor Castle Park are the same way. Staff is working on getting cost estimates to repair those. The items in the CIP have been separated according to what fund they would come from such as General Fund, Highway Fund, Water Fund, and Sewer Fund. Within the General Fund the only thing that was separated out was Windsor Castle Park because of the need to be more detailed on the cost associated with the park. The Town Manager explained that the threshold for capital items is \$5,000 or more and standard maintenance items are not included in the CIP. The

notes that are being developed will help to show what capital items are split between different funds. Example would be that a Public Works vehicle purchase or equipment purchase may be spread between the Water, Sewer and Highway Fund. The Town Manager explained that the CIP is a wish list as Town Council had categorized previously. The current legend identifies items as follows: M/CO – Mandated or Committed; C – Critical; D – Desirable; and DEF – Deferred. As we go through the process the status of some of the items may change. The Town Manager stated that even if an item is in the CIP does not mean that these items will be done. Each item would be looked at during the budget process to be sure that we can accommodate them in the budget each year. He reiterated the fact that this is a wish list that takes a broad brush of items that the town knows has to be done at sometime in the future. Mayor Williams asked what the line item 1H (Geographic Information System and Mapping Program) was for. The Town Manager stated that is for a full sheet plan scanner. At this time all the plans that the Planning Department received prior to the requirement to send them to the town in digital format are in paper form. Much like our records management system the town would like to scan these plans into our system in digital format. Vice Mayor Gregory asked if the Pinewood Heights number was accurate. The Town Treasurer stated that this number is based on multi-year 1 of Phase II. Fiscal Year 2013\2014 is for the second half of multi-year 1 and Fiscal Year 2014/2015 is for multi-year 2. This item is really difficult to figure out how to break because the town does not know what properties will be acquired first. The town has no projects at this time for Phase III. Vice Mayor Gregory asked if this was money in addition to what is already being collected through meals tax. The Town Treasurer stated this was the total for the project and meals tax and CDBG funds will help offset this cost. The Town Manager stated that in regards to Pinewood Heights the CIP does not include any cost associated with the redevelopment of the acquired properties in Phase I or II. In the future there will be an expense for stormwater management in that area before it can be redeveloped. The Town Manager stated that he has had a conversation with one of the property owners that have a BMP that may be used. The hope is to have a figure to attach in regards to stormwater management before we complete this process of reviewing the CIP. Mr. Pack asked what the process was from here. The Town Manager explained that a staff report along with the detailed notes will be a Planning Commission level next month. It will then be brought back to committee level in February for further review and comments before it goes to Planning Commission for a public hearing in March. It will then come back to Town Council for a public hearing at our April meeting. The Town Manager stated that at this time there is no action needed by Town Council it is purely for information purposes only. Vice Mayor Gregory suggested that in addition to the notes he would like to see staffs opinion on prioritization of items. This will just let Town Council know how staff feels about the prioritization of items. Dr. Cook stated that the second largest number for next year in the CIP was under General Fund 1I (Computer Equipment Technology Plan and Upgrades) and was this for new computers for the entire town? The Town Manager explained that staff has been having discussion for many months with Isle of Wight County and the schools in regards to the financial software system that they operate under. The town has done a demo with the county and provided them all the necessary information to get a price quote on the cost to switch from Bright Associates that the town currently uses to MUNIS. This would make things a lot easier for data

transfers between the towns and county. At this time we do not have any numbers. The half million is an old number to just keep it in the CIP. The extra seven thousand is for a new server for our records management system. The Town Manager stated that there will be many more opportunities over the next few months to make changes to the CIP as items are identified by staff and council.

5. Audit and Banking Services RFP Update and Information on Investment Banking – The Town Treasurer reported that the Audit RFP has already gone out. Proposals are due back in the Treasurer's office on February 4<sup>th</sup>. At that time staff will look through the proposal and determine who we would like to interview. She stated that she would like for a couple of the Finance Committee members to assist with the interview process. Ms. Minga stated that because of the type of RFP she cannot ask for a quote until after they have been interviewed. The firms that the town is interested in after the interviews will be required to submit a quote for their audit services. It would then come back to committee for recommendation to the Town Council. The Town Treasurer stated that she would like this process completed by April. She mentioned that the town has a lot more interest this year than in years past for audit services. The Town Manager stated that staff has explored the opportunity to share services with the county and school for audit services with KPMG, LLP; however due to the way the RFP was written it does not include either town so we cannot piggyback on the county's contract. KPMG, LLP also declined the town's RFP as we are too small of a locality. Ms. Chapman asked how long the town has been with Dixon Hughes Goodman. The Town Treasurer stated that she has worked with them for the thirteen years that she has been with the town. They were Goodman and Goodman until about a year ago when they merged with a larger firm and became Dixon Hughes Goodman. This is when the prices went up because they are a larger firm and they handle things a little differently internally on how they price things. The Town Treasurer stated that she has always had a really good working relationship with them. However, this year has been a little more challenging. She stated that she is very interested in seeing what proposals that town will receive for audit services. The Town Manager and the Town Treasurer will come up with some possible meeting dates for interviews and contact Mr. Pack and Vice Mayor Gregory to see if they are available to assist with interviews.

Banking RFP - The Town Treasurer stated that the banking RFP has been a big undertaking because there are so many components to banking services. At this time it has been sent to the Town Manager for review. In the past the town has been so small and does not have a lot of detail or analysis on our accounts. The Town Treasurer stated that one thing that she has found interesting in reviewing some of the banking RFP's and audit RFP's from other localities all of them have contracts in them. The last RFP that the town did we established banking relationships with two different banks but neither required a contract. The contract would lock in what their fees are and what their rates are that they cannot go below. The Town Treasurer stated that some of the components that the town is including in this current RFP are how deposits are handled and how stop payments are handled. The second component to the RFP is line of credit. The town currently has two standing lines of credit with the banks that the town is working with now. If the town does not continue on with these two banks we would like to have that line of credit available through the banks that we do have a relationship with. Another component

would be the investment side. This is for simple investments like CDs. The last component would be purchase cards. At this time the town does not utilize purchase cards very much but would like to. Most of our town credit cards are with Bank of America which the town does not have a banking relationship with. Once the banking RFP has been advertised they will be due back to the Treasurer's office on February 28<sup>th</sup>. Interviews will be conducted in March.

Investment Policies – The Town Treasurer reported that included in the packet was sample policies on investment banking from James City County and the Town of Warrenton. The town has never had an investment policy other than what the state code allows for public deposits. As a small town we have always kept things very simple. Currently our funds are very low and the town does want to build these funds back up. There are a lot of things that the town can do but we are not doing. The Town Treasurer would like direction from committee on what council is comfortable with. The Town Treasurer stated that she is on the VML/VACo Steering Committee and they are trying to come up with an investment pool for localities that will give better returns than local banks. The town has not participated in this in the past but may want to look into it in the future. Vice Mayor Gregory asked if credit unions are restricted in any way to submit proposals for banking services. The Town Treasurer stated that in the past credit unions have not been notified of RFP's. Staff will check to see if credit unions are allowed to participate in RFP's. Vice Mayor Gregory stated that the Town Treasurer is taking the right approach and all of committee needs to be on board on what an investment policy allows. We do not want to adopt a policy that gives more flexibility and then council tries to constrain you within the flexibility of the IPC. Ms. Tynes asked if we have to stay within the town or county for banking services. The Town Treasurer stated that in the RFP it says that the town prefers for a headquarters to be located within the town or county or no more than twenty miles away. Currently the town has a banking relationship with TowneBank and they are not located in the town or county. Mr. Pack and Vice Mayor Gregory will meet with the Town Treasurer to work on developing an investment policy for the town.

The meeting adjourned at 5:21 p.m.

February 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE  
MEETING HELD ON TUESDAY, JANUARY 29<sup>TH</sup>, 2013

The Fire and Rescue Committee held a meeting on Tuesday, January 29<sup>th</sup>, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Dr. Milton Cook and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Judy Winslow, Director of Tourism; and Mr. Brian Carroll, Smithfield Volunteer Rescue Squad Chief. Also in attendance were Mr. Rick Bodson of Smithfield 2020 and Ms. Mary Mitchell of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times and Ms. Allison Williams of The Daily Press.

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

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

1. Operational Updates – Chief Carroll thanked the town for letting them use Windsor Castle for an active shooter class on Saturday, January 19<sup>th</sup>. It was a very good class for all that was involved. Participants included the Isle of Wight Volunteer Rescue Squad, the Smithfield Police Department, Smithfield Volunteer Fire Department, and Isle of Wight Sheriff's Office. They hope to be able to have another class in about ninety days to recap what was learned. Chief Carroll stated that the Isle of Wight Volunteer Rescue Squad had its annual banquet Friday, January 25<sup>th</sup>. Due to the inclement weather approximately 45 guests were in attendance. Food was prepared for approximately 150 so event was not cancelled. The Town Manager was in attendance. Operationally for the year they ran about 2,500 calls. That is up about ten percent from last year. We had approximately 25,000 logged volunteer hours from the station. Four individuals were recognized at the banquet. Mr. Grady Miller was our ambulance driver of the year. He is also our president and training officer. He had eight hundred hours of duty time last year. Stephanie Adams was our basic life support provider of the year with 1213 hours of duty time. We also had three other individuals, Darris Brown, Anthony White, and Zach Minning that had over a thousand hours of volunteer time each. We also recognize

Laura Sheperd as our squad person of the year. Chief Carroll stated that he went to a preconstruction meeting for the new rescue squad building last week and the only thing they are waiting on is a bond to be issued so construction can begin. A picture of what the building will look like was passed around for committee to see. Chief Carroll stated that the tentative date for completion is March 2014. Chief Carroll mentioned that they have been asked by Ms. Eubank to teach a few classes in March on CPR/AED for town employees. Mrs. Tynes asked if Council member could attend the CPR/AED class. The Town Manager replied that the council could attend the training. Chief Carroll stated they would need a firm number of attendees because CPR/AED classes you can only have six students per instructor.

The meeting adjourned at 4:06 p.m.

February 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, JANUARY 29<sup>TH</sup>, 2013

The Public Works Committee held a meeting on Tuesday, January 29<sup>th</sup>, 2013 at 4:06 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: Mr. Randy Pack; Ms. and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Judy Winslow, Director of Tourism. Others in attendance were Mr. Rick Bodson of Smithfield 2020; and Ms. Gina Ippolito and Ms. Mary Mitchell of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times and Ms. Allison Williams of The Daily Press.

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

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

1. Operational Updates – Mr. Hopkins reported that he had met with Excel Paving to do a very detailed punch list of items that need to be completed on the South Church Street Project. He stated that there were not many items on the punch list. Seventy-five to eighty percent of the items on the punch list were completing the work where the poles were removed. Mr. Hopkins stated that he is hopeful that this work will be completed in the next couple of weeks. Mr. Smith asked about the small sinkhole that was in front of the Verizon building. Mr. Hopkins replied they will be working on repairing that as well. Mr. Smith stated that this has been a long process but in the end it has been a good one. The Town Manager reported that Mr. Hopkins and the Town Engineer had also met with VDOT in the last couple weeks to discuss who would be responsible for the intersection improvements at Thomas/Luter and North Church Street. VDOT will be responsible for merging the two turn lanes on Thomas Street to one turn lane. Additional striping will be added next to the curb to encourage people to move toward the center line. Mr. Smith

asked about adding additional parking on the right side of Luter Drive going down the hill. Mr. Hopkins stated that they are still looking at this. Concerns have been expressed by some of the businesses for it to remain as no parking. At this time the stop bar will be placed at the stop sign by the town but no additional striping will be done. Mr. Hopkins stated that the two parking spaces next to the corner will be striped as no parking and the handicap parking space will be shifted up one space. The town is looking into having bicycle racks placed in these striped parking areas. Mayor Williams asked if Charter Communications was finished. Mr. Hopkins replied that Charter Communications have completed all of their work. Mr. Hopkins stated that Charter Communications was great to work with during this project. Mr. Pack asked if all the plantings were complete or will Excel Paving be back in the spring to do more planting. Mr. Hopkins stated that all plantings are still under warranty so if they do not come back this spring Excel Paving will be notified. Mr. Smith stated that he would like to commend the town's Public Works staff for their work during the snowfall last Friday afternoon and the work they did in preparing for the snow prior to the weather event.

The meeting adjourned at 4:14 p.m.

February 1, 2013

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, JANUARY 29<sup>TH</sup>, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, January 29<sup>th</sup>, 2013 at 4:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members present were: Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; and Ms. Judy Winslow, Director of Tourism. Others in attendance were Mr. Rick Bodson of Smithfield 2020; and Ms. Gina Ippolito and Ms. Mary Mitchell of Smithfield on the Move. The media was represented by Ms. Abby Proch of The Smithfield Times and Ms. Allison Williams of The Daily Press.

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

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

1. Smithfield on the Move Update by Gina Ippolito and Mary Mitchell – Ms. Ippolito stated that Smithfield on the Move is working on a Wellness Initiative. She explained that Smithfield on the Move has totally closed out Round 8 which was the first grant with the Obici Healthcare Foundation. Round 11 is the current grant cycle that Smithfield on the Move is operating in. It started November 2012 and runs through December 2013. It will help with funding three different projects such as the Restaurants on the Move project, the implementation of SNAP/WIC at the Farmers Market which will start back up in March, and the community garden and garden workshops at Windsor Castle Park. Ms. Ippolito stated that they have done a concept paper for Round 12 as Obici really wants Smithfield on the Move to be in even rounds of funding. At this time Obici has more applications than they have money so they are suggesting that localities look at only applying for \$25,000 of grant funding for Round 12. A couple of things that

the town is doing that is looked at very highly when applying for grants through the Obici Foundation is continuing to get fresh produce to the community and to do some kind of usage survey for Windsor Castle Park. They want to know who is coming, where they are coming from, what they are doing while they are there and what do they want to see there. Ms. Ippolito stated that a final grant application is due the end of February. The Advisory Committee did not meet in January but we do have a meeting scheduled in February to get back on track since the holidays. Ms. Ippolito turned everything over to Ms. Mary Mitchell to update everyone on the Restaurants on the Move initiative. Ms. Mitchell stated that the initiative is to let people know that local restaurants offer healthy items on their menus as well as the fast food establishments. Restaurants on the Move will be using the same logo as Smithfield on the Move. This initiative is called Order Healthy Project. Smithfield on the Move is focusing on five to six restaurants in the historic area. Items on their menus will be identified by the running man on the Restaurants on the Move logo. There are many items already on the menus that just need to be identified as healthy items. It makes it easier for the customer to recognize which items are healthier. Ms. Mitchell stated that we have a partner with Sentara that is on the advisory team and she is helping to evaluate healthy menu items. Ms. Mitchell stated that another positive for this initiative is Tourism's Restaurant Week. The Restaurant on the Move will be kicked off February 1<sup>st</sup> in conjunction with tourism's Restaurant Week initiative. Ms. Winslow stated that there are ten restaurants within town that are participating in Restaurant Week. Lunches are \$10 and Dinners are \$20. Dr. Cook asked if this initiative is just for the month of February. Ms. Mitchell stated that they are kicking the initiative off along with Restaurant Week but the Restaurants on the Move initiative will continue indefinitely offering healthy options for customers at local restaurants. Mayor Williams asked how do you get the names out of the restaurants that are participating in Restaurant Week. Ms. Winslow stated that they are all listed on tourism's website, they are listed on WQL radio in the mornings, there will be a full page ad in the Smithfield Times, they have been featured in the Suffolk News Harold, and the Hampton Roads magazine. Ms. Mitchell stated that after Restaurant Week Smithfield on the Move will be advertising the restaurants participating in Restaurants on the Move Initiative. Mr. Smith asked if Smithfield on the Move could request more grant funding if we show the Obici Foundation that we have made a conscious effort in setting this initiative in place to offer healthier choices in our community. The Town Manager stated that is definitely possible but there is also a lot of competition out there for grant funding. The Town Manager stated that as a housekeeping item this item will need to be placed on council's agenda authorizing him to submit Round 12 grant application on behalf of Smithfield on the Move for grant funding.

2. Planning Commission Meeting Scheduled for Tuesday, March 12, 2013 be moved to Monday, March 11<sup>th</sup> to Allow the Smithfield Center to be Rented for Three Day Conference – Dr. Cook reported that we have a house keeping request to move our March Planning Commission meeting to Monday, March 11<sup>th</sup>. The Town Manager explained that we have a large church event that would like to rent the center during the week. Dr. Cook stated that our Town Council representative of the Planning Commission was okay with the meeting date change. Committee recommends approval of date change.

3. Extend Expiration of Franchise Agreement with Charter Communications to March 31, 2013 – The Town Manager explained that the contract had already been extended to February 8<sup>th</sup> to work out some contract negotiations and they are now requesting it to be extended to March 31<sup>st</sup>, 2013. The Town Manager stated that the town is looking for the same provisions in our contract as what Isle of Wight County has. Committee recommended approval of contract extension.

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

1. Smithfield 2020 Update by Mr. Rick Bodson – Mr. Bodson reported that of the many things that Smithfield 2020 is involved in we thought this one in particular should be brought to Town Council's attention as a courtesy to the town's leadership. This is our branding initiative. The definition of branding is a set of expectations, memories, stories, and relationships that together account for a customer's decision to choose one product or service over another. Smithfield 2020's context of branding is choosing one destination over another. Mr. Bodson explained that one of the objectives that they are doing in pursuing this branding initiative is to bring the historic district merchants together with the property owners and the residents to work together more effectively to improve the cultural and economic vitality of downtown. Another good objective is that if you have a good branding you can typically draw more commercial interest in empty store fronts. Mr. Bodson reminded committee of some of the past initiatives that they have taken on and have been successful with. The first initiative was Liriope Day. This was a couple dozen people that planted four hundred and sixty Liriope plants up and down Main Street. The latest project by Smithfield 2020 was done this morning. It featured Mr. Pack and Julie Verdaguer as guest of Ms. Winslow for our inside the merchant studio session. Mr. Pack and Ms. Julie Verdaguer shared a lot of ecommerce lessons learned from e-marketing. Smithfield 2020 has also increased a lot of foot traffic throughout the historic district with the porcine parade. Mr. Bodson stated that the Town of Smithfield has had a town center here since 1752 and Smithfield 2020 wants to make the historic district a more recognized destination for people to shop, to eat, to drink and enjoy the real town center atmosphere. The initiative is to help encourage locals to visit downtown spending money as well as tourist. Smithfield 2020's initiative is to come up with a consistent name. At this time we do not always refer to Main Street / Church Street the same way. We need to visualize a logo and a tag line that we can all use consistently to draw people downtown. Smithfield 2020 will form two focus groups. One group will be the consumers that shop downtown. The second focus group will be the merchants. This will be done through three different work sessions. The first session will ask what are the essentially elements that define Smithfield and makes it attractive to visitors and residents. The second work session will ask how we can improve the downtown area. The third session Smithfield 2020 branding team will come up with what we think is a branding name for downtown. The two focus groups will then come together with the Smithfield 2020 branding team so that the branding team can show the two focus groups what they have come up with after receiving their input. Smithfield

2020 hopes to unveil this branding around Olden Days in June. Mrs. Tynes stated that when she hears Smithfield she thinks of Smithfield hams and pigs and expressed concern that the branding initiative may change what people now associate with Smithfield. Mr. Bodson stated that is what they are going to try to do with the focus groups. Example of a Town/County logo through tourism is “Hams, History, Hospitality, and Heart”. There is more to Smithfield than just hams and that is what they want the branding initiative to say. Mrs. Tynes stated that she hears from people that the downtown area has nothing to attract the culture; however since the Taste of Smithfield has opened more have went there. Mr. Bodson explained how the consumer focus group has a nine cell matrix to get different perspectives of who is coming to Smithfield. Mr. Bodson stated that the Sanford Holshouser study said that one of the key differences for Smithfield from other localities is it is an experience economy. You come here and you experience a small town atmosphere and we want to retain that image. Mrs. Tynes also mentioned that she know individuals that would like to see something like a regular Saturday evening or Sunday afternoon jazz club. Mr. Bodson thanked committee and stated that he would keep Town Council updated as they move forward Smithfield 2020’s Branding Initiative.

2. Pinewood Heights Relocation Project – Phase II Update – The Town Manager reported the minutes from the January 8<sup>th</sup> management team meeting was included in the packet for your information. He also reported that Mr. Reagan’s last day with Community Planning Partners was last Friday, however he did prepare January’s monthly progress report along with the project status map before he left. Mr. Michael Dodson of Community Planning Partners was present at the management team meeting and will be taking over as the project manager for the project. Also included in the packet was a very nice letter from Ms. Denise Ambrose, Associate Director of the Virginia Department of Housing and Community Development (DHCH) stating that the Town of Smithfield and its numerous partners are to be commended for its commitment to improving the lives of the residents of the Pinewood Heights project area despite the project’s long and tumultuous start. No findings or concerns were identified during the compliance review. This compliance review is considered closed and no response is required. Town staff was very pleased to get a very positive compliance review letter. Dr. Cook asked where the property is for the proposed Habitat for Humanity project. The Town Manager stated that it is proposed to be located on the corner of James and Washington Street. At this time the property is not subdivided at all. The town owns about two and a half acres which includes a lease hold area for the Children’s Center. The one duplex that the town has been discussing would be located fairly close to the two large cedar trees near the corner. The duplex would have rear loading parking in the back of the duplex. Mrs. Tynes asked if the town is still planning on extending the street. The Town Manager stated that at this time the proposed duplex would not require any extension of any street or any relocation of any stormwater lines. The Town Manager passed around a picture of the original design of the duplex. The front of the duplex would face Washington Street and the driveway would be off James Street. He explained that previously Town Council had approved a special use permit for two duplexes on that property but at this time the town is only looking at one duplex with Habitat for Humanity. The final product will have to be approved by the Board of Historic and Architectural Review (BHAR). The

Town Manager stated that staff will continue to keep committee updated each month as we move forward with the Pinewood Heights project.

3. Maintenance of Tenant Farm House at Windsor Castle Park – The Town Manager stated that this item was brought up as old business at the January 2<sup>nd</sup> Town Council meeting and was referred back to committee for discussion. He explained that he has reviewed the easement language in terms of the two story tenant farm house which is deteriorating at the park. The way the language is now the town cannot dispose of it or tear it down. The town is obligated to keep it in as good of a condition as it was when we bought it. There is language in the conservation easement with the state that will allow us to move it within the easement area. The Town Manager stated that if there is any desire to subdivide a separate lot to move the house to the Department of Historic Resources (DHR) would have to approve it. He has tried to contact DHR and has been unsuccessful at getting a response from them. The Town Attorney stated that there was discussion early on about the possibility of wanting to move the house so this should not be a surprise to DHR. The Town Attorney stated that subdividing is what the town needs approval to do because anybody wanting to fix it up will need to borrow money. The Town Manager stated that the overall negotiation period with the Weiss' on winery concept goes through early April. Mrs. Tynes asked if the house could be repaired as a community project. Mayor Williams stated that the house was in need of too many repairs for something like that. Mayor Williams stated that it has been discussed about giving the house and a piece of land to someone to fix it up but it must be approved by DHR. Committee recommends starting the conversation with DHR to have land subdivided and structure moved to that parcel of land. The Town Attorney stated that this request is extremely reasonable. The subdivided lot would be on the fringe of the easement where it sits next to other residential homes. The Town Manager stated that he thinks they will be able to work something out as their main concern is the Manor House and the collection of out buildings. The exterior of the Manor House has been secured and we have an approved to do list on the outbuildings from DHR. Discussion was held on the need for repairs on many of the outbuildings. Staff is working on getting cost estimates for these repairs. Committee directed the Town Manager to continue to contact DHR and keep them updated as we move along.

4. Continued Discussion on Boundary Line Adjustment Agreement - This item was not discussed and deferred until next month.

Meeting Adjourned at 5:07 p.m.

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

**Committees and Projects:**

- 01/02 Town Council mtg – Chief Bowman
- 01/08 Mock Assessment – J. Sergeant Reynolds Community College – Richmond – Lt. Rogers and Kristi Jenkins
- 01/09 Hampton Roads Chiefs of Police meeting – Newport News PD – Chief Bowman and Deputy Chief Howell
- 01/09 Department Head – Chief Bowman and Deputy Chief Howell
- 01/10 Residents meeting – Jersey Park Apartment – Deputy Chief Howell, Lt. Valdez and Sgt. Meier
- 01/14 ECC meeting – Chief Bowman and Deputy Chief Howell
- 01/15 Crime Line meeting – Center – Chief Bowman, Deputy Chief Howell, Lt. Valdez and Annette Crocker
- 01/16 General Assembly re: deer hunting in Town limits – Richmond – Chief Bowman and Lt. Rogers
- 01/16 Meeting with School Superintendent re: Crisis Management Plan – Deputy Chief Howell
- 01/16 Town Capital Improvement meeting – Town Hall – Deputy Chief Howell
- 01/17 Threats to Corporate infrastructure – Smithfield Foods – Chief Bowman and Deputy Chief Howell
- 01/18 Isle of Wight Bar Association mtg – Chief Bowman
- 01/22 Isle of Wight Citizens Association meeting – Center – Chief Bowman
- 01/23 Special Events meeting – Chief Bowman, Deputy Chief Howell, Kurt Beach
- 01/23 Department Head – Chief Bowman, Deputy Chief Howell
- 01/25 Joint Community meeting – School Board Office – Chief, Deputy Chief and Kurt Beach
- 01/28 – 29 Accreditation – Williamsburg/James City County – Kristi Jenkins
- 01/28 Police Committee meeting – Chief Bowman and Deputy Chief Howell
- 01/30 Mock Assessment – Newport News Sheriff's Office – Kristi Jenkins
- 01/31 General Assembly – Richmond - VML – Chief Bowman, Peter Stephenson and Randy Pack

**Training**

- 01/17 Intox Recert – Richmond – Officer Johnson (4 hrs.)
- 01/29 DMV Grant Writing – HRCJTA - Lt. Rogers (8 Hrs.)
- 01/28 – 02/01 General Instructor School – Hampton Roads Criminal Justice Training Academy (HRCJTA) – David Adams (40 hrs.)
- 01/28 – 30 Basic Intox School – Richmond – Officer Phillips, Officer J. Adams (24 hrs.)

**In-House Training:**

- 01/19 Tactical Combat Casualty – Incident Awareness – Smithfield VFD – Sgt. Araujo, Officer Seamster

- 01/21 – 25 SWAT School – Lt. Rogers, Sgt. Araojo, Sgt. Jones, Lt. Valdez, Officer D. Adams (40 hrs.)  
01/25 Leadership School – Camp Chanco – Kristi Jenkins (8 hrs.)

### **Community Relations**

- 12/21/12 Candlelight service – Jersey Park Apts. – Officer Woods  
12/31/12 Homeless Shelter – Trinity UMC – Officer J. Adams  
01/09 Homework Station – Jersey Park Apts – Officer Cook  
01/14 Relay for Life bank escort – Sgt. Araojo

### **Investigations:**

**Case#:** 2013-00012  
**Location:** Battery Park/S. Church Street  
**Offense:** Possession of Marijuana  
**Disposition:** Cleared by arrest

On 1/6/2013 officers observed a Nissan Altima driving erratically as it left the Royal Farms parking lot. The suspect vehicle was subsequently stopped and the driver identified. During the course of the traffic stop, officers observed an odor of burnt marijuana coming from the vehicle and driver. The driver was asked about the marijuana smell and he stated that he had recently smoked some and that the smell was coming from this person. Officers secured the vehicle and its passengers and conducted a search of the vehicle as well as the driver. A small baggie of marijuana was located on the floor board between the driver's seat and door. A second small baggie of marijuana was found in the front right "watch" pocket of the driver as well. The driver was charged with the possession of marijuana. Case cleared by arrest

**Case#:** 2013-00037  
**Location:** 1005 South Church Street  
**Offense:** Larceny  
**Disposition:** Pending Investigation

On 1/15/2013 officers responded to the 7-Eleven store located at 1005 South Church in reference to a larceny of a wallet. Upon arrival officers made contact with the store's manager who advised that earlier in the day a customer had left his wallet on the counter after conducting a transaction and it was recovered and put away by his employees, however the wallet has gone missing. The manager advised he looked at video surveillance footage of the counter area, and observes the victim leaving his wallet. He also observes the store employee recovering the wallet and putting the wallet in a drawer located under one of the registers for safe keeping. The manager continued to show where the employee retrieves her purse from under the counter and opens the drawer the wallet was in and places an item inside her purse, which she then takes to her vehicle. The suspect employee was brought in for questioning, however claims she did not steal the wallet and she was unaware the wallet was located in the drawer. She also stated she went into the drawer to retrieve a pair of food service gloves. This case is currently active and all video surveillance is being retrieved in an effort to clear some of the imagery and identify the item being removed by the suspect employee. Case is pending.

**Case#:** 2013-00040  
**Location:** 100 Block Widgeon Court  
**Offense:** Burglary  
**Disposition:** Cleared by Arrest

On 1/15/2013 officers responded to the 100 Block of Widgeon Court in reference to a burglary of a residence. Upon arrival officers made contact with the homeowners, who advised that sometime between 9:00 am and 6:30 pm someone had broken into the residence and stole several items. The homeowners stated when they returned home around 6:30 pm they noticed the door between the garage and the residence had been kicked in and that a Nintendo gaming system and a NABI tablet had been stolen. They advised the suspect entered the garage from a side door that is commonly unlocked and then gained entry by kicking in the door leading to the residence. Officers processed the scene for evidence and a report was taken. Continuing the investigation, investigators searched the Leads Online, a pawn database, for either of the items. Investigators located the items and identified them as being pawned at the Best Pawn shop located in Newport News. Officers were able to retrieve the items pawned and were subsequently able to identify the suspect as well. The suspect was charged with Breaking and entering, Larceny, and Possession of Stolen goods with the intent. This case is cleared by arrest.

**Case#:** 2013-00054  
**Location:** Smithfield Plaza  
**Offense:** Indecent Exposure, Providing False Information to Police  
**Disposition:** Cleared by Arrest

On 1/19/2013 officers working in tandem with the Virginia Alcohol Beverage Control Department (ABC) agents, conducted an undercover operation of the Cowlings Restaurant located at 1278 Benn's Church Blvd, within the Smithfield Plaza Shopping Center. The undercover operation was to identify possible ABC violations as well as local and State codes in reference to illegal dancing/strip tease. While inside the restaurant, officers/agents observed several violations to include fully nude dancing. The operation officers entered the establishment and shut down any further activities. The subject dancing was taken into custody for indecent exposure and the restaurant's owner was cited by the ABC. During the arrest of the subject that was dancing a false name was provided to law enforcement. The subject was taken to the police department, where after being electronically fingerprinted was identified as a subject out of Hampton that was currently wanted on other charges. The subject was subsequently charged with indecent exposure as well as served with any outstanding warrants. This case is cleared by arrest.

Reporting Period: 1/1/2013 thru 1/31/2013

Total deposits for January 2013 - \$13,348.50

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	1/4/2013	1621			Galaxy Fastpitch Softball	Galaxy Softball Fundraiser	2063		-50.00
Invoice	1/11/2013	1622			McCracken and Jones Reception	McCracken and Jones Reception	2109		-300.00
Invoice	1/16/2013	1623			Isle of Wight Commission on Aging	Senior Christmas Party	1304		0.00
Invoice	1/16/2013	1624			Isle of Wight County	Isle of Wight County Holiday Party	1815		0.00
Invoice	1/16/2013	1625			Cordero-Burnett Wedding & Reception	Cordero-Burnett Wedding & Reception	1968		0.00
Invoice	1/16/2013	1626			Bennett and Bland Reception	Bennett and Bland Reception	2036		0.00
Invoice	1/16/2013	1627			VDOT	VDOT Service Awards	2135		0.00
								Total	-350.00
Payment	1/4/2013	1621	Check	Refund	Galaxy Fastpitch Softball	Galaxy Softball Fundraiser	2063		-50.00
Payment	1/7/2013	1611	Check	1360362	Sentara Princess Anne	Diabetes Symposium	1803		635.00
Payment	1/11/2013	1622		Refund	McCracken and Jones Reception	McCracken and Jones Reception	2109		-300.00
								Total	285.00
Deposit	1/3/2013	1623	Master Card	Master Card	Isle of Wight Commission on Aging	Senior Christmas Party	1304		50.00
Deposit	1/7/2013		Visa	Visa	Freeman and Collins Wedding and Reception	Freeman and Collins Wedding and Reception	2157		700.00
Deposit	1/8/2013		American Express	Amex	Angela and Savvas Engagement Party	Angela and Savvas Engagement Party	2159		600.00
Deposit	1/9/2013		Visa	Visa	Hodson-Parrish Reception	Hodson-Parrish Reception	2042		200.00
Deposit	1/10/2013		Money Order	MO	Olive Branch Baptist Church	Live Laugh and Love Show	2161		200.00
Deposit	1/11/2013		Visa	Visa	McGrew and Dougherty Wedding and Reception	McGrew and Dougherty Wedding and Reception	2162		500.00
Deposit	1/15/2013		Check	1392	Jones and Hall Wedding and Reception	Jones and Hall Wedding and Reception	2164		1,030.00
Deposit	1/15/2013		Visa	Visa	Alford-Solmonoff Wedding & Reception	Alford-Solmonoff Wedding & Reception	1899		700.00
Deposit	1/15/2013		Discover	Discover	Hebert and Cofield Reception	Hebert and Cofield Reception	2041		250.00
Deposit	1/15/2013		Visa	Visa	Oaks Vet Clinic	Oaks Vet Equine Banquet	2160		200.00
Deposit	1/22/2013		Money Order	MO	Andria Tyler	Andria Tyler 21st Birthday Party	2168		400.00
Deposit	1/22/2013		Visa	Visa	Crawford-Doran Wedding & Reception	Crawford-Doran Wedding & Reception	2170		600.00
Deposit	1/24/2013		Visa	Visa	Hebert and Cofield Reception	Hebert and Cofield Reception	2041		26.25
Deposit	1/25/2013		Visa	Visa	Johnston-Shewmaker Ceremony	Johnston-Sheumaker Wedding & Reception	2163		425.00
Deposit	1/25/2013		Check	1450	Jones and Philipps Reception	Jones and Philipps Wedding & Reception	2065		268.50

Reporting Period: 1/1/2013 thru 1/31/2013

Total deposits for January 2013 - \$13,348.50

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	1/25/2013		Money Order	MO	Andria Tyler	Andria Tyler 21st Birthday Party	2168		100.00
Deposit	1/28/2013		Check	1761785	Relay for Life	Relay Survivors Banquet	2099		150.00
Deposit	1/28/2013		Check	8	Optimist Club of Isle of Wight	Optimist May 5K	2158		50.00
Deposit	1/29/2013		Visa	Visa	Hux and Cutler Wedding and Reception	Hux and Cutler Wedding and Reception	2181		700.00
Deposit	1/29/2013		Visa	Visa	Lean and Webb Wedding and Reception	Lean and Webb Wedding and Reception	2172		700.00
Deposit	1/29/2013		Visa	Visa	Haynie-Bell Wedding & Reception	Haynie-Bell Wedding & Reception	2131		700.00
Deposit	1/31/2013		Visa	Visa	Hansler and Steele Wedding and Reception	Hansler and Steele Wedding and Reception	2176		500.00
								Total	9,049.75
								Grand Total	-9,684.75

## January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
Herbert Off	Saturday Rate-New Year's Eve	New Year's Day	7:30 PM Town Council		8:00 AM Chamber Legislative Breakfast	12:00 PM Baby Shower
6	7	8	9	10	11	12
	8:00 AM January Deep Cleaning	8 AM Webb-Check rubber seal around units 8:00 AM January Deep Cleaning 4:00 PM Pinewood Heights Meeting 6:45 PM Kitchen Inventory 7:30 PM Planning Commission	8:00 AM January Deep Cleaning 11:00 AM Center Staff Meeting	Webb-HVAC PM		
13	14	15	16	17	18	19
Uniquely Yours Bridal Show		9:00 AM Schoolhouse Meeting 11:45 AM Crimeline 6:30 PM Farmers Market Dinner Meeting 7:30 PM BHA&R	6:30 PM Backflow Prevention Public Education	12:00 PM Smithfield Women's Club	Sat Rate-Lee-Jackson Day	Helen Off 5:00 PM Alford-Solmonoff Wedding & Reception
20	21	22	23	24	25	26
Helen Off	MLK Day Helen Off 6:00 PM MLK Program	Helen Off 6:30 PM Protecting Our Children - Town Hall Meeting	1:00 PM Staff Meeting		CINTAS Installation Temp Cleaning Sys 10:00 AM IOW Rescue Squad Setup 6:00 PM IOW Rescue Squad	2:00 PM Kennedy and Perkins Wedding and Reception

## January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
	<b>4:00 PM Committee Meetings</b>	<b>4:00 PM Committee Meetings</b>			<b>6:00 PM Smithfield Fire Department Banquet</b>	<b>4:30 PM Hebert and Cofield Reception</b>

Smithfield Center Discounts January 2013

Booking Date	Event Name	Room Code	Discount Percent
1/2/2013	Town Council	A&B	100.00%
1/4/2013	Chamber Legislative Breakfast	MH	100.00%
1/5/2013	Baby Shower	C&D	0.00%
1/7/2013	January Deep Cleaning	MH plus Suites	100.00%
1/8/2013	Planning Commission	A&B	100.00%
1/8/2013	Pinewood Heights Meeting	C&D	100.00%
1/8/2013	January Deep Cleaning	MH plus Suites	100.00%
1/9/2013	January Deep Cleaning	MH plus Suites	100.00%
1/15/2013	BHA&R	A&B	100.00%
1/15/2013	Schoolhouse Meeting	C&D	100.00%
1/15/2013	Crimeline	C&D	100.00%
1/15/2013	Farmers Market Dinner Meeting	MH	100.00%
1/16/2013	Backflow Prevention Public Education	C&D	100.00%
1/17/2013	Smithfield Women's Club	B	50.00%
1/17/2013	Smithfield Women's Club	C&D	50.00%
1/19/2013	Alford-Solmonoff Wedding & Reception	MH plus Suites	0.00%
1/21/2013	MLK Program	MH plus Suites	100.00%
1/22/2013	Protecting Our Children - Town Hall Meeting	MH	100.00%
1/23/2013	Staff Meeting	C&D	100.00%
1/25/2013	IOW Rescue Squad	MH plus Suites	100.00%
1/25/2013	IOW Rescue Squad Setup	MH plus Suites	100.00%
1/26/2013	Kennedy and Perkins Wedding and Reception	MH plus Suites	0.00%
1/28/2013	Committee Meetings	C&D	100.00%
1/29/2013	Committee Meetings	C&D	100.00%
	100% discount		18
	50% discount		1
	20% discount		0

## **Smithfield/Isle of Wight Tourism Activity Report – January 2013**

- Director attended the Isle of Wight Board of Supervisors Meeting 1/3/13 and 1/17/13..
- Director attended Smithfield Town Council Meeting 1/2/13.
- Held monthly Tourism Staff Meeting 1/7/13. All FT staff in attendance.
- Smithfield 2020 Meeting 1/2/13. For more info and minutes of Smithfield 2020 meeting, please visit [www.smithfield2020.org](http://www.smithfield2020.org)
- Attended VTC Conference Call for LOVE artworks 1/3/13.
- Met with Chamber Director 1/3/13 about promotion for Historic Garden Week Tour coming up April 20, 2013.
- Attended Chamber Pre-Legislative Breakfast 1/4/13.
- Taped THE COUNTY BEAT 1/7/13.
- Completed Smithfield Wine and Brew Fest Advertising and Marketing Plan 1/8/13. Attended SWBF Meeting 1/9/13, 1/23/13.
- Olden Days organizational meetings held 1/9/13, 1/29/13.
- Hosted TV Producer from RIVR Media 1/9-11/13. Doing Research and Development for a possible Americana Reality Show about Smithfield.
- Exhibited at MYTIME Womens Show Saturday 1/12/13 in Hampton. 3500 Attendees. Promoted tourism and restaurant week.
- Exhibited at the Richmond Bridal Show Sunday 1/13/13 in Richmond.
- Exhibited at the Uniquely Yours Bridal Show Sunday 1/13/13 in Norfolk.
- Schoolhouse Museum Board Meeting 1/14/13.
- Attended Economic Development Strategic Plan presentation 1/15/13.
- Attended Smithfield Farmer's Market Vendor Dinner 1/15/13.

- Attended Coastal Virginia Tourism Alliance meeting 1/16/12.
- Attended Historic Smithfield Board Annual Meeting 1/16/13.
- Met with IOW Fair Marketing Committee to begin work on marketing, advertising and promoting the 2013 IOW County Fair 1/17/13.
- Attended the SHDBA Annual Meeting 1/17/13.
- Did WLQM Radio interview about Smithfield & IOW Restaurant Week 1/18/13.
- Met with Bacon's Castle and Surry County Economic Development about tourism partnership with Surry 1/18/13.
- Met with Randy Pack, Julie V, and Rick Bodson about pre-planning for "Inside the Merchants Studio", a Smithfield 2020 Event 1/18/13. Event held 1/29/13. Successful best practice sharing event with invited merchants, political leadership and interested parties.
- Attended VTC/VHTA/VACVB Tourism Day on the Hill at the Virginia General Assembly 1/22/13.
- Staff attended training session with Budget & Finance 1/23/13.
- Staff attended Special Event Policy meeting 1/23/13.
- Met with Landmark Media 1/24/13.
- Met with Alain Outlaw about potential archeology project at Fort Huger 1/25/13.
- Attended Council Committee meetings 1/29/13.
- Worked with Town Public Works and Engineering regarding Windsor Castle Park and Smithfield Station signage 1/31/13.
- Attended AIB webinar 1/31/13.
- Tourism Facebook postings throughout month.
- Attended Smithfield Staff Meeting 1/9/13, 1/23/13.
- Staff attended IOW Staff Meeting 1/22/13.

- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See [www.visitsmithfieldisleofwight.com](http://www.visitsmithfieldisleofwight.com) for more details!

# PROCLAMATION BLACK HISTORY MONTH

**WHEREAS**, Black History Month was initiated by Carter G. Woodson, a noted scholar, historian and son of former slaves in February 1926; and,

**WHEREAS**, during the nation's Bicentennial in 1976, this was expanded and became established as Black History Month; and,

**WHEREAS**, the accomplishments and heritage of African-Americans contribute in large measure to the cultural and ethnic diversity which is a hallmark of American Society and of the Town of Smithfield, as well; and,

**WHEREAS**, the month of February 2013 has been officially designated as Black History Month throughout the United States; and,

**NOW THEREFORE**, I, T. Carter Williams, Mayor of the Town of Smithfield, hereby proclaim the month of February 2013 to be Black History Month in the Town of Smithfield, and I commend to each citizen the diversity and richness of African-American culture as something to be appreciated and celebrated by all people.

Given under my hand this 5<sup>th</sup> day of February 2013.

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T. Carter Williams, Mayor  
Town of Smithfield

# PROCLAMATION

## Designation of February as “Love Our Park” Month

**WHEREAS**, Windsor Castle Park is an integral part of our community; and

**WHEREAS**, Windsor Castle Park helps build a healthy and active community and contributes in the prevention of chronic diseases and improves the mental and emotional health of all citizens, including those that work and play in Smithfield, Virginia; and

**WHEREAS**, Windsor Castle Park’s natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, Windsor Castle Park’s preservation of historical resources are of cultural and aesthetic benefit to the community; and

**WHEREAS**, Smithfield, Virginia recognizes the benefits derived from Windsor Castle Park, and encourages the community to give back their time, talent or treasure to support the mission and efforts of the Windsor Castle Park Foundation.

**NOW THEREFORE, BE IT RESOLVED BY**, The Smithfield Town Council, that February 2013 be recognized as “LOVE OUR PARK MONTH” in Smithfield, Virginia.

Proclaimed this 5<sup>th</sup> day of February 2013.

Town Council of the  
Town of Smithfield

By: \_\_\_\_\_  
T. Carter Williams, Mayor

Attest

By: \_\_\_\_\_  
Town Clerk

**RESOLUTION TO APPOINT CHIP STEERING COMMITTEE MEMBERS**

WHEREAS, the Town Council of the Town of Smithfield is of the opinion that the Community Help in Progress program has had a positive impact on the community and should be continued; and ,

WHEREAS, the Town Council created a CHIP steering committee charged with duty of advising the Town’s police department in the implementation and continuation of the CHIP program that has been so successful to date; and,

WHEREAS, the council desires that the program should continue and that the persons listed below shall now be appointed to the CHIP steering committee to continue the good works of the program; and,

NOW, THEREFORE BE IT RESOLVED, that the Town Council hereby appoint the following persons to serve on the CHIP steering committee for a term ending February 28, 2014:

- Denise N. Tynes
- Dawson Moody
- Rev. Perry Moss
- Chief Steve Bowman
- Francine Holloman
- Julie Brown Woodland
- Betty Entsminger

Adopted this 5<sup>th</sup> day of February 2013.

TOWN OF SMITHFIELD,  
A Virginia municipal corporation

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Clerk