



## **SMITHFIELD TOWN COUNCIL AGENDA**

**December 2, 2025 at 6:30 PM**

**220 North Church Street**

### **1. Call To Order**

### **2. Pledge Of Allegiance**

- a. Scout Troop 3 will lead us in the Pledge of Allegiance

### **3. Informational Reports**

- a. Town Manager's Report
- b. Committee Summary Reports

### **4. Upcoming Meetings And Activities**

December 2 -	6:30 p.m. - Town Council Meeting
December 9 -	6:30 p.m. - Planning Commission Meeting
December 10 -	6:00 p.m. - Public Information Meeting - Grace Street Projects
December 15 -	3:00 p.m. - Town Council Committee Meetings
December 16 -	6:30 p.m. - Board of Historic and Architectural Review
December 16 -	7:30 p.m. - Board of Zoning Appeals
December 24 - 26	Town Office Closed for the Christmas Holiday
January 1 -	Town Offices Closed in Observance of New Year's Day

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

### **5. Presentation**

- a. Update from Branch Manager, April Watkins, of the Smithfield Branch of the Blackwater Regional Library
- b. Update from Western Tidewater Free Clinic by Rob Estes

- c. Jersey Park Rehabilitation Project Update from Green Street Housing

## 6. Public Comments

## 7. Council Comments

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Planning Commission meetings. ADA compliant hearing devices are available for use upon request. Please call 1-(757)-365-4200 at least twenty-four (24) hours prior to the meeting date so that proper arrangements may be made.

## 8. Consent Agenda Items

- a. Motion to Adopt the Luter Sports Complex Master Plan by Kimley Horn and Associates  
[Parks and Recreation Committee Chair, Mary Ellen Bebermeyer](#)
- b. Invoices Over \$20,000 Requiring Council Authorization:  
[Finance Committee Chair, Jeff Brooks](#)
  - i. Virginia Control & Electrical Services, LLC - Street Light Lenses \$26,810.00
  - ii. Dell, Inc. - Equipment Replacement \$ 40,273.82
  - iii. SHI International Corp - IT Software \$ 28,205.43
- c. Motion to Adopt 2026 Meeting Schedule
- d. Motion to Approve the Town Council Summary Minutes from November 5th and November 12th, 2025

## 9. Action Items

## 10. New Business

## 11. Old Business

## 12. Adjournment

November , 2025

**TO: SMITHFIELD TOWN COUNCIL**

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM  
TOWN MANAGER**

**SUBJECT: MONTHLY ACTIVITY REPORT – NOVEMBER 2025**

**TOWN MANAGER:**

- Met with Alliance for the Chesapeake Bay Re: Stormwater Program - 11/6/25
- Attended Veteran's Day Ceremony – 11/11/25
- Attended Called Council Meeting – 11/12/25
- Attended Staff Meeting – 11/12/25
- Met with Clear Gov Re: Budget software – 11/13/25
- Attended Chamber of Commerce Annual Meeting – 11/13/25
- Attended FOIA training at PDC – 11/14/25
- Attended Committee Meetings – 11/17/25
- Met with Engineers Re: project updates – 11/18/25
- Attended PW Safety Training – 11/18/25
- Met with consultant Re: FEMA Project closeout – 11/21/25
- Met with Clear Gov Re: Budget software – 11/24/25

**DIRECTOR OF HUMAN RESOURCES:**

- Processed property/liability claims with VRSA as appropriate.
- Processed Workers Compensation claims as appropriate.
- Conduct recruiting efforts for the following positions:
  - Patrol Officer (Certified) (2) – Police Department
  - Utilities & Grounds Helper (2) - Public Works & Utilities
  - Utilities Mechanic (1)– Public Works & Utilities –

- Engineer I – Public Works & Utilities (FILLED)
- Conducted interviews for Utilities & Grounds Helper on November 13<sup>th</sup>
- Conducted Onboarding activities for new Utilities & Grounds Helper the week of November 3<sup>rd</sup>
- Led Safety Committee meeting on November 12<sup>th</sup>
- Attended webinar on strategic communications planning on November 12<sup>th</sup>
- Attended webinar on HR's increasingly important role in cybersecurity on November 18<sup>th</sup>
- Completed implementation of Insight for NeoGov
- Continued work on RDA implementation
- Managed any personnel-related & benefits questions/issues as appropriate.
- Participated in all scheduled staff and Council meetings.

### **TOWN CLERK:**

- Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review.
- Attended Town Council Meeting on November 5<sup>th</sup>.
- Prepared November Town Council Committee Agenda, November Special Town Council Agenda and December Town Council Agenda.
- Prepared and /or posted RFP's for the following Services:
  - Right of Way and Drainage Easement Maintenance
  - Concrete Services
  - General Legal Services
- Attended FOIA Training at PDC on November 14<sup>th</sup>.
- Prepared summary reports from Town Council Committee meetings on November 17<sup>th</sup>.
- Staff worked with the Public Works Department on Surplus Property items that were sold on GovDeals.
- Worked to fill multiple requests throughout the month for information through the Freedom of Information Act
- Prepared mailer for Public Information Meeting on Grace Street Projects scheduled for December 10<sup>th</sup> at the Smithfield Center.

### **TREASURERS DEPARTMENT:**

- Direct Reports meeting on Monday the 3<sup>rd</sup> to discuss RDA list that I provided
- RDA Meeting on Monday the 3<sup>rd</sup>
- Holiday on Tuesday the 4<sup>th</sup> (Election Day)
- Vacation for e Wednesday the 5<sup>th</sup> through Friday the 7<sup>th</sup>
- On Thursday the 6<sup>th</sup>, discussion with Councilman Bowman regarding the PP bills
- RDA Status meeting on Monday the 10<sup>th</sup>



- Offices closed on Tuesday the 11<sup>th</sup> for Veterans Day, I worked ½ day to get the footnotes to the financial statements and presentation done.
- Mobile Home Garbage meeting with Ed Heide, Kathy, Barbara and Keith and David Hearn (owners)
- Finalized the presentation and talking points for the TC Committee Meeting
- Met with Councilman Brooks to go over the financial statements and presentation for the TC Committee Meeting
- Added more information to my talking points for the TC Committee Meeting especially regarding PP Billing
- Met with Lawson Headly regarding the PP Bills and what the delay was
- Worked on Procedures and Policy list as well as the individual policies (ongoing project)
- Process review meeting with HRSD
- Updated our website
- Michael's Staff Meeting on Wednesday the 12<sup>th</sup>.
- TC Committee Meeting on Monday the 17<sup>th</sup>.
- RDA Status Meeting on Tuesday
- RDA Payroll Training on Tuesday
- Prepped for IOW/COR meeting with Lawson and Barbara
- Meeting with IOW/COR to discuss the PP files on Wednesday
- RDA Financial training on Thursday
- RDA Procurement and A/P training on Friday
- Met with staff to discuss the RDA and how they think it is going, and tasked them with listing any issues they have
- Discussed the ongoing training with RDA and the format that we need it in (easier), with agenda and bullet points
- Uploaded info to RDA for payables and any pertinent specific things we need
- Worked through the RDA test site
- Finished the Cash Management Course Test (for TAV)
- Discussion with OPB/Wealth about rates
- Updated website with Garbage info and data from TC Committee Meeting
- Thanksgiving Holidays ½ day Wednesday the 26<sup>th</sup>, Full day the 27<sup>th</sup> and 28<sup>th</sup>.
- Continued to finalize any auditor inquiries

**Staff:**

- Worked with Sirchie (credit memo )
- Worked with PD on Versaterm & East Coast Emergency invoices (outstanding), Updated the invoice distribution list.

- Worked with RDA with questions on the check stock order form, input from Jay and Laura
- Spoke to a representative @ Cintas regarding a “government” rate program, referred him to Lesley.
- Worked with Laura & Ed on Sewer Capital budget
- Reached out to Smithfield Detailing October check not cleared the bank.
- Worked with Robin on the OPB exception (on a voided check) Old Point has to make it an exception even if it is “Void” in positive pay because the check was released to the vendor. This is a good option instead of paying for a stop payment.
- Worked with Alonzo on an officer’s citation charge in October
- SHI International called and email request for updated invoice
- Audit Inquiries
  - GASB 101 audit (new) compliance (compensated absences)
  - Accrued Payroll and Leave (sick and vacation)
  - Restricted Cash
  - Miscellaneous
- RDA implementation related items (create and send files to import and then verify imported correctly in RDA)
  - Payroll
  - Leave Balances
  - Account Code segment descriptions
  - Attended Training sessions
    - Navigation call
    - Payroll
    - Financial Management
    - Procurement and Accounts Payable
  - Attended Status meetings
- Research and follow up for Unclaimed Property due diligence
- GFOA 2025 Annual GAAP update webinar

## **COMMUNITY DEVELOPMENT AND PLANNING:**

### **Planning Commission – November 12<sup>th</sup>, 2025**

Entrance Corridor Overlay Review – 803 S Church Street – Elen Osmanson, applicant. APPROVED.

Entrance Corridor Overlay Review – 1018 S Church St – Major League Builders C/O Jimmy Ferguson, applicant. APPROVED.

Entrance Corridor Overlay Review – 18403 Cypress Crossing – Hutton Smithfield VA ST LLC C/O Michael Bryan, applicant. APPROVED.

\*Discussion Item\* Land Use Matrix – Town Staff, applicant.

Special Use Permit Applications under review

A. TPIN: 22-01-006C5 - Smithfield Retail Management LLC, applicant

Subdivision and Site Plans under review

- A. TPIN:22-01-006C5 – Smithfield Retail Management LLC, applicant (restaurant w/drive-in)
- B. Phase B, Mallory Pointe
- C. Phase C, Mallory Pointe
- D. Phase D, Mallory Pointe
- E. TPIN:22-01-020 – Brad Martin, applicant (Battery Park Storage)
- F. Cypress Crossing Infrastructure – Cameron Morgan, applicant
- G. TPIN: 21A-01-511 – Development Logistics and Consulting (DLAC, LLC) (The Cottages at Battery)
- H. The Promontory – Kent Henry, applicant

Rezoning under review

315 Main Street, Town Staff, applicant

Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase II
- B. Washington & James – James & Washington Square
- C. 16” Water Main – Ken Turner (Mallory Point)
- D. 1305 S. Church St. TPIN: 21A-01-511C – KLS Battery Park Development Group, LLC (Retail & Restaurant)
- E. 201 Battery Park Road – Trey Gwaltney (Self Storage)
- F. Phase A Erosion & Sediment Controls – Mallory Point
- G. Phase A1, Mallory Pointe
- H. Phase A2, Mallory Pointe
- I. 204 Wimbledon Lane – Jack Bloom, applicant (Liberty Live Church)
- J. 18403 Cypress Crossing – John Lombardo, applicant (Mod Wash)

Board of Historic & Architectural Review – November 18<sup>th</sup>, 2025

New Fence – 154 Riverview Avenue – Contributing – Alexander and Reagan Edwards, applicants. APPROVED.

Roadway Signage Replacement Project – Downtown/ Historic District – Not Classified – Town of Smithfield Public Works c/o Ed Heide, applicant. APPROVED.

\*Discussion Item\* Riverview Park Fence Project – Isle of Wight County Parks and Recreation c/o Mike Frickanisce, Isle of Wight County Parks and Recreation Director

Board of Zoning Appeals – November 18<sup>th</sup>, 2025 (CANCELED)

### Erosion & Sediment Control Program

Erosion and sediment control inspections were performed at 34 active residential construction sites throughout the Town and the required reports were submitted to Isle of Wight County for submission to the Department of Environmental Quality.

### Certificate of Occupancies issued in November 2025

2 Issued

### Code Enforcement Updates Across Town November 2025

- A. Notices were sent/issued for the following violations:
  - a. Grass Height Violation, 1 location
  - b. Nuisance, 1 location
  - c. Other (Derelict Sign), 1 location
  - d. 6 Door hangers issued (4 Inoperable Vehicle, 2 Nuisance)

## **PUBLIC WORKS & UTILITIES:**

### **1. Directors Report**

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#### **Utility Staff performs the following duties monthly**

- A. Miss Utility marking
- B. Read meters for billing and to transfer property owners.
- C. Water cut-offs and cut-on
- D. Check sewer pump stations daily.
- E. Install and repair street signs.
- F. Replace and repair broken water meters.
- G. Perform maintenance on town-owned buildings such as Atlantic Contractors installing new hvac units at town hall.

### **2. Sewer Line Repairs and Maintenance**

- A. Tri State did sewer main line cleaning and inspection of sewer main on Crescent basin. Repairs to follow.

### **3. Sewer Pump Station Repairs and Maintenance**

- A. Weekly and daily checks on all 27 pump stations.  
Performed the following scheduled maintenance at all pump stations.
  - 1. Cleaning of wet-well
  - 2. Alarm testing
  - 3. Sump pump cleaning
  - 4. Check Valve cleaning and repair.

5. Generator check / Godwin pump check
6. Control Panel / Flow monitor check
7. Fence and Grounds inspection
8. Inspected Structure
9. Inspect and clean pumps.
10. Level system check
11. Test limit switches
12. Bar screen cleaning
13. Rain gauge cleaning
14. Head pressure reading at 7 pump stations.

B. Virginia Control and Electrical Systems installed new rail system for pumps at Jersey Park pump station

### 3. **Water Line Repairs and Maintenance.**

### 4. **Well Repairs and Maintenance**

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

### 5. **Water Treatment Plant**

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
1. Daily Inspection of RO Plant and grounds.
  2. Monthly Tank inspections.
  3. Inspect and exercise plant generator monthly.
  4. Fill antiscalant day tank.
  5. Truck Inspections.
  6. Routine service of lime system.
  7. Service online fluoride and chlorine analyzers.
  8. Calibrate online turbidimeter and pH meter.
  9. Check and replace air filters.
  10. Test Alarms.

1. VCES replaced blend flow valve and sump pump.
2. Cleaned lime feeder.
3. Changed cartridge filters.
4. Collected composite sample for HRSD.
5. Winterized plant.

## 6. **FOG/ Backflow/ Septic Pump Out Program**

### A. Implementing the FOG Program to ensure compliance by:

1. Scheduling and meeting with FSE's for routine inspections.
2. Checking FSE's for compliance in record keeping and HRFOG Certifications, trying to get more certifications for education outreach.
3. Inspections to include proper record keeping of pump outs.
4. Inspections include proper record keeping of rendered grease clean out and pick up/throw out.
5. Working with FSE's to get more employees, specifically dishwashers certified by HRFOG.
6. Working to schedule inspections around FSE's clean out/pump out schedule for pump station problem areas.
7. Sending emails/letters to schedule more inspections.
8. Working with select FSE's to schedule inspection during pump out to monitor clean out and pumping is done to compliance.
9. Attendance of the HRFOG meeting via Zoom.

### B. Implementing the Cross Connection and Backflow Program to ensure compliance by:

1. Entering reports and filing reports.
2. Conducted backflow inspections for new irrigation installations.
3. Conducted backflow inspections for CO requests.
4. Following up with residents with disconnected systems and/or placed on irrigation well, making letter to inform well drillers of new ordinance change.
5. January mailers' final non-compliance notices sent.
6. Sending out failed device notices as received.
7. July mailers' non-compliance notices sent.
8. Studying to become backflow certified.
9. Providing education to residents installing frost free yard hydrants.
10. Starting 2024 January mailers.

### C. Maintaining of the Septic Pump Out Program

1. Sending 2023 non-compliance notices out for the invoices that were not provided by the due date.
2. Sending pump out reminders for 2024 were sent.
3. Sending pump out letters for 2023.

4. Working with the water department to get a complete town sewer list from the water dept to fill in gaps on non-town sewer residents.

## **7. Miscellaneous or Construction**

- A. Maintenance crew provided road closure and trash Mistletoe Market .

## **ENGINEERING**

- 1.) Blair Brother's Contracting: The contractor started and completed regrading roadside ditch along Smithfield Blvd, 300 feet, to the intersection of Hunters Way. Contractor cleaned driveway storm pipes at 333 and 337 Smithfield Blvd. Contractor cleaned driveway pipe near the intersection of Barclay Crescent and Smithfield Blvd. and regraded roadside ditch within this area. At 301A West Street contractor regraded unimproved right of way area, 10 x 100 foot and installed 21A crusher run. Contractor installed asphalt patches, 6' x 10', on Quail Street and a 2' x 10' & 8' x 5' at 108 Cary Street.
- 2.) Smithfield Lake Dam: Field inspections continue to be held this month involving the Dam. No structural deficiencies were noted this month on the dam site. The Town's engineer and TRC Companies have recently completed a full structural inspection of the dam and have submitted a 2-year recertification application for the dam to DCR. The Town has now purchased a level sensor which has been installed in the emergency outfall area.
- 3.) The following projects are currently under design and review:
  - a.) Battery Park Road storm pipe replacement near the Villas Subdivision. Plans have been developed to replace the existing 18" storm pipe with twin 48" x 68" elliptical pipes.
  - b.) Battery Park Road culvert outfall and ditch enhancements project which is located near Greenbriar Lane. The site plans are complete and approved. The drainage easement plat has been received from the surveyor and has been forwarded to the property owner for review and comment.
  - c.) Cedar Street culvert outfall storm pipe extension and shoulder repair. Site plans are complete and approved. Additional drainage easement areas are being acquired. The drainage easement plat has now been received and is under review.
- 4.) South Church Street to Nike Park Bike Trail Project:  
Site plans are being completed and various sources of funding involving the construction of the project are now being examined.
- 5.) Meetings with VDOT representatives have been held to discuss the reconstruction of Grace Street. VDOT has now started curb and gutter and

driveway entrance replacement along both sides of Grace Street from Institute Street to James Street.

- 6.) The developer has requested an inspection of Cypress Creek Phase VI for the acceptance of the streets into the Towns Maintenance system. A final inspection has now been completed. The developer has now submitted the required documentation for the acceptance of these streets of which this information has now been forwarded to VDOT for their review and approval, through the CTB. The streets are now under a one-year warranty period.

- 7.) A review of the proposed engineering site plans continues regarding the Mallory Farms subdivision Phases B, C & D.

With respect to Mallory Farms subdivision Phase A, Section 1 the contractor has now installed base asphalt as per approved site plans on Wharf Hill Drive, Wentworth Crossing, Purdie Lane & St. Luke's Lane. Homes are now under construction. Regarding Battery Park Road the contractor has installed the required base, intermediate and surface asphalt courses. All required line striping has also been installed and completed. Installation of signage has now been completed. Phase A Section 2 the contractor has begun and now completed the installation of the storm water structures and storm pipe. The contractor has now completed the installation of the sanitary sewer main, laterals and water main and laterals. The contractor has requested a proof roll of the subgrade on St. Lukes Lane, Warwick Crossing & Mallory Point Arch. Several areas were found to be deficient and will require undercutting and proper backfill installation.



## Parks and Recreation Activity Report for November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						<i>8:00 AM - 3:00 PM WC Grounds Runtan Car Show 9:00 AM</i> 1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM
2	3	4	5	6	7	8
1:00 PM - 11:00 PM LSC Field 2 SRA Baseball/Softball 1:00 PM 2:00 PM - 3:00 PM WC Grounds WC Historic Walking Tours 2:00 PM	5:00 PM - 6:00 PM WC MHouse WCFB Meeting 5:00 PM	<i>5:00 AM - 7:30 PM SC MH Election Day 6:00 AM</i>	9:00 AM - 10:30 AM SC MH IOW Color Guard 9:00 AM 6:30 PM - 8:00 PM SC AB Town Council 6:30 PM		<i>1:00 PM - 11:00 PM SC MHSu IOW Education Foundation Set 1:00 PM</i>	11:00 AM - 9:00 PM WC MHouse Jennings-Owsiany Wedding and Reception 3:00 PM 2:00 PM - 12:00 AM SC MHSu IOW Education Foundation 5:00 PM 3:00 PM - 9:00 PM LSC Field 1 Nations Baseball Games 3:00 PM
9	10	11	12	13	14	15
9:00 AM - 5:00 PM LSC Field 1 SRA Baseball/Softball 9:00 AM		<i>Veterans Day 10:00 AM - 1:00 PM SC MH Veterans Day Service 11:00 AM</i>	9:30 AM - 12:00 PM SC AB Town Council Work Session 10:00 AM 2:00 PM - 3:00 PM WC MHouse Town Mgrs Mtg 2:00 PM 6:30 PM - 7:30 PM SC AB Planning Commission 6:30 PM		3:00 PM - 7:00 PM WC MHouse/Grounds Callahan-Saboty Rehearsal 4:00 PM 5:00 PM - 8:00 PM SC MHSu Baker-Howell Set 5:00 PM	9:00 AM - 5:00 PM LSC Field 6 SPYS Football Season 9:00 AM 10:00 AM - 10:00 PM WC MHouse/Grounds Callahan-Saboty Wedding and Reception 3:00 PM 10:00 AM - 11:00 PM SC MHSu Baker-Howell Wedding and Reception 3:00 PM

## Parks and Recreation Activity Report for November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	17	18	19	20	21	22
9:00 AM - 5:00 PM LSC Field 1 SRA Baseball/Softball 9:00 AM	3:00 PM - 6:00 PM SC AB Committee Meetings 3:00 PM	7:00 AM - 4:30 PM SC CD Smfd Foods Mtg 8:00 AM 9:00 AM - 10:30 AM SC MH IOW Color Guard 9:00 AM 11:00 AM - 12:00 PM SC AB Crime Line Meeting 11:00 AM 6:30 PM - 8:00 PM SC AB BHAR Meeting 6:30 PM	7:00 AM - 4:30 PM SC Suites Smfd Foods Mtg 8:30 AM 8:00 AM - 10:30 AM WC MHouse Chamber Leadership Institute 8:30 AM	9:00 AM - 5:00 PM OTS Traffic Control Request 9:00 AM 10:00 AM - 2:30 PM SC MH Smfd Women's Club 12:00 PM 5:30 PM - 7:30 PM WC Grounds Christmas in Smithfield 5:30 PM	8:30 AM - 10:00 AM SC AB Parks Staff Meeting 8:30 AM 5:00 PM - 7:00 PM Times Square Tree Lighting 5:00 PM	Mistletoe Market-End by 5 PM 1:00 PM - 11:00 PM Main Street Mistletoe Evening Market 1:00 PM 1:00 PM - 11:00 PM SC MHSu Hold-Mistletoe Evening Market 1:00 PM
23	24	25	26	27	28	29
9:00 AM - 5:00 PM LSC Field 1 SRA Baseball/Softball 9:00 AM	6:00 PM - 7:00 PM SC AB Schoolhouse Mtg 6:00 PM	1:00 PM - 11:00 PM SC MH Bowden Family Thanksgiving 5:00 PM		Thanksgiving		
30						

## Parks and Recreation Activity Report for November 2025

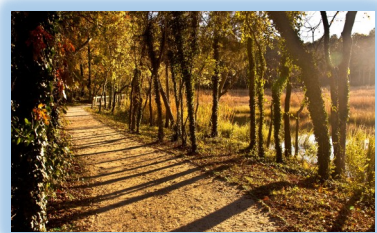


SMITHFIELD CENTER EVENTS STATISTICS & REVENUES			
Number of Events for month	17	Complimentary / Discounted Events for Month (town meetings, events, civic clubs)	12 events at 100 % discount 2 events at 50% discount
Sales Totals for Month	\$ 10,228	Total Event Attendance for month	1,400

WINDSOR CASTLE EVENTS STATISTICS & REVENUES			
Number of Events for Month	7	Complimentary/ Discounted Events for Month (town meetings, events, civic clubs)	4 events at 100% discount
Sales Totals for Month	\$ 7,077	Total Event Attendance for month	356



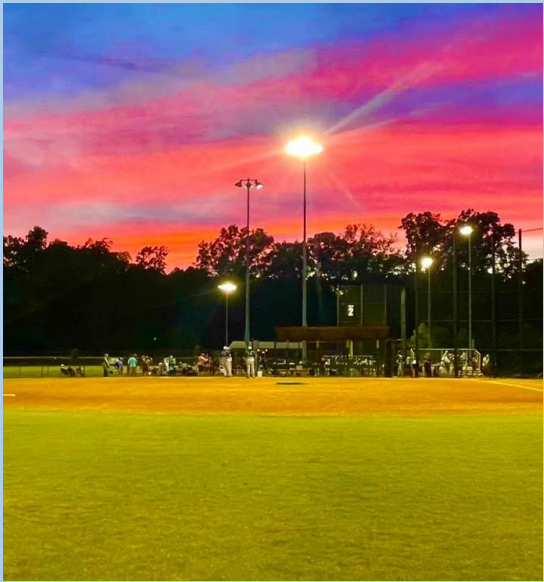
Parks and Recreation Activity Report for November 2025



WINDSOR CASTLE PARK Trail Doctor Hours	
2025 Total as of September	
264 Hours of Trail Repairs and Invasive Species Eradication	



WINDSOR CASTLE PARK Kayak Kiosk Revenue Share	
2025 Total (Mar-Nov)	\$ 6,127
2024 TOTAL (Mar-Nov)	\$ 8,666
2023 TOTAL (Jul-Nov)	\$ 3,088



LUTER SPORTS COMPLEX
November
Totals
\$ 200



## PARKS NEWS



### Windsor Castle Park Research Project

Jessica Fergel is a grad student at William & Mary and applied to do her research project at our Windsor Castle Park Living Shoreline. As part of her research she set up a camera and reviewed the wildlife she saw using the oyster castles that were installed as part of an erosion remediation along the banks of the park. Below is a summary of her findings.

I have been meaning to provide you with project findings and photos. I also have videos and would be happy to upload those to an online link for you to view. I have yet to do a detailed analysis of my videos, but it seems the oyster castles have not attracted birds in the way we'd expect. I have one video of a great blue heron at the oyster castles, foraging and successfully catching prey. I have two other oyster castle sites, and neither of them had much bird activity either. I also have rock sill living shorelines as part of my research, and those have captured bird activity. The natural marsh at Windsor Castle Park did well. I did not capture any deer on my cameras, but a lot of raccoons, which I currently do not have saved footage of. For birds, I only saw great blue herons and egrets. As part of my research, I hope to determine why the oyster castles are not showing the result we would expect.



### 2025 Parks Conference in Roanoke

The 2025 Parks Conference was filled with informative sessions on all things parks -deferred maintenance, dealing with service animals, mastering workplace conflict, how to bring the arts into your community and the power of sports tourism. This annual conference is always a great way to recharge the battery and an idea generator for our community.



### Bacon Festival Brought In Over \$10,000 in Park Impact Fees

For each open to the public event at Windsor Castle Park, we charge a Park Impact Fee of 5% of every ticket sold. The 3 festivals programmed by Smithfield VA Events are by far the largest generator of Park Impact Fees with the average attendance being well over 3000 people. The indirect impact of meals and hotels tax is significant as well.

## Parks and Recreation Activity Report for November 2025

### Special Events

November 2025		
<b>Saturday, November 1, 2025</b>	9 A-2 P Windsor Castle Riverfront Car Show 500 p	<b>Ruritan Car Show</b>
<b>Saturday, November 8, 2025</b>	6 PM-10 PM Smithfield Center Fundraiser 200 P	<b>IOW Schools Gala</b>
<b>Tuesday, November 11, 2025</b>	11 AM-12 PM Smithfield Center Community 200 p	<b>Veterans Day Ceremony</b>
<b>Friday, November 21, 2025</b>	6 P-7 P Times Gazebo Community 200 p	<b>Tree Lighting Ceremony</b>
<b>Saturday, November 22, 2025</b>	2 PM-7 PM Main Street Market 15,000 p	<b>Mistletoe Evening Market</b>

## Parks and Recreation Activity Report for November 2025

### Special Events

#### Upcoming in December 2025

<b>Sat, Dec 6-Sun, Dec 7, 2025</b>	Sat, Sun Smithfield Center Trade Show	<b>Antique Show</b>
<b>Sat, Dec 6-Sun, Dec 7, 2025</b>	Sat, Sun Windsor Castle Manor House 500 p	<b>Christmas in Smithfield</b>
<b>Saturday, December 6, 2025</b>	11 A-4 P Windsor Castle Court- yard 500 p	<b>Christmas Market at the Manor</b>
<b>Saturday, December 13, 2025</b>	8 A-10 A Smithfield Center Community 400 p	<b>Breakfast with Santa</b>
<b>Saturday, December 13, 2025</b>	10:30 A-12 P Main Street Parade 3000 p	<b>Christmas Parade</b>
<b>Tuesday, December 30, 2025</b>	7 PM-10 PM Smithfield Center Fundraiser 200 P	<b>Delta Sigma Theta Dinner</b>

## **Smithfield/Isle of Wight Tourism Activity Report NOVEMBER 2025**

- Election Day Holiday 11/4/25.
- Annual reviews completed for Visitor Center Manager and Special Event Manager.
- Full Tourism Staff Meeting 11/5/25.
- DORA (Designated Outdoor Refreshment Area) meetings held with other localities and Special ABC Agents 11/5 and 11/10. Director attended DORA event in Colonial Beach 11/14/25 .
- Director and Assistant Director attended Town Council meeting 11/5/25 and 11/12/25.
- Assistant Director attended County Agenda Review meeting 11/6/25.
- Director attended VTC (Virginia Tourism Corporation) Grants Overview Beta Test online with VTC Head of Grants 11/6/25.
- Director attended Historic Saint Luke's Church & Museum strategic planning meeting 11/6/25 and 11/11/25.
- Director, A.D., and IOW Museum staff worked on putting together the finalized VA250 Historic Driving Tour throughout the month. Signage will be ordered in January 26 and the tour will be promoted and released this Spring. IOW VA250 Committee through Tourism has received a grant for \$10,000 to launch the Isle of Wight VA250 Thematic Driving Tour. Work on the tour is ongoing.
- Director attended Christmas in Smithfield meeting 11/6/25; 11/10/25, 11/20/25. CIS will be held the first weekend in December and feature the homes tour and antique show, Market at the Manor, and additional events celebrating our Christmas heritage in Downtown Smithfield.
- Staff met regarding revamping HAMBASSADOR program for 2026. Work is underway.
- Director attended VRLTA Government Affairs Call 11/7/25.



- Smithfield Maritime Rendezvous meeting 11/ /25 to continue to work on event scheduled for June 12-14, 2026. Smithfield will be hosting a SAIL250 Skipjack ship SIGSBY, and the Buyboat MILDRED BELLE, from the Living Classroom in June 2026, as part of the SAIL VA event ***Smithfield Maritime Rendezvous*** (June 12-14, 2026). Both tall ships that were under consideration have declined due to the water depth in the Pagan and turning radius issues. But the new boats will be less expensive to host (we completed a grant application to host these ships and expect it to be successful) and offer far more programming possibilities than the tall ships. We are listed as an official SAIL250 Affiliate Harbor and will enjoy all of the promotional benefits befitting that affiliation. SPONSORSHIPS are available! Towne Bank has already agreed to be one of our highest level sponsors (ADMIRAL). The sponsorship packages are attached to this document as well. Met with several DRONE companies to discuss potentially hosting a drone show as part of the SAIL250 Smithfield Maritime Rendezvous event..
- Director and Marketing Director continue to meet with website redesign company, Louder, Inc. 11/12/25. Rollout expected by January 2026.
- Director and A.D. attended Town staff meeting 11/12/25.
- Director and A.D. met with Windsor Town Manager to discuss ways to include the town in additional tourism product and promotion 11/12/25. Excellent headway made.
- CVCC (Coastal Virginia Culinary Coalition) met 11/12/25 to work joint planning for 2026.
- Tourism staff attended IOW CHAMBER Annual Meeting 11/12/25. Director and staff won the GRACE KEEN AWARD at the event in recognition of our contributions in extraordinary ways to business, civic, social, educational, or the cultural climate of Isle of Wight County. WOOP! WOOP!
- Director attended VTC/Hunden & Associates final strategic planning meeting for the Coastal Virginia region 11/14/25.
- Joint County Communications meeting held with Tourism & County E.D. 11/17/25 to enhance public communications efforts starting in 2026. A strategic plan is currently being put together and will be deployed in 2026.
- Director and A.D. attended Town Council Committee meeting 11/17/25.
- CVTA (Coastal Virginia Tourism Alliance) Marketing Committee meeting held 11/18/25.

- Director and A.D. attended VA-1 Tourism Summit in Danville, VA 11/19-21/25. EXCELLENT conference!
- Town of Smithfield Tree Lighting held Friday 11/21/25. Good attendance and event to kick off the holiday season!
- Mistletoe Market held 11/22/25. Inclement weather during set up but the 2 p.m. – 7 p.m. event open times were rain free! EXCELLENT attendance with over 10,000 visitors. Hot Wash to be held directly after Thanksgiving holiday, but all indications are positive for a really great economic uplift for our local merchants (and the vendors alike).
- Staff held Food Tour meeting 11/24/25. Some modifications are being made to the food tour to limit the number of stops and decrease the cost per person. More to come.
- Director attended County staff meeting 11/24/25.
- Director attended SVAE (Smithfield VA Events) E.C. 11/24/25.
- Director continues to work on the Tourism Strategic Plan as a result of stakeholder meetings. The plan will cover tourism initiatives for the next 5 years. Director will be completing the writing and creation of the 5-Year Tourism Strategic Plan as her capstone project for the VADMO VTIL (Virginia Tourism Leadership Institute) class by January 2026. The first VTIL Cohort will graduate in April 2026. Excellent program. Assistant Director will attend starting next year.
- Town of Smithfield Christmas Parade planning meeting 11/25/25 with IOW and Smithfield Parks & Rec.
- Director, A.D., Town Manager, Randy Pack are scheduled to meet with VB Tiki Tour owner regarding bringing a similar business to Smithfield on 12/10/25. Stay tuned!
- Assistant Director/Marketing Manager is working with the Miss America organization to host Miss America for an appearance in Smithfield. The newly crowned Miss America is Cassie Donnagan, who has ties to Smithfield and the Smithfield Little Theatre.
- Salty Southern Route (regional trail featuring pork and peanuts with participating localities: Smithfield/IOW; Surry; Suffolk; Franklin/Southampton; Sussex.) Group continues to work with Visit Widget to create a new website and online trail app. The group has hired Pat Bernshausen, formerly the Director of Tourism for Surry County as the SSR Coordinator.

- THANKSGIVING HOLIDAY 11/26-28/25.
- VISITOR CENTER open throughout Month. Tourism, County and Town Facebook postings throughout month. Update website events and ***Where the Locals Go*** event promotion newsletter weekly.

## ZONING PERMIT NOVEMBER 2025

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
1013	SHED		204 WINCHESTER PLACE	JOHN WELLS
1014	FENCE		1004 MAGRUDER ROAD	DACAL INC/VA FENCE COMPANY / DAVID STROUP
1015	FENCE		114 BUCKINGHAM WAY	DACAL INC / VA FENCE COMPANY / JOHN SERRANO
1017	FENCE		101 THE FIRTH	ROSENBAUM FENCE COMPANY / ROBERT HALL
1020	DEMOLITION		1621 COLONIAL AVENUE	PRO HOME BUILDERS LLC / FRENCH JOHNSON JR
1021	SINGLE FAMILY RESIDENCE		208 A MIDDLE STREET	HASINGS AND SONS LLC
1023	COMMERCIAL RENOVATION		1018 SOUTH CHURCH STREET	MAJOR LEAGUE BUILDINGS / WALLS INSURANCE
1024	SINGLE FAMILY RESIDENCE		913 SMITHFIELD BOULEVARD	BMDP LLC / JOHN DOYLE
1025	FENCE		1119 SOUTH CHURCH STREET	SUPERIOR FENCE & RAIL OF TIDEWATER TOWNEBANK
1030	FENCE		209 AYRSHIRE LOOP	SUPERIOR FENCE & RAIL OF TIDEWATER / DALE ABNER
1031	FENCE		154 RIVERVIEW AVENUE	ALEXANDER EDWARDS
1032	SHED		103 RED POINT DRIVE	A & H PROPERTY MANAGEMENT LLC / KIRK BLACKBURN
1034	DUPLEX		206 OXFORD AVENUE	C H CONSTRUCTION LLC / CHURCH SQUARE DEVELOPMENT LLC
1035	DUPLEX		210 OXFORD AVENUE	C H CONSTRUCTION LLC / CHURCH SQUARE DEVELOPMENT LLC

November 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE  
MEETING HELD ON MONDAY, NOVEMBER 17<sup>th</sup>, 2025

The Public Safety Committee met Monday, November 17<sup>th</sup>, 2025 at 3:48 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Steven G. Bowman, Ms. Mary Ellen Bebermeyer and Mr. Bill Harris. Other Council members present were Ms. Valerie Butler, Mr. Jeff Brooks, Mr. Darren Cutler, and Mayor Michael Smith. Staff members present were Mr. Michael Stallings, Town Manager; Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works and Utilities; Mr. Mark Kluck, Planner II; Mrs. Amy Novak, Director of Parks and Recreation; Mrs. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki, Assistant Director of Tourism; and Mr. Steve Clark, Parks and Recreation. Also in Attendance were Mr. Jeffrey Smith, Assistant Chief of Operations for the Smithfield Volunteer Fire Department, and Mr. Will Drewery, Battalion Chief with Isle of Wight County Fire and Rescue and Emergency Manager for Isle of Wight County. There was no media present.

Public Safety Committee Chair, Mr. Steven G. Bowman, called the meeting to order.

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

1. Operational Update for the Smithfield Police Department – October Activity Report – Chief Howell reported that their October Activity Report was included in today's agenda packet, and he would be glad to answer any questions as they relate to this report. Chief Howell mentioned that Sergeant Hergett graduated from the State Forensic Academy on Friday November 14<sup>th</sup> and he and Deputy Chief Meiers was in attendance. This is a very intense nine-week training academy. Sergeant Hergett is the third or fourth officer that has attended this academy. Some of the benefits are that when there is a crime scene it teaches them how to go beyond the training that you receive in the basic academy.

2. Additional Item Discussed: Fire incident in Isle of Wight County – Councilman Bowman asked for a brief update on the significant brush fire that took place in the County on Sunday, November 16<sup>th</sup> where multiple agencies responded and worked together to bring the fire under control. Chief Drewery mentioned that the County did have a significant fire incident on Bowling Green Road yesterday. Although it is not in the Town of Smithfield, he knows that the Town is interested in significant incidents that involve the Smithfield Volunteer Fire Department and the Isle of Wight Rescue Squad. He explained that in the early hours of Sunday morning the weather service office in Wakefield issued what they call a red flag warning. Red flag warnings are for conditions that are prime for large wildland fires. Low humidity, high winds and unseasonably high temperatures all combined create an atmosphere that are favorable for wildfire developments and for them to expand very quickly. At 12:30 p.m. a call came in for a large flume of smoke in the 16000 block of Bowling Green Road which is northeast of Darden Country Store. With the weather conditions previously mentioned there was a lot of potential for this incident to grow quickly. They already had one structure that had caught fire. At 12:50 p.m. the area was declared a local emergency and at 1:35 p.m. a request was made through the Isle of Wight Emergency Management for Statewide mutual aid. Statewide Mutual Aid is a call for all departments across the Commonwealth to provide particular resources that are needed if available. The fire was contained around 4:30 p.m. and marked under control and turned over to the Virginia Department of Forestry at 6:46 p.m. The Fire Department has been back out there this morning and will check again later this afternoon for hot spots. At this time there is no threat to the public; however, there will be smoke in the area for probably a couple days to a couple of weeks until we get significant rainfall to really put this thing out. The staging area for this incident was at Darden's Country Store. In total the Forestry Department is guessing there were approximately 112 acres involved in this incident and one structure that was a garage with an apartment-style dwelling over top of it that was unoccupied. Chief Drewery continued to explain what some of the challenges were during this incident to include red flag weather conditions, fill site for filling their tanker trucks back up, geography of the land, and communication with external agencies. He also mentioned some of the positive takeaways which included no civilian injuries, no fire service injuries, public safety interoperability, overwhelming response from the community, state and region, and the ability to get over top of the fire scene with the drone from the Sheriff's Office to see what they were dealing with. The presentation listed everyone that responded to the scene including fire agencies from York County, New Kent County, and Powhatan. These are the agencies that came in due to the statewide mutual aid request that was sent out. The statewide mutual aid request was sent out very early on in the incident because they knew the potential for this to get a lot worse than it actually did. Some of the supporting agencies/entities included the Smithfield Volunteer Fire Department Ladies Auxiliary with rehab supplies and food, the Newport News Fire Department back filled Smithfield's Station 50, and Darden's Country Store for food, restroom facilities and staging site. The Henrico County Division of Fire, Amelia County, and Pulaski County Emergency Management offered apparatus and personnel. Mayor Smith asked if there was an ongoing investigation into how the fire started. Chief Drewery replied they have determined that the cause was accidental due to improper burning on Saturday but there continues to be an investigation into what the contributing

factors were. Councilman Cutler asked how frequently they have red flag alerts in this area. Chief Drewery stated that they are pretty infrequent. They have what they call increased fire weather days but to see a true red flag warning, it is very rare. Committee thanked Assistant Chief Smith and Chief Drewery for the update.

The meeting was adjourned at 4:05 p.m.

November 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: WATER AND SEWER COMMITTEE MEETING - **CANCELLED**

The Water and Sewer Committee scheduled for Monday, November 17<sup>th</sup>, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.



November 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, NOVEMBER 17<sup>TH</sup>, 2025.

The Finance Committee held a meeting on Monday, November 17<sup>th</sup>, 2025 at 4:05 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Jeff Brooks, Ms. Valerie Butler, and Mr. Bill Harris. Other Council members present were Mayor Michael Smith, Mr. Steve Bowman, Mrs. Mary Ellen Bebermeyer and Mr. Darren Cutler. Staff members present were Mr. Michael Stallings, Town Manager; Mrs. Lesley King, Town Clerk; Mr. Christopher MacKenzie, Interim Town Attorney (via phone); Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Chris Meier, Deputy Chief of Police; Mrs. Tammie Clary, Director of Planning and Community Development; Mr. Ed Heide, Director of Public Works and Utilities; Ms. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki, Assistant Director of Tourism; Mrs. Amy Novak, Director of Parks and Recreation; and Mr. Steve Clark, Parks and Recreation. There was no media present.

Finance Committee Chair Mr. Jeff Brooks, called the meeting to order.

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

1. Invoices Over \$20,000 Requiring Council Authorization:

a. Virginia Control & Electrical \$ 26,810.00

This invoice from Virginia Control and Electrical is for labor and equipment to replace (87) owner furnished streetlight lenses and lamps for the Town of Smithfield. Committee recommends sending this invoice to Town Council for consideration at their meeting on December 2<sup>nd</sup>, 2025.

b. Dell, Inc \$ 40,273.82

This invoice from Dell Technologies is for equipment that is five years old and is due to be replaced. Committee recommends sending this invoice to Town Council for consideration at their meeting on December 2<sup>nd</sup>, 2025.

c. SHI International Corp \$ 28,205.43

This invoice from SHI International Corp is IT software and licensing. Committee recommends sending this invoice to Town Council for consideration at their meeting on December 2<sup>nd</sup>, 2025.

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

1. October Financial Updates –Ms. Ross reported that she wanted to talk briefly about the Personal Property bills that were just sent out to all residents on November 5<sup>th</sup>. The total number of bills that they sent out was 6,518. The total amount was \$1,612,000 less the Personal Property Tax Rate Adjustment (PPTRA) which is standard every year in the amount of \$237,000. Total billed was \$1.3 million and of this \$1.3 million \$160,875 were or delinquent accounts. Making a total due of \$1,543,197.46. The Town's delinquency rate is 10.8%. Her goal for the delinquency rate is around 5%. They have a lot to do to get it that low, but they will get there. Ms. Ross explained the nine-week process they go through to get the personal property bills out. Councilwoman Butler asked if the Town Manager had talked with the Treasurer about the issuance of minimum bills. The Town Manager stated that he has talked with the Treasurer, and they are working on determining what the dollar amount is for minimum billing.

- October 2025 year to date General Fund Revenues compare to budget – Ms. Ross stated that as she noted earlier the Town does not have a lot showing for personal property at this time because the bills were just sent out. They are due on December 5<sup>th</sup>. There is also very little for real estate because they do not bill for real estate until the spring of 2026. The latest billing does include all delinquency not paid year to date. Delinquency letters were sent out totaling \$237,000. To date they have collected \$100,837. These delinquent bills were included in the current personal property bills that were just mailed out. Under other local taxes there is Meals Tax at \$614,875. The largest remittance comes from the Smithfield Station, McDonald's, Cock-Eyed Rooster, and Burger King. Revenues from use of money and property is \$405,529. This amount is detailed on page three of the financial statements. Ms. Ross stated that we still have no consistency in getting sales tax revenues from Isle of Wight.
- October 2025 year to date General Fund Operating Expenses compared to budget – This report just gives Council an idea of how each department is coming along according to their budget. Total expenses to date are \$4,380,000 which is 29.9% of

budget. The largest expenses for the month of October are public safety and salaries and Public Works is the second largest. There were several large expenses under Town Council for the month of October that totaled \$18,451. One of them being from the law firm of Sands Anderson in the amount of \$8,029 and a second from Isle of Wight District Court in the amount of \$3,037.

- Revenue to Expense Fiscal Year 2024/2025 as percentage of budget – When you look at the graph provided in the packet July through October are actual and November through the end of the fiscal year are estimates that were forecasted from last year.
- Usable Funds October 2025 – Ms. Ross reported that our current balance in this General Fund account is \$404,000. This amount will go up as the Town starts to receive revenues from personal property bills.
- Fiscal Year 2025/2026 Checkbook Balances – The bar graph included in today's agenda packet gives Council an idea of what our balances are from month to month. Under designated balances, accounts such as utilities development escrow is not money that we can spend. Occasionally she will pull money from that account and put in a designated account at Old Point or the Town's investment account so that it earns more money.
- Debt Report as of the end of October 2025 – Ms. Ross reported that the Town paid off two large debts. The first one was Series 2020A-1. It was paid off at the beginning of October. The second was the VAC Truck. Currently the Town only has two outstanding loans for a total of \$3,081,797.62. Ms. Ross mentioned that the prime rate has not changed since September and it remains at 7.25%.
- Investment Benchmark Report as of the end of October 2025 – Year to date our investments have earned \$343,980. The bank accounts do not really pay that much. The Town has only earned \$495 for six months. The lower graphs give you information regarding utilities, general funds, and other investment account information. Total of all General Fund accounts is \$17,599,469.21. The total of utilities accounts that the Town cannot use is \$7,111,257.85.
- Investment Compliance Report – All of the Town's investments are in compliance with what we set in our investment policy.
- Returns Report from FY 2023 – FY 2026 – This report gives you what our year over year return is. So far this year we are at \$344,476.
- Financial Statement Overview – This is a summary of the first page of the Town's financial statements.

Ms. Ross reported that if Council has any questions that the financial statements or the graphs do not answer please feel free to give her a call and she will get you some clarification.

Meeting adjourned @ 4:26 p.m.

November 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON MONDAY, NOVEMBER 17<sup>TH</sup>, 2025.

The Parks and Recreation Committee held a meeting on Monday, November 17<sup>th</sup>, 2025, at 3:20 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Mary Ellen Bebermeyer, Mr. Jeffrey Brooks, and Ms. Valerie Butler. Other Council members present were Mayor Michael G. Smith, Mr. Darren Cutler, Mr. Bill Harris, and Mr. Steven G. Bowman. Staff members present were Mr. Michael Stallings, Town Manager; Mrs. Lesley King, Town Clerk; Ms. Laura Ross, Town Treasurer; Mrs. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works and Utilities; Mr. Mark Kluck, Planner II; Mrs. Amy Novak, Director of Parks and Recreation; Mrs. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki, Assistant Director of Tourism; and Mr. Steve Clark, Parks and Recreation; Mr. Chris Hewitt, Superintendent of Parks and Recreation. Also in Attendance were Mr. Jeffrey Smith, Assistant Chief of Operations for the Smithfield Volunteer Fire Department, Mr. Will Drewery, Director of Emergency Management and Mr. Chris Basic of Kimley Horn Associates. There was no media present.

Parks and Recreation Committee Chair, Mrs. Mary Ellen Bebermeyer, called the meeting to order.

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

1. Presentation on the Luter Sports Complex Master Plan by Kimley Horn Associates – Ms. Novak reported that with her today in Chris Hewitt the Town's Superintendent of Parks and Recreation and Chris Basic with Kimley Horn Associates to present a draft master plan for the remaining available acreage at the sports complex. The items that are grayed out on the master plan are things that already exist. The current two user groups include Smithfield Recreation Association (SRA) that does the baseball and softball programs, and Smithfield Packers Youth Sports which does the football and cheer program. Mr. Basic stated that he was a landscaping architect with Kimley Horn

Associates and thanked committee for the opportunity to present this draft master plan for the Luter Sports Complex. Mr. Basic gave a brief overview of the master plan. As you enter the park you have the existing football field to the left. There is also existing parking that wraps around from the football field to the clover leaf of four baseball fields in the back of the property with a concession stand. That is essentially everything that is existing at the park right now with the exception of the newest concession building near the football field that has been added since they started working on the master plan. The other items on the master plan that are not grayed out is everything that is being proposed. Most of the proposed features are predominately on the left side of the park as you enter the complex. One of the additions to the area with the existing baseball fields is a new playground to serve those four fields. It will most likely be shaded for some protection from the sun. There will also be a couple of fences added outside each individual baseball field. The fences are intended to keep people honest anytime that there is a gate fee for a tournament. It will guide people to come through the main entrance for entry. The most attractive proposal for this area is the new tee-ball field that is currently located where they already have a couple of batting cages. Based on existing easements with Virginia Power and open space easements they spent a significant amount of time getting the precise dimensions of the field so that it would fit in the space that was provided. A couple of the batting cages that were in this area were relocated and four new batting cages were added. There would also be an addition of approximately 60 more parking spaces. The facility tends to get crammed when there is a lot of activity out there on game days. They have also included for the long-term future an area that an overflow parking lot could be constructed. This overflow parking lot would be located to the right of the entrance to the sports complex. Mr. Basic then moved to the left side of the sports complex in the area of the existing football field. A new playground would be constructed just behind the football field and would be intended to serve the football activities at the complex. Also included in this master plan is new stadium style bleachers with an integrated press box at the existing football field. To the left of the football field is the addition of three new baseball fields. One would be a full-size field that has standard baseball dimensions. It would also have bleachers with the integrated press box. The other two fields are replicas of the bronco fields that already exist in the back of the complex. There would be a parking lot between the full-size field and the two smaller fields that would hold approximately 217 vehicles. Near the two smaller fields there would be the addition of batting cages and restrooms. Funding will dictate whether there is a concession stand located there or just some sort of vending for food service. Above the existing football field is an area that they originally looked at for a second full size football field. On paper, it looks like there is plenty of room; however, when they started looking at this from an engineering standpoint this is not the case. This was based on existing topography, wetlands, and drainage that take them back into these protected areas. There is not enough space for a new one hundred yard football field and two end zones. They were able to get a football field with no end zones, but that did not seem to be safe. They took this back to the Packers football group, and they mentioned that flag football was on the rise and per their input Kimley Horn provided a seventy-yard flag

football field with two end zones. This field could also be used as a practice field. Mrs. Novak mentioned that the tee-ball field by the four existing baseball fields is for use by SRA. That field is field five that was included in their lease agreement. She has been told that flag football among girls has really increased in membership so that will be a great addition for them to grow their program. The new baseball fields over to the left of the football field is being called tournament corner. These fields would be for the Town of Smithfield's Parks Department to rent out. It could be used by all their outside user groups that are constantly asking for field rentals that they do not currently have available. SRA is so busy with practice and game schedules it does not leave room for renting out the fields to other groups. The outside tournaments bring people from all over the East Coast. You get your sports tourism revenue by bringing in these outside tournaments. They would be available for rent by Smithfield Recreation, but they would be programmed by the Town of Smithfield's Parks Department. The Town Manager stated that it is worth mentioning that both user organizations were involved in the development of this master plan and had an opportunity to provide comments and input into the development of this plan. Councilman Brooks asked where the Town's maintenance building was located on this master plan. Mrs. Novak stated that the area had been grayed out because it was supposed to have been built by now. The Town Manager stated that the maintenance building is in the area between the proposed overflow parking lot and the proposed parking lot near the tee-ball field. Councilman Cutler asked when SRA's lease expires. Mrs. Novak explained that it was a twenty-year lease that began in 2018. Councilman Cutler also inquired about whether the flag football field was a standard field size. Mrs. Novak explained that the flag football field is based on the specs that the Packers Youth Football gave the Town. Mr. Basic stated that he believes that it was the standard for the organization that their flag football operates under. Councilwoman Butler asked if we considered any other types of sports other than football and baseball/softball. Mrs. Novak stated that it was talked about, but it is also important to note that because there is little room to build out, they needed to capitalize on the two sports that use them the most. On a typical game day, it is hard to park there and if they diversify into even more sports like adding tennis courts or pickleball courts people will not be able to get to the complex with the baseball and football programs going on. The Town Manager stated that staff made the decision that they wanted to focus on what they do really well at this facility. Other sports are served well in other areas of the community. Soccer does well at Nike Park. Councilwoman Butler expressed her concern with focusing the master plan on the two existing sports at this complex. She asked if other localities with a sports complex focuses on only one or two sports. Mr. Basic stated that he believes that it really depends on the individual community and the demands that they have. Councilwoman Butler stated that she knows that Smithfield Packers Youth Sports was part of the committee and it was her understanding that they wanted an additional football field. Because this sport was secondary it was decided that we did not have the room for it. Yet we had the room to add three more baseball fields. Mrs. Novak stated that they did not decide that football was secondary; however, they do have a bigger demand for baseball. Baseball field

inquiries are pretty steady every week. The football field rentals come every couple of months. Councilman Cutler asked if there was a public input forum ever held. Mrs. Novak replied there was not. Vice Mayor Harris asked if the fields were lighted. Mrs. Novak stated that every field that is built from here on out will have lights. Vice Mayor Harris also asked what part of the tee-ball field will be synthetic. Mr. Basic replied that the entire tee-ball field would be synthetic. Councilman Cutler asked if youth basketball needs are met in the community through private and/or public facilities or is there a need for that. Mrs. Novak stated that Isle of Wight Parks and Rec have a basketball program and they use local gymnasiums of the schools. The Town Manager stated that as mentioned this is a master plan; however, at this time there is no funding for this right now. This master plan puts us in a position that if funding became available the town would have an idea of what would fit there. A lot of the area in the back that looks like it is available are wetlands or a ravine. So, while there is a lot of physical land there, the amount of buildable space is not as much as it appears. Mayor Smith asked if there is a suggested phasing of this master plan. Mrs. Novak stated that she would like to take care of the local rec groups with the tee-ball field and the flag football fields first; however, if you are talking about an entity that may want to have naming rights of the new baseball/softball fields then that is where the funding would be focused. Staff has also encouraged the local rec leagues to do fundraising as well to make these amenities happen faster. Councilman Cutler stated that the Town has some nice trails in Windsor Castle Park that kind of wind through spaces like what is at the back of the sports complex. He inquired if it had been investigated in putting a network of trails through there or possibly a bicycle trail. Mrs. Novak stated that she has thought about it and thinks a mountain bike path would really go well through all that terrain. She stated that the Town Manager is working on scheduling a meeting to meet with the Alliance folks that were at the VML Conference. They are planning on coming to Town to visit and staff is going to have them look at this facility because there is an erosion issue back behind the champion field. The Town is looking at this site as a place for them to do a project of this nature. Committee thanked Mr. Basic and Mrs. Novak for the presentation of the master plan.

Meeting adjourned at 3:48 p.m.



November 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: PUBLIC WORKS COMMITTEE MEETING - **CANCELLED**

The Public Works Committee scheduled for Monday, November 17<sup>th</sup>, 2025 at the Smithfield Center located at 220 North Church Street was cancelled due to lack of agenda items.

November 25, 2025

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON MONDAY, NOVEMBER 17<sup>TH</sup>, 2025.

The Public Buildings and Welfare Committee held a meeting on Monday, November 17<sup>th</sup>, 2025 at 4:26 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Valerie Butler, Mr. Bill Harris, and Mr. Darren Cutler. Other Council members present were Mr. Jeff Brooks, Mrs. Mary Ellen Bebermeyer, Mr. Steve Bowman and Mayor Michael Smith. Staff members present were Mrs. Lesley King, Town Clerk; Mr. Christopher McKenzie, Interim Town Attorney (via phone); Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Ed Heide, Director of Public Works and Utilities; Mr. Mark Kluck, Planner II; Ms. Judy Winslow, Director of Tourism; Ms. Stephanie Kensicki and Mr. Steve Clark, Parks and Recreation. There was no media present.

Public Buildings and Welfare Committee Chair, Mrs. Valerie Butler, called the meeting to order.

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

1. Review of Request for Proposals for Legal Services – The Town Manager stated that this Request for Proposals (RFP) was circulated to Town Council last week and this is just another opportunity to talk about any questions or concerns that have not been addressed. If there are no concerns with the RFP it will be posted tomorrow. He mentioned that the January 15<sup>th</sup> and January 26<sup>th</sup> dates will be special meetings held to interview potential legal candidates or legal firms. There were no concerns from Council about the process laid out in the RFP. The Town Manager stated that the next time Town Council will see anything on this RFP will be on January 15<sup>th</sup>. The Town Manager stated that it seems like a prolonged period of time because of the holidays that are in this timeline. Staff wanted to give firms sufficient time to be able to submit questions and turn around a proposal. The Town Manager explained that because the RFP is based on

qualifications, Council will pick the firm or individual that they think will best serve their needs and then they will negotiate the price. He stated that included in the RFP was a request for firms to submit a non-binding fee schedule. This will allow you to have an idea of what their rates are but we will be able to do some negotiating around that when it comes time to writing a contract with the firm or individual.

2. 2026 Meeting Schedule – The Town Manager stated that this meeting schedule for 2026 has been drafted and will need to be officially adopted at the next Town Council meeting. There were no comments or concerns about the meeting schedule provided. This item will be placed on Town Council’s agenda for consideration at their December 2<sup>nd</sup>, 2026 meeting.

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

1. Appoint Nominating Committee to fill the Two (2) Expiring Terms on the Smithfield Planning Commission – Mr. Kluck stated that the two expiring terms are Virginia “Gigi” Smith and Charles Bryan. Virginia Smith has said she does not want to seek reappointment. Charles Bryan has expressed an interest in being reappointed for another term. Mayor Smith appointed Councilman Bowman and Vice Mayor Harris to serve as the nominating committee for the expiring terms on the Smithfield Planning Commission.

2. Appoint Nominating Committee to fill the Two (2) Expiring Terms on the Board of Historic and Architectural Review – Mr. Kluck stated that the two expiring terms are Julia Hillegass and Justin Hornbeck. Both members have expressed an interest in being reappointed for another term. Mayor Smith appointed Councilman Cutler and Councilwoman Bebermeyer to serve as the nominating committee for the expiring terms on the Board of Historic and Architectural Review. Councilwoman Butler asked when Julia Hillegass’s term is up on Planning Commission. Mr. Kluck stated that there has been some discussion with legal counsel surrounding her term on the Planning Commission that expires next January 2027. Ms. Hillegass does serve as the Planning Commission’s representative on the Board of Historic and Architectural Review. There have been some bylaw changes to try to get terms to align with appointments.

3. Additional Item of Discussion: Update on Grace Street – Mr. Heide was present to give a brief update on some of the overlapping projects taking place along Grace Street. Two of these projects are being done by the Virginia Department of Transportation (VDOT) and one of them is being done by Dominion Power. VDOT is currently working on a project to replace the curb and gutter between James Street and Institute Street along Grace Street. This will include replacing all the curb and gutter going down the side of the road as well as the driveway aprons. There are a few places

where the sidewalk will be affected because of the nature of the aprons that are not conforming to the current ADA standards. Those areas will be replaced as part of this project. All of this work is being done in advance of the full-depth reclamation of Grace Street. Unrelated, but going on at the same time is a Dominion Power project to underground the powerlines from Hayden's Lane to James Street. Dominion Power has been reaching out to private owners and working through the preliminary design and easement acquisition portion of this project. He would not expect construction of underground lines to happen for probably eight months to a year. Councilwoman Butler clarified the area for the underground power lines only runs from Hayden's Lane to James Street. Mr. Heide explained that there is a single-phase power line that runs from James Street and ends around Hayden's Lane. There is a separate power line that feeds Mason Street. This is a Dominion program where they underground single-phase power for residential areas only which is why they are stopping at James Street. James Street has three-phase power. Councilwoman Butler asked if a sidewalk would be installed from Institute Street to Hayden's Lane. Mr. Heide stated that there is a conceptual plan for a beautification project for Grace Street that shows a layout of sidewalks being created; however, at this time there is no funding identified for that conceptual plan. The Town Manager stated that he had reached out to Dominion Power, VDOT and the contractor doing the work for Dominion and they are working on setting up a public information meeting. This meeting would invite all the residents along Grace Street so they can come and get an update from each organization on what they are doing. There is a lot of stuff happening on Grace Street all at the same time. Mr. Heide confirmed that all sidewalks that cross individual driveways will be ADA compliant. Councilman Brooks asked when the full-depth reclamation of Grace will occur. Mr. Heide stated that he would expect that by the end of next summer the project will be complete.

Meeting adjourned at 4:40 pm.





# JOSEPH W. LUTER, JR. SPORTS COMPLEX - PHASE 2 SMITHFIELD, VA



**DRAFT**



**MASTERPLAN**  
 NOVEMBER 20, 2024  
 REV: MAY 5, 2025  
 REV: AUGUST 21, 2025

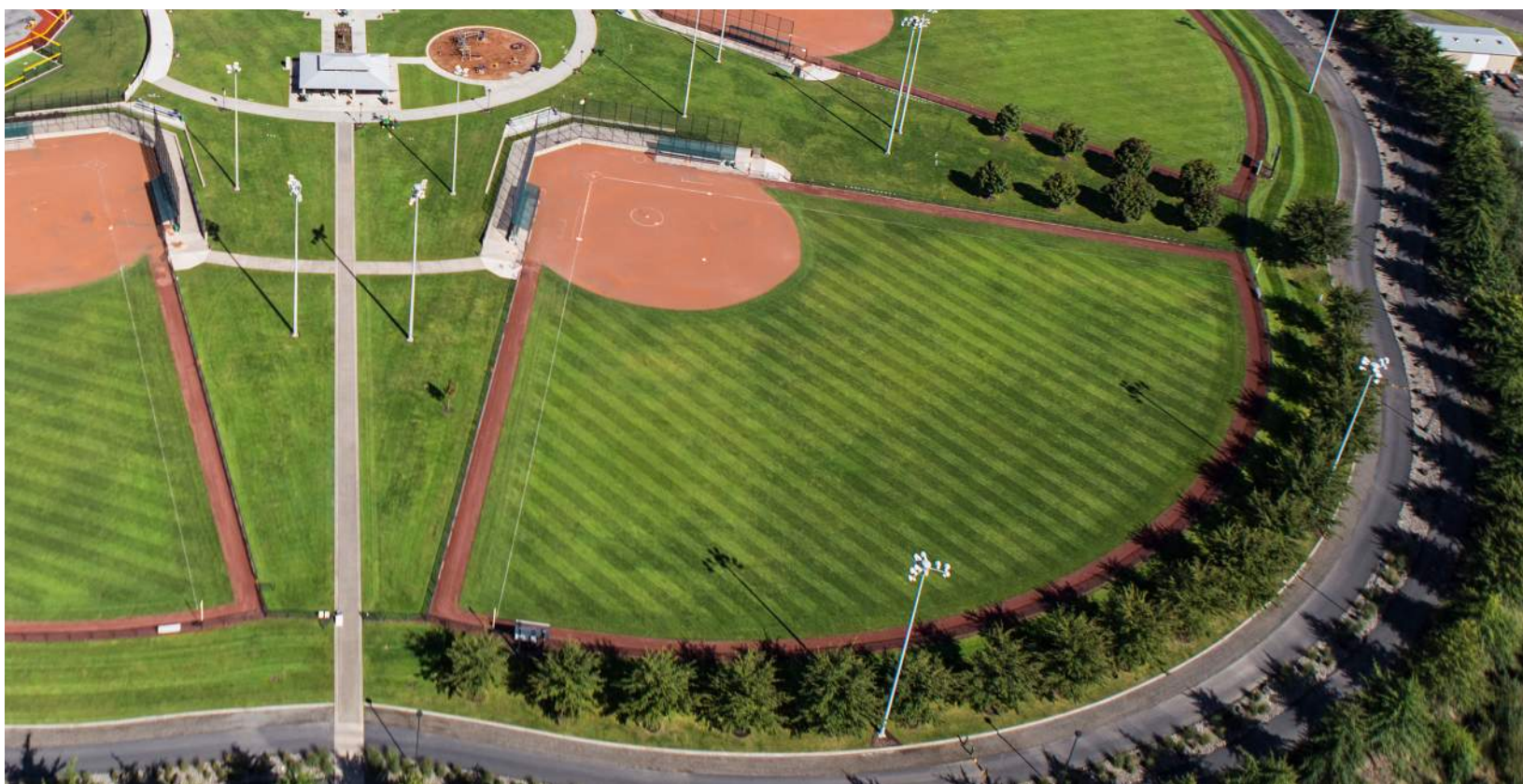
**Kimley»Horn**



18U SOFTBALL / 12U BASEBALL FIELD ENLARGEMENT



A. OVERALL FIELD LAYOUT



B. PAVILION



C. CONCESSIONS AND RESTROOMS



D. GATEWAY



JOSEPH W. LUTER, JR. SPORTS COMPLEX - PHASE 2  
SMITHFIELD, VA

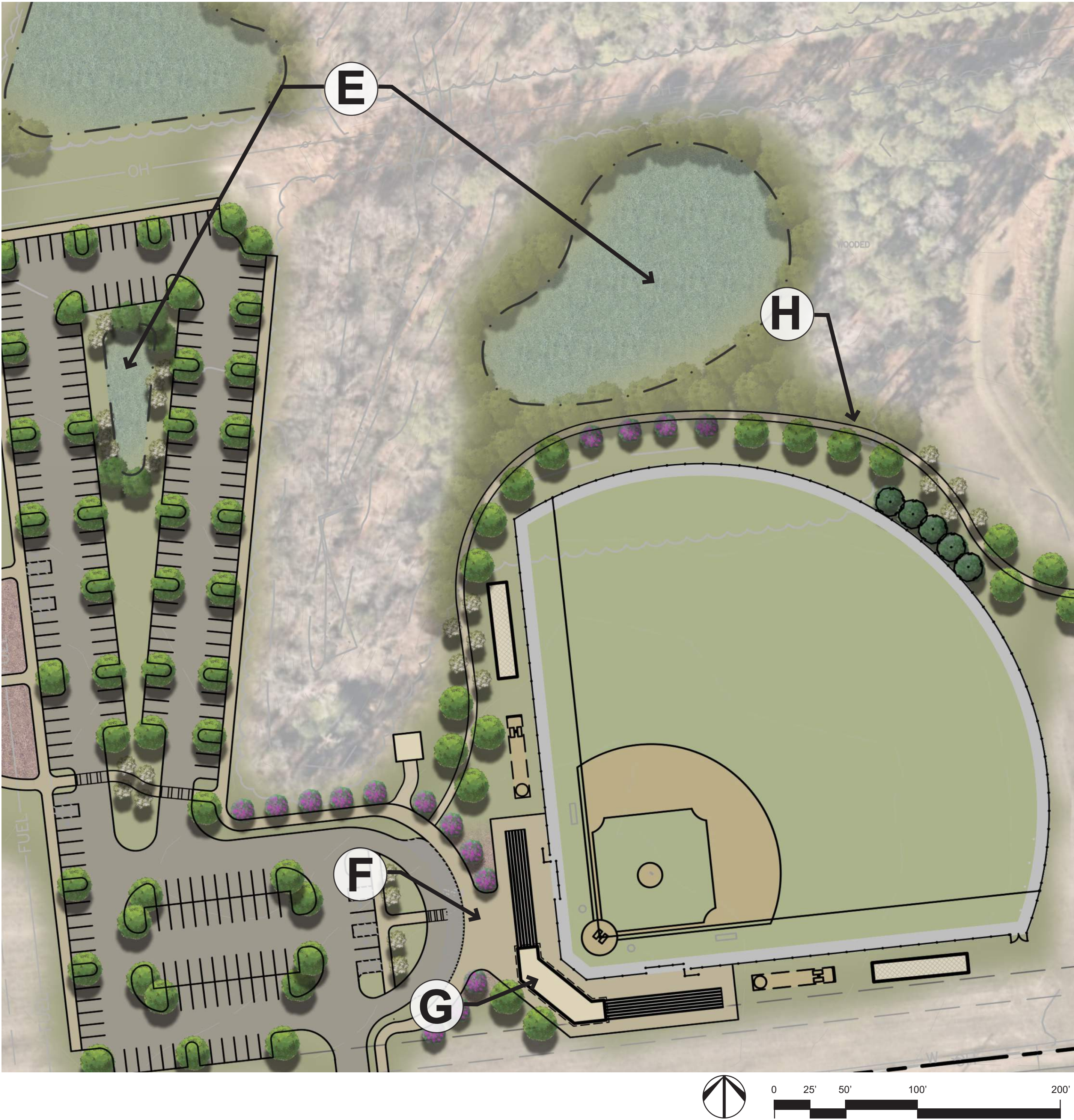


BRONCO FIELDS DESIGN  
AUGUST 2025

Kimley»Horn



CHAMPION FIELD ENLARGEMENT



E. BIORETENTION/WET POND



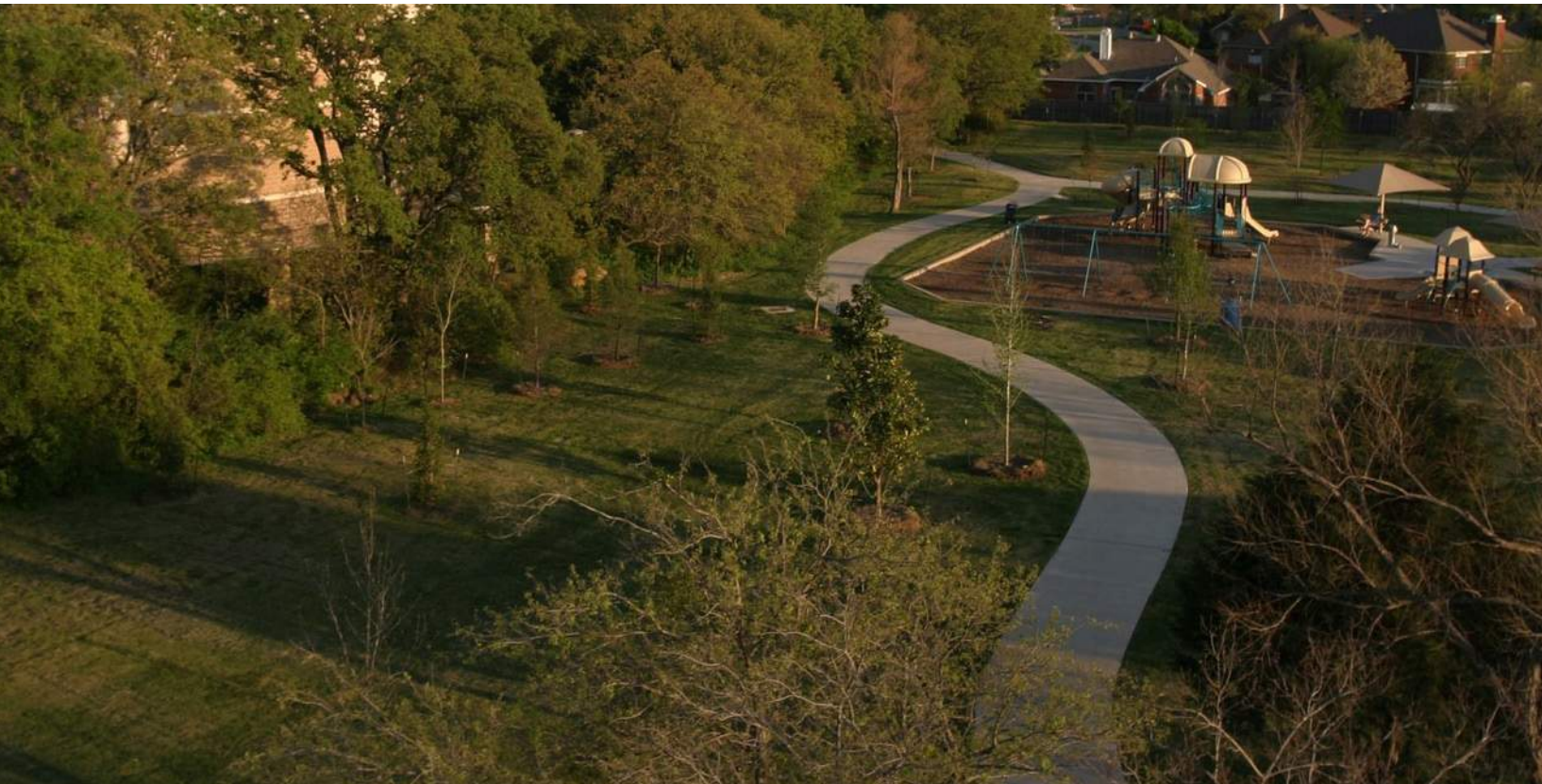
F. MAIN PLAZA/FOOD TRUCKS



G. CONCESSIONS/BLEACHERS



H. OPTIONAL TRAIL



JOSEPH W. LUTER, JR. SPORTS COMPLEX - PHASE 2  
SMITHFIELD, VA

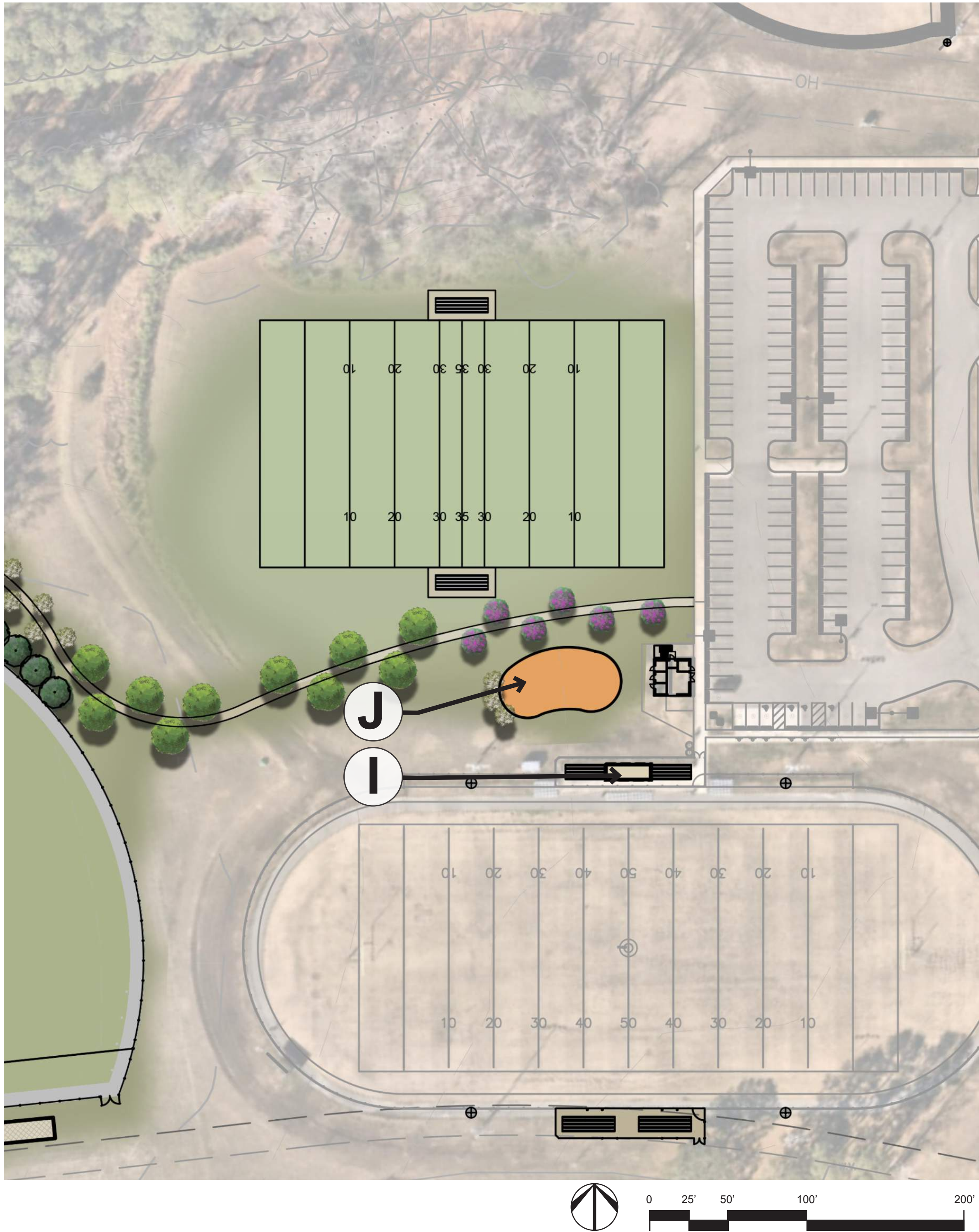


CHAMPION FIELD DESIGN  
AUGUST 2025

Kimley»Horn



70 YARD FOOTBALL FIELD ENLARGEMENT



I. FOOTBALL BLEACHERS WITH INTEGRATED PRESS BOX



J. SHADED PLAYGROUND



JOSEPH W. LUTER, JR. SPORTS COMPLEX - PHASE 2  
SMITHFIELD, VA

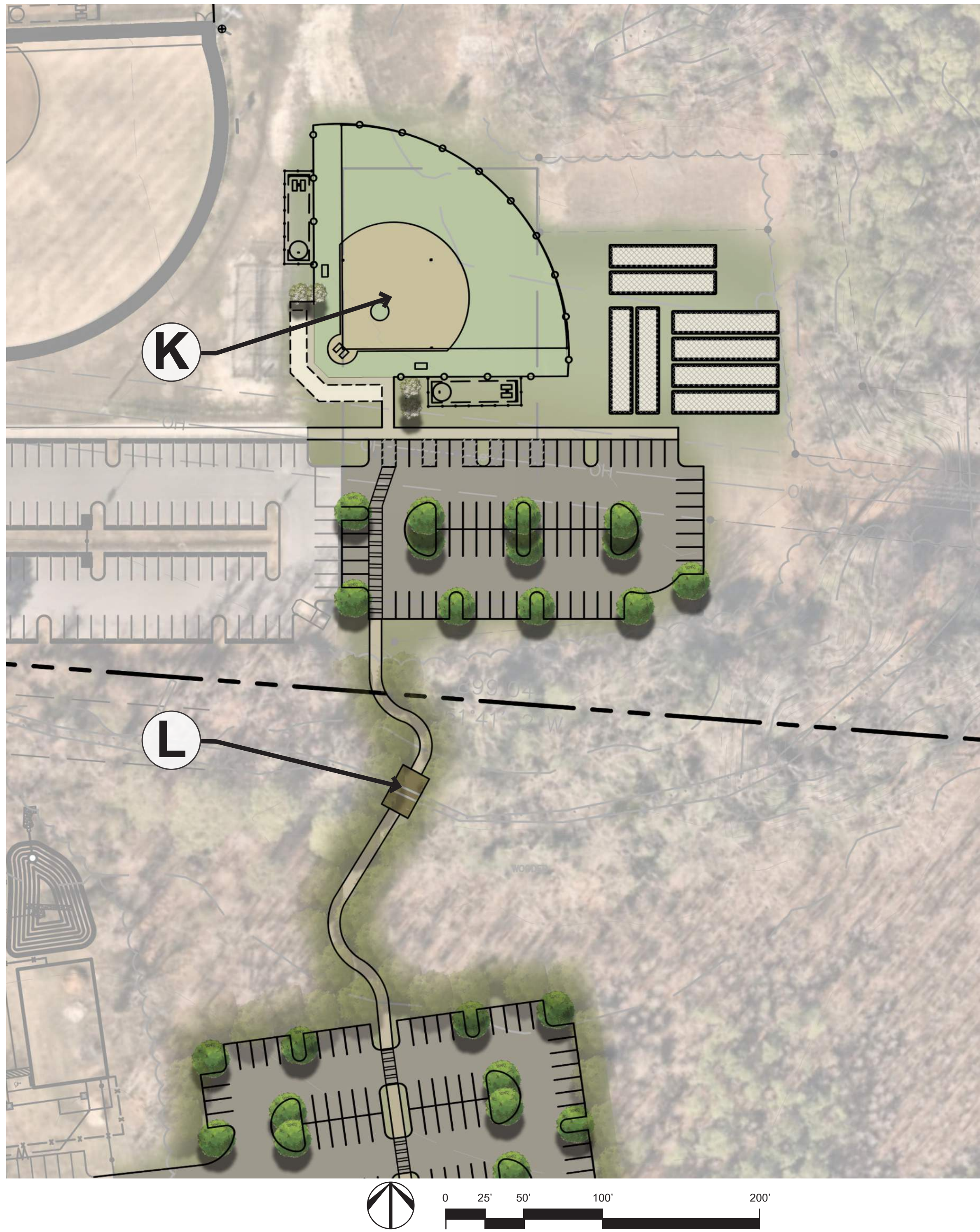


FLAG FOOTBALL FIELD  
DESIGN  
AUGUST 2025

Kimley»Horn



T-BALL FIELD ENLARGEMENT



K. T-BALL FIELD WITH SHADED AND TERRACED SEATING



L. PEDESTRIAN BRIDGE



JOSEPH W. LUTER, JR. SPORTS COMPLEX - PHASE 2  
SMITHFIELD, VA



T-BALLFIELD DESIGN  
AUGUST 2025

Kimley»Horn





Virginia Control and Electrical Services LLC  
804 Curtis Sanders Ct  
Chesapeake, VA 23321

---

11/6/2025

Invoice Number

VCE1432

Due Date

12/6/2025

Town of Smithfield  
310 Institute St.  
Smithfield, VA 23430

Please Remit To: Virginia Control and Electrical Services, LLC  
804 Curtis Saunders Court  
Chesapeake, VA 23321

Payment Terms: Net 30

Purchase Order Number:

Job Number: TOS2131

Scope of Work: Provide Labor and Equipment to Replace (87) Owner Furnished  
Street Light Lenses and Lamps for the Town of Smithfield

Contract

26,810.00

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**TOTAL AMOUNT**

26,810.00

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Thank you for doing business with us. Payments accepted via Check or ACH.  
We reserve the right to bill a monthly finance charge of 1.5% on those accounts not paid per payment terms.



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
Inquiries: [www.dell.com/ordersupport/](http://www.dell.com/ordersupport/)  
Dell Online: <http://www.dell.com>

## Invoice

**BILL TO:**

TOWN OF SMITHFIELD  
ACCOUNTS PAYABLE  
310 INSTITUTE ST  
SMITHFIELD, VA 23430-1114

**SHIP TO:**

SEE BELOW

**PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES , WHICH GOVERN THIS TRANSACTION**

**VIEW YOUR ORDER DETAILS ONLINE**

Invoice No: 10844700283

Customer No: 530017583395

Order No: SEE BELOW

Page 1 of 3

Purchase Order:	IT-26-05	Shipped Via:	SEE BELOW
Payment Terms:	45 Days Inv.	Customer Agreement #:	VA-190822-DELL
Due Date:	12/16/2025	Contract Code:	C000000614001
Invoice Date:	11/01/2025	Waybill Number:	1ZW70W980324852807
Order Date:	10/22/2025	Contract Name:	SEE BELOW
Sales Rep:	KATHERINE_WINELAND		

Item Number	Description	Qty	Unit	Unit Price	Amount
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**SHIP TO:**

TOWN OF SMITHFIELD  
IT DEPT  
17124 MONUMENT CIR  
ISLE OF WIGHT, VA 23397

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$6 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT [WWW.DELL.COM/PUBLIC-ECARE](http://WWW.DELL.COM/PUBLIC-ECARE) TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

USD

Sub-Total:	\$	40,273.82
Ship. &/or Handling:	\$	0.00
ENVIRO FEE:	\$	0.00
Taxable:	\$	0.00
Non-Taxable:	\$	0.00
\$	40,273.82	
Invoice Total:	\$	40,273.82



DETACH AT LINE AND RETURN WITH PAYMENT

Invoice Number: 10844700283

Customer Name: TOWN OF SMITHFIELD

Customer Number: 530017583395

Purchase Order: IT-26-05

**Make check payable / remit to :**

Dell Marketing L.P.  
C/O Dell USA L.P.  
PO Box 643561  
Pittsburgh, PA 15264-3561

**Electronics Payments**

Dell Marketing L.P.  
PNC Bank  
ABA#: 043-000-096  
Acct#: 1017304611  
Swift code : PNCCUS33

**Online ACH Payment**

Log in to your MyFinancials account  
<https://mfm.dell.com/>

USD

Sub-Total:	\$	40,273.82
Ship. &/or Handling:	\$	0.00
ENVIRO FEE:	\$	0.00
Taxable:	\$	0.00
Non-Taxable:	\$	0.00
\$	40,273.82	
Invoice Total:	\$	40,273.82
Balance Due:	\$	40,273.82
Amount Enclosed:		

0108447002830000004027382005300175833958



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
Inquiries: [www.dell.com/ordersupport/](http://www.dell.com/ordersupport/)  
Dell Online: <http://www.dell.com>

## Invoice

**BILL TO:**

TOWN OF SMITHFIELD  
ACCOUNTS PAYABLE  
310 INSTITUTE ST  
SMITHFIELD, VA 23430-1114

**SHIP TO:**

SEE BELOW

**PLEASE REVIEW DELL'S [TERMS & CONDITIONS OF SALE AND POLICIES](#) , WHICH GOVERN THIS TRANSACTION**

**[VIEW YOUR ORDER DETAILS ONLINE](#)**

<b>Invoice No: 10844700283</b>	<b>Customer No: 530017583395</b>	<b>Order No: SEE BELOW</b>	<b>Page 2 of 3</b>
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Purchase Order:	IT-26-05	Shipped Via:	SEE BELOW
Payment Terms:	45 Days Inv.	Customer Agreement #:	VA-190822-DELL
Due Date:	12/16/2025	Contract Code:	C000000614001
Invoice Date:	11/01/2025	Waybill Number:	1ZW70W980324852807
Order Date:	10/22/2025	Contract Name:	SEE BELOW
Sales Rep:	KATHERINE_WINELAND		

Item Number	Description	Qty	Unit	Unit Price	Amount												
<table><tr><td rowspan="4"></td><td>TAX AMT</td></tr><tr><td>\$ 0.00</td></tr><tr><td>ENVIRO FEE</td></tr><tr><td>\$ 0.00</td></tr></table>							TAX AMT	\$ 0.00	ENVIRO FEE	\$ 0.00							
	TAX AMT																
	\$ 0.00																
	ENVIRO FEE																
	\$ 0.00																
<table><tr><td>METHOD: UPS Surepost</td><td>CHARGES: \$ 0.00</td></tr><tr><td colspan="2">WAYBILLS:</td></tr><tr><td colspan="2">1Z7R88580358163132, 1ZW70W980324852772, 1ZW70W980324852790, 1ZW70W980324852905, 1Z7R88580358163105, 1ZW70W980324852807, 1ZW70W980324852781, 1Z7R88580358163123</td></tr><tr><td>METHOD:</td><td>CHARGES: \$</td></tr><tr><td colspan="2">WAYBILLS:</td></tr><tr><td colspan="2">DD00100954</td></tr></table>						METHOD: UPS Surepost	CHARGES: \$ 0.00	WAYBILLS:		1Z7R88580358163132, 1ZW70W980324852772, 1ZW70W980324852790, 1ZW70W980324852905, 1Z7R88580358163105, 1ZW70W980324852807, 1ZW70W980324852781, 1Z7R88580358163123		METHOD:	CHARGES: \$	WAYBILLS:		DD00100954	
METHOD: UPS Surepost	CHARGES: \$ 0.00																
WAYBILLS:																	
1Z7R88580358163132, 1ZW70W980324852772, 1ZW70W980324852790, 1ZW70W980324852905, 1Z7R88580358163105, 1ZW70W980324852807, 1ZW70W980324852781, 1Z7R88580358163123																	
METHOD:	CHARGES: \$																
WAYBILLS:																	
DD00100954																	
210-BPBF	Dell Pro 16 (PC16250) BTX Base	16	EA	1,087.60	17,401.60												
	System Service Tags: 4SBVWC4, BRCVWC4, 3PGVWC4, 3SBVWC4, 5MGVWC4, DVCVWC4, JRBVWC4, F6FVWC4, 7RBVWC4, 7PGVWC4, 7SBVWC4, 5LGVWC4, FVCVWC4, JQBVWC4, 5VCVWC4, 2NGVWC4																
998-HMPG	Fixed Hardware Configuration	16	EA	5.09	81.44												
580-AKKV	Dell Wired combo KM300C US ENG	37	EA	21.37	790.69												
210-BPBF	Dell Pro 16 (PC16250) BTX Base	1	EA	1,123.28	1,123.28												
	System Service Tags: GJWS4D4																
998-HMPH	Fixed Hardware Configuration	1	EA	4.21	4.21												
210-BPNZ	Dell Pro Slim Plus XE5 QBS1250	20	EA	769.38	15,387.60												
	System Service Tags: 4F0SMD4, JD0SMD4, CD0SMD4, HD0SMD4, 6D0SMD4, 3F0SMD4, 5F0SMD4, GD0SMD4, BD0SMD4, 5D0SMD4, 1F0SMD4, 3D0SMD4, 9D0SMD4, FD0SMD4, 4D0SMD4, DD0SMD4, 8D0SMD4, 2D0SMD4, 7D0SMD4, 2F0SMD4																
400-BSWY	512GB SSD	20	EA	120.37	2,407.40												
329-BKSR	Dell Pro Slim Plus QBS1250 with 360W PSU	20	EA	136.49	2,729.80												
555-BLWS	Intel(R) Wi-Fi 7 BE200, 2x2, 802.11be, Bluetooth(R) wireless card	20	EA	17.39	347.80												

Order Number(s): 1025798615, 1025798616, 1025798617, 1025798618  
Contract Name: Information Technology Hardware and Maintenance Contract



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
Inquiries: [www.dell.com/ordersupport/](http://www.dell.com/ordersupport/)  
Dell Online: <http://www.dell.com>

Invoice

**BILL TO:**

TOWN OF SMITHFIELD  
ACCOUNTS PAYABLE  
310 INSTITUTE ST  
SMITHFIELD, VA 23430-1114

**SHIP TO:**

**SEE BELOW**

**PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES , WHICH GOVERN THIS TRANSACTION**  
**VIEW YOUR ORDER DETAILS ONLINE**

<b>Invoice No: 10844700283</b>	<b>Customer No: 530017583395</b>	<b>Order No: SEE BELOW</b>	<b>Page 3 of 3</b>
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Purchase Order:	IT-26-05	Shipped Via:	SEE BELOW
Payment Terms:	45 Days Inv.	Customer Agreement #:	VA-190822-DELL
Due Date:	12/16/2025	Contract Code:	C000000614001
Invoice Date:	11/01/2025	Waybill Number:	1ZW70W980324852807
Order Date:	10/22/2025	Contract Name:	SEE BELOW
Sales Rep:	KATHERINE_WINELAND		

To make a payment or access your account details online, please visit MyFinancials at <https://mfm.dell.com>



Federal tax ID: 22-3009648  
290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 888-235-3871  
Fax: 732-805-9669

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rt# 121000248  
ACH Rt# 121000248  
Account#2000037641964  
SWIFT Code: WFBUS6S  
For W-9 Form, www.shi.com/W9  
Send remittances to - remittance@shi.com

**Invoice No. B20347233**

Invoice date 10/7/2025  
Customer Acc. No. 1121807  
Sales order S61888295

Finance charge of 1.5% per month will be charged on  
past due accounts - 18%/yr.  
All returns require an RMA# supplied by your SHI  
Sales team.

**Bill To**  
VA-Town of Smithfield  
310 Institute St  
Smithfield, VA 23430  
USA

**Ship To**  
VA-Town of Smithfield  
310 Institute St  
Smithfield, VA 23430  
USA  
IT-26-01

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
10/7/2025	PSI - Gov Bluegrass - MS	IT-26-01	ESD	FOB DEST	NET 30

Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
32667234 AAA-19790 ESD Microsoft Select	Office 365 EATPG User Windows - Multiple Windows Platform OtherLanguages ESD Software Contract number: VA-200114-SHI Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 10/1/2025 Maintenance To date: 9/30/2026	136	136	21.05	2,862.80
30728752 AAA-11618 No Media Microsoft Select	Exchange Online Archiving for Exchange Online G Per User Mic Windows - Multiple Windows Platform All Languages No Media Software Contract number: VA-200114-SHI Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 10/1/2025 Maintenance To date: 9/30/2026	78	78	31.53	2,459.34
31067087 AAA-11622 ESD Microsoft Select	ExchOnline KskG User Windows - Multiple Windows Platform Single Language ESD Software Contract number: VA-200114-SHI Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 10/1/2025 Maintenance To date: 9/30/2026	24	24	21.05	505.20



Federal tax ID: 22-3009648  
290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 888-235-3871  
Fax: 732-805-9669

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rt# 121000248  
ACH Rt# 121000248  
Account#2000037641964  
SWIFT Code: WFBUS6S  
For W-9 Form, [www.shi.com/W9](http://www.shi.com/W9)  
Send remittances to - [remittance@shi.com](mailto:remittance@shi.com)

**Invoice No. B20347233**

Invoice date 10/7/2025  
Customer Acc. No. 1121807  
Sales order S61888295

Finance charge of 1.5% per month will be charged on  
past due accounts - 18%/yr.  
All returns require an RMA# supplied by your SHI  
Sales team.

**Bill To**

VA-Town of Smithfield  
310 Institute St  
Smithfield, VA 23430  
USA

**Ship To**

VA-Town of Smithfield  
310 Institute St  
Smithfield, VA 23430  
USA  
IT-26-01

31095281 AAA-11646 ESD Microsoft Select	Office 365 GovG1 User Windows - Multiple Windows Platform All Languages ESD Software Contract number: VA-200114-SHI Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 10/1/2025 Maintenance To date: 9/30/2026	57	57	108.82	6,202.74
30728758 AAA-11650 ESD Microsoft Select	Office 365 GovG3 User Windows - Multiple Windows Platform Single Language ESD Software Contract number: VA-200114-SHI Agreement No.: 4100102626 Agreement Name: Town of Smithfield Enrollment No.: 0005594892 Enrollment Name: Town of Smithfield Country of Usage: USA Maintenance From date: 10/1/2025 Maintenance To date: 9/30/2026	55	55	249.17	13,704.35





Federal tax ID: 22-3009648  
290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 888-235-3871  
Fax: 732-805-9669

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rt# 121000248  
ACH Rt# 121000248  
Account#2000037641964  
SWIFT Code: WFBUS6S  
For W-9 Form, www.shi.com/W9  
Send remittances to - remittance@shi.com

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Invoice date 10/7/2025  
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Finance charge of 1.5% per month will be charged on  
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All returns require an RMA# supplied by your SHI  
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**Bill To**  
VA-Town of Smithfield  
310 Institute St  
Smithfield, VA 23430  
USA

**Ship To**  
VA-Town of Smithfield  
310 Institute St  
Smithfield, VA 23430  
USA  
IT-26-01

26620289	Win Server User CALSA	100	100	24.71	2,471.00
AAA-03790	2019 Windows - Multiple Windows Platform All				
ESD	Languages ESD Software				
Microsoft Select	Contract number: VA-200114-SHI				
	Agreement No.: 4100102626				
	Agreement Name: Town of Smithfield				
	Enrollment No.: 0005594892				
	Enrollment Name: Town of Smithfield				
	Country of Usage: USA				
	Maintenance From date: 10/1/2025				
	Maintenance To date: 9/30/2028				

Quote: 26667904

Sales Balance	28,205.43
Freight	0.00
Recycling Fee	0.00
Sales Tax	0.00
<b>Total</b>	<b>28,205.43</b>
<b>Currency</b>	<b>USD</b>





Pricing Proposal  
Quotation #: 26806480  
Reference #: MPSA# 0005594892  
Created On: 10/29/2025  
Valid Until: 10/31/2025

## VA-Town of Smithfield

### Jason Gray

310 Institute St  
Smithfield, VA 23430  
United States  
Phone: 757-365-1670  
Fax:  
Email: jgray@isleofwightus.net

## Microsoft-Inside Account Manager

### Matthew Lester

290 Davidson Avenue  
Somerset, NJ 08873  
Phone: 732-555-3614  
Fax:  
Email: mssoutheastgov@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Defender For O365 Plan 1 GCC Per User- 12 months Microsoft - Part#: AAA-19790 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 <b>Note:</b> renewal quote for MPSA# 0005594892	136	\$21.05	\$2,862.80
2 Exchange Online Archiving for Exchange OnlnGCC Per User - 12 months Microsoft - Part#: AAA-11618 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 <b>Note:</b> MPSA# 0005594892	78	\$31.53	\$2,459.34
3 Exchange Online Kiosk GCC Per User - 12 months Microsoft - Part#: AAA-11622 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 <b>Note:</b> MPSA# 0005594892	24	\$21.05	\$505.20
4 Office 365 E1 GCC Per User - 12 months Microsoft - Part#: AAA-11646 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 <b>Note:</b> MPSA# 0005594892	57	\$108.82	\$6,202.74
5 Office 365 E3 GCC Per User - 12 months Microsoft - Part#: AAA-11650 Contract Name: VITA - Microsoft LAR Contract #: VA-200114-SHI Coverage Term: 10/1/2025 – 9/30/2026 <b>Note:</b> MPSA# 0005594892	55	\$249.17	\$13,704.35
6 Win Server User CALSA- 36 months Microsoft - Part#: AAA-03790	100	\$24.71	\$2,471.00

Contract Name: VITA - Microsoft LAR  
Contract #: VA-200114-SHI  
Coverage Term: 10/1/2025 – 9/30/2026  
**Note:** renewal quote for MPSA# 0005594892

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Total	\$28,205.43
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#### Additional Comments

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Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Microsoft Licenses will typically be available 24-72 hours after receiving order confirmation from SHI.  
Please note that for new Microsoft GOV Cloud (GCC) products being added on to your agreement, licenses will be available estimated 4-8 days after processing at SHI.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

# Town of Smithfield

310 Institute St., PO Box 246  
Smithfield, VA 23430  
Phone: (757) 365-4200  
Fax: (757) 357-4253  
Website: www.smithfieldva.gov

# PURCHASE ORDER

DATE 10/29/2025  
PO # IT-26-01 Amended



## VENDOR

SHI  
Attn: Matthew Lester  
290 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-564-3614  
Fax:  
Email: mssoutheastgov@shi.com

## SHIP TO

Jason Gray  
Town of Smithfield  
310 Institute Street  
Smithfield, VA 23430  
(757) 365-1670

REQUESTED BY	PAYMENT TERMS	SHIP VIA	FISCAL YEAR	SHIPPING TERMS	
J Gray	NET 30		2026		
ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
AAA-19790	Defender for O365 Plan 1 GCC Per User-12 mos. Subscription License, Prd 10/1/2025-9/30/2026	136	21.05	2,862.80	
				-	
				-	
AAA-11618	MS Exchange Online Archiving OnlnGCC per user Subscription License, Prd 10/1/2025-9/30/2026	78	31.53	2,459.34	
				-	
				-	
AAA-11622	MS Exchange Online Kiosk GCC per user-12 mos Subscription License, Prd 10/1/2025-9/30/2026	24	21.05	505.20	
				-	
				-	
AAA-11646	Office 365 E1 GCC per user-12 mos. Subscription License, Prd 10/1/2025-9/30/2026	57	108.82	6,202.74	
				-	
				-	
AAA-11650	Office 365 E3 GCC per user-12mos. Subscription License, Prd 10/1/2025-9/30/2026	55	249.17	13,704.35	
				-	
				-	
AAA-03790	Win Server User CALSA - 12 mos. Subscription License, Prd 10/1/2025-9/30/2026	100	24.71	2,471.00	
				-	
				-	
	GL 04-100-443200-0000-46005			-	
SUBTOTAL				28,205.43	
TAX				-	
SHIPPING				-	
OTHER				-	
TOTAL				\$ 28,205.43	

## Comments or Special Instructions

Billing Address: Town of Smithfield  
PO Box 246  
Smithfield, VA 23431  
Billing email: fhyde@smithfieldva.gov

Department Head

Treasurer

Town Manager



INTERNAL USE ONLY:

Town of Smithfield

310 Institute St., PO Box 246  
Smithfield, VA 23430  
Phone: (757) 365-4200  
Fax: (757) 357-4253  
Website: www.smithfieldva.gov



PURCHASE ORDER

DATE	10/29/2025
PO #	IT-26-01 Amended
Number of quotes requested	1
Number of quotes received	1
Sole Source	NO
Vendor under town contract	NO
Vendor under state contract	NO
Initials of Requester	JG

NOTE: ALL QUOTE DOCUMENTATION MUST BE ATTACHED. IF A RESPONSE WAS NOT RECEIVED FROM A POTENTIAL VENDOR, PLEASE PROVIDE EVIDENCE OF REQUEST.

- Purchases Less than \$5,000 : 1 quote
- Purchases greater than \$5,000 and less than \$10,000: at least 2 attempted quotes
- Purchases between \$10,000 - \$50,000: at least 3 attempted quotes

## Meeting Dates for 2026

### January 2026

#### **New Year's Day, Thursday, January 1<sup>st</sup> - Town Offices Closed**

January 6	Town Council Meeting	6:30 p.m.
January 13	Planning Commission Meeting	6:30 p.m.

#### **Martin Luther King, Jr. Day, Monday, January 19<sup>th</sup> – Town Offices Closed**

January 20	Board of Historic & Architectural Review	6:30 p.m.
January 20	Board of Zoning Appeals	7:30 p.m.
January 26	Town Council Committee Meetings	3:00 p.m.

### February 2026

February 3	Town Council Meeting	6:30 p.m.
February 10	Planning Commission Meeting	6:30 p.m.

#### **Presidents Day, Monday, February 16<sup>th</sup> – Town Offices Closed**

February 17	Board of Historic & Architectural Review	6:30 p.m.
February 17	Board of Zoning Appeals Meeting	7:30 p.m.
February 23	Town Council Committee Meetings	3:00 p.m.

### March 2026

March 3	Town Council Meeting	6:30 p.m.
March 10	Planning Commission Meeting	6:30 p.m.
March 17	Board of Historic & Architectural Review	6:30 p.m.
March 17	Board of Zoning Appeals Meeting	7:30 p.m.
March 23	Town Council Committee Meetings	3:00 p.m.

### April 2026

April 7	Town Council Meeting	6:30 p.m.
April 14	Planning Commission Meeting	6:30 p.m.
April 21	Board of Historic & Architectural Review	6:30 p.m.
April 21	Board of Zoning Appeals Meeting	7:30 p.m.
April 27	Town Council Committee Meetings	3:00 p.m.

### May 2026

May 5	Town Council Meeting	6:30 p.m.
May 12	Planning Commission Meeting	6:30 p.m.
May 18	Town Council Committee Meetings (MOVED UP A WEEK)	3:00 p.m.
May 19	Board of Historic & Architectural Review	6:30 p.m.
May 19	Board of Zoning Appeals Meeting	7:30 p.m.

#### **Memorial Day, Monday, May 25<sup>th</sup> – Town Offices Closed**

## **June 2026**

June 2	Town Council Meeting	6:30 p.m.
June 9	Planning Commission	6:30 p.m.
June 16	Board of Historic & Architectural Review	6:30 p.m.
June 16	Board of Zoning Appeals Meeting	7:30 p.m.
<b>Juneteenth Day, Friday, June 19<sup>th</sup> – Town Offices Closed</b>		
June 22	Town Council Committee Meetings	3:00 p.m.

## **July 2026**

### **Independence Day, Friday, July 3<sup>rd</sup> – Town Offices Closed**

July 7	Town Council Meeting	6:30 p.m.
July 14	Planning Commission Meeting	6:30 p.m.
July 21	Board of Historic & Architectural Review	6:30 p.m.
July 21	Board of Zoning Appeals Meeting	7:30 p.m.
July 27	Town Council Committee Meetings	3:00 p.m.

## **August 2026**

August 4	Town Council Meeting	6:30 p.m.
August 11	Planning Commission Meeting	6:30 p.m.
August 18	Board of Historic & Architectural Review	6:30 p.m.
August 18	Board of Zoning Appeals Meeting	7:30 p.m.
August 24	Town Council Committee Meetings	3:00 p.m.

## **September 2026**

September 1	Town Council Meeting	6:30 p.m.
<b>Labor Day, Monday, September 7<sup>th</sup> – Town Offices Closed</b>		
September 8	Planning Commission Meeting	6:30 p.m.
September 15	Board of Historic & Architectural Review	6:30 p.m.
September 15	Board of Zoning Appeals Meeting	7:30 p.m.
September 28	Town Council Committee Meetings	3:00 p.m.

## **October 2026**

October 6	National Night Out 2026	
October 7	Town Council Meeting (WEDNESDAY)	6:30 p.m.
<b>Columbus Day, Monday, October 12<sup>th</sup> – Town Offices Closed</b>		
October 13	Planning Commission Meeting	6:30 p.m.
October 20	Board of Historic & Architectural Review	7:30 p.m.
October 20	Board of Zoning Appeals Meeting	7:30 p.m.
October 26	Town Council Committee Meetings	3:00 p.m.

## **November 2026**

### **Election Day, Tuesday, November 3<sup>rd</sup> – Town Offices Closed**

November 4	Town Council Meeting (WEDNESDAY)	6:30 p.m.
November 10	Planning Commission Meeting	6:30 p.m.

### **Veterans Day, Wednesday, November 11<sup>th</sup> – Town Offices Closed**

November 16	Town Council Committee Meetings (MOVED UP A WEEK)	3:00 p.m.
November 17	Board of Historic & Architectural Review	6:30 p.m.
November 17	Board of Zoning Appeals Meeting	7:30 p.m.

### **Thanksgiving, Wednesday, November 25<sup>th</sup> – Town Offices Close at Noon**

### **Thanksgiving, Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup> – Town Offices Closed**

## **December 2026**

December 1	Town Council Meeting	6:30 p.m.
December 8	Planning Commission Meeting	6:30 p.m.
December 15	Board of Historic & Architectural Review	6:30 p.m.
December 15	Board of Zoning Appeals Meeting	7:30 p.m.
December 21	Town Council Committee Meetings (MOVED UP A WEEK)	3:00 p.m.

### **Christmas Holiday, Thursday, December 24<sup>th</sup> – Friday, December 25<sup>th</sup> Town Offices Closed**

### **New Year's Holiday, Friday, January 1<sup>st</sup> – Town Offices Closed**

**NOTE: ALL PUBLIC MEETINGS WILL BE HELD AT THE SMITHFIELD CENTER**

The Smithfield Town Council held its regular meeting on Wednesday, November 5, 2025.  
The meeting was called to order at 6:30 PM.

**Members present:**

Michael Smith - Mayor  
Bill Harris - Vice Mayor  
Steve Bowman  
Mary Ellen Bebermeyer  
Valerie Bulter  
Darren Cutler  
Jeff Brooks

**Members absent:**

None

**Staff present:**

Michael Stallings – Town Manager  
Lesley King – Town Clerk  
Chris McKenzie - Sands Anderson PC, Interim Town Attorney  
Tammie Clary – Community Development & Planning Director  
Judy Winslow – Director of Tourism  
Alonzo Howell – Chief, Smithfield Police Department  
Chris Meier – Deputy Chief, Smithfield Police Department  
Amy Novak – Director of Parks and Recreation  
Steve Clark - Grounds Attendant  
Virginia "Gigi" Smith - Vice Chair, Planning Commission

**Press:**

Stephen Faleski - The Smithfield Times

**Citizens:**

15

**1. Call To Order**

**2. Pledge Of Allegiance**

Mayor Smith reported that Scout Troop 7 would lead the Pledge of Allegiance.

**3. Informational Reports**

- a. Town Manager's Report
- b. Committee Summary Reports

**4. Upcoming Meetings And Activities**

November 4	Town Offices Closed for Election Day
November 5	6:30 p.m. - Town Council Meeting (Wednesday)
November 11	Town Offices Closed in Observance of Veteran's Day
November 12	6:30 p.m. - Planning Commission Meeting (Wednesday)
November 17	3:00 p.m. - Town Council Committees (Moved up a week)
November 18	6:30 p.m. - Board of Historic and Architectural Review
November18	7:30 p.m. - Board of Zoning Appeals
November 26	Town Offices Close at Noon for the Thanksgiving Holiday
November 27 & 28	Town Offices Closed for the Thanksgiving Holiday

**5. Presentation**



**a. Resolution of Appreciation - Former Planning Commission Member Bill Davidson**

Mayor Smith read a Resolution of Appreciation awarded to Bill Davidson for 13 1/2 years of service on the Smithfield Planning Commission.

Mr. Davidson thanked the Town Council, Mrs. Clary and the Planning Department Staff, and the Town Clerk, Lesley King.

**b. Jersey Park Rehabilitation Project Update from Green Street Housing**

The Town Manager reported that the Representative from Green Street Housing had to delay their presentation due to illness, and they would plan on hearing their update at December's meeting.

**6. Public Comments**

Robert Small - Mr. Small reported that he had passed out photographs that illustrated the status of the property at 1502 Magruder Road. He stated that during the debris removal it had been found that the fire box and chimney were so well-built that they had not been damaged in the fire. He stated that they had been left standing as it was the intention of the owner to rebuild. He said that based on his research into the Chesapeake Bay Preservation Area rules, when there was a casualty loss, such as due to fire, they shall be allowed to rebuild as long as it was within the same footprint. Mr. Small thanked the Council on behalf of the Harris's for their patience, and they apologized for the frustration caused over the last several months. He offered to answer any questions that the Council had.

Councilman Bowman attested that the pictures did accurately show the state of the property. He thanked Mr. Small for his efforts to keep the Town Council briefed on the status of property throughout the process.

Mayor Smith confirmed that there were no other members of the public that wished to speak.

**7. Council Comments**

Councilwoman Butler asked to recognize Katrina Johnson, President of the Isle of Wight Chamber of Commerce, who was present at the meeting along with a student who was a participant in the Leadership Institute. She commended the Town Manager, the Chief of Police and the Smithfield Police Department for their collaboration with Smithfield High School in the mapping of their Homecoming Parade. She stated that she would like for the community to look at the Town as a partner in helping them to resolve problems. Councilwoman Butler announced that the Riverside Smithfield Hospital would be hosting a Community Open House on Sunday, December 7<sup>th</sup>, from 1-4 pm. She encouraged attendance by the community and reported that there would be activities for children at the event.

Mayor Smith confirmed that there were no other Council Comments.

**8. Consent Agenda Items**

Councilman Brooks made a motion to approve the consent agenda items C(a) and C(b) as presented.

Councilwoman Butler seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

**a. Invoices Over \$20,000 Requiring Council Authorization:**

*Finance Committee Chair, Jeff Brooks*

- |   |              |
|---|--------------|
| i. RDA Systems, Inc.  | \$ 41,750.00 |
| ii. Virginia Control & Electrical - Install Bypass Pump at Cypress Creek Pump Station | \$ 51,506.27 |

- iii. Virginia Control & Electrical - Install Pump Control Panel & VFDs for Plaza Pump Station \$ 67,322.88
- iv. Virginia Control & Electrical - SCADA Equipment for Mallory Farm Pump Station \$ 26,800.00
- v. Isle of Wight County - IT Services (July - December 2025) \$ 40,500.00

**b.** Motion to Approve the Town Council Summary Minutes from October 8th, 2025.

## 9. Action Items

**a.** PUBLIC HEARING: Special Use Permit - 1812 South Church Street  
*Tammie Clary, Director of Community Development and Planning*

Mrs. Clary reported that the applicant was seeking an SUP (Article 3.I.C.6) for a commercial recreation facility offering Jiu Jitsu. She detailed that the facility was designed as a membership-based program focused on veterans, law enforcement officers, trauma survivors (especially women), and at-risk youth. She continued that the curriculum would be therapeutic, educational, and rooted in resiliency-building, and would include structured instruction, team-based learning, and weekly peer discussions to give veterans and others a trusted environment to process trauma while developing practical skills. Mrs. Clary reported that there would be approximately 2 employees at the site, and it would be open in the evenings Monday through Thursday, early mornings Monday and Wednesday, and Saturday mornings. She added that the application had been recommended favorably by the Planning Commission previously.

Mayor Smith opened the public hearing and asked if there was anyone present who wished to speak on the matter. Hearing and seeing none, he closed the hearing.

Councilman Bowman made a motion to approve the application as presented.

Councilman Cutler seconded the motion.

Mayor Smith called for the vote, with seven members present. Councilman Bowman voted aye, Councilwoman Butler voted aye, Councilman Cutler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

**b.** PUBLIC HEARING: Special Use Permit - 1282 Smithfield Plaza  
*Tammie Clary, Director of Community Development and Planning*

Mrs. Clary reported that the applicant was seeking an SUP (Article 3.J.C.17) for a service station within the existing parking lot of the Kroger. She noted that there would be 5 pumps and feature an 8'x22' kiosk for the attendant, with the fuel center operating from 5am to 11pm daily.

Mayor Smith opened the public hearing and asked if there was anyone present who wished to speak on the matter. Hearing and seeing none, he closed the hearing.

Councilman Brooks made a motion to approve the application as presented. Councilwoman Bebermeyer seconded the motion.

Councilman Cutler asked to make a statement directed to the representatives from Kroger. He said that he had received a few more comments from residents in the community, and another benefit to having electric vehicle (EV) charging available at the site would be to encourage people to shop while their vehicle is charging. He reiterated his recommendation that they install EV chargers at the station.

Mayor Smith called for the vote, with seven members present. Vice Mayor Harris voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Councilman Brooks voted aye, Councilwoman Bebermeyer voted aye, Councilwoman Butler voted aye, and Mayor Smith voted aye. The motion passed unanimously.

**c.** PUBLIC HEARING: Rezoning, Comprehensive Plan Amendment & Future Land Use

## Map Amendment

Tammie Clary, Director of Community Development and Planning

Mrs. Clary reported that Town Staff was requesting the rezoning of this property from Heavy Industrial to Downtown, which was in line with neighboring properties. She stated that the only proposed addition was a shed to house the Tourism Departments golf cart. She said that in order to permit the development in the configuration proposed by the applicants, a total of seven development applications were necessary. They are listed and described below:

- Conditional Official Zoning Map Amendment (Rezoning): The property is currently being used for retail sales, which is permissible in the Downtown Zoning District, by-right.
- Comprehensive Plan Amendment (Future Land Use Map Amendment): Because the lot lines making up these parcels were abandoned to create 2 parcels, the designation on the FLUM will have to also represent the new parcel shapes. The Historic District/ Downtown Mixed Use will still front on Main Street and the Historic District Residential will still front on Cedar Street.
- Comprehensive Plan Amendment (Future Land Use Map Amendment): The most essential Town publication to consult during the rezoning process is the Town's Comprehensive Plan, specifically the Future Land Use Map (FLUM). The near entirety of the property in question is designated on the FLUM as remaining "low-density residential" in the future, which accommodates a portion of the property's (TPINs 22-01-017, 22-01-026, 22-01-028, 22-01-029, 22-03-001 & 22-03-002) current zoning classification as NR. The remaining portions of the property (TPINs 22-01-033, 23-01-008 & 23-01-008A) which are currently zoned CC, if rezoned in accordance with the FLUM, would have to be rezoned NR. Consequently, the proposed rezoning is in conflict with the FLUM, and a Comprehensive Plan amendment is necessary. The applicant proposes no change in the FLUM's current classification of the portions of the property designated as future "environmental conservation."

Mrs. Clary noted that the application was favorably recommended to Town Council as one parcel with the FLUM designation of Historic District/ Downtown Mixed Use by the Planning Commission. She added that any change made to the FLUM that had not been included in what was advertised would need to be readvertised.

Mayor Smith opened the public hearing and asked if there was anyone present who wished to speak on the matter. Hearing and seeing none, he closed the hearing.

The Town Manager referred to the recommendation given by the Planning Commission to make the property in question one parcel. He noted that the Town Staff had originally had the property separated into two separate parcels, which was how it exists currently. He said that there were several reasons to keep it as two parcels: the Town currently had a lease on the building up front and if they made it one parcel the lease would then encompass the entire property. He also said that if the Council ever decided to sell off the building on the property, then the property would need to be re-subdivided.

Councilwoman Bebermeyer said that she understood why staff had recommended that the property be split into two parcels. She asked if the property was split into two, could both parcels then be zoned Historic Downtown Mixed Use instead of the parcel fronting Cedar Street being zoned Historic Downtown Residential. She acknowledged that by right the back parcel could still be used for residential purposes, and recalled that there were several concerns voiced that zoning it as such essentially advertised it for residential use.

The Town Manager stated that a key point was that it was just the FLUM designation, not the actual zoning designation. He said that the change would not affect the underlying zoning and what could or could not be on the site. He said that it had been done in that way so that it would be aligned with the properties that were adjacent. He said that as long as the Town owned the property, there was no expectation that they would ever do anything residential with the parcel.

Mrs. Clary stated that it would be up to the Town Council if they wished to engage with a developer in order to sell the property. She noted that they could insert safeguards in the

conditions of such a sale agreement.

Councilman Cutler said that all the reasons listed by the Town Manager were good ones, but the one bad point was in regard to the lease. He questioned what other negative effects there could be to keeping the property as one parcel.

The Town Manager reiterated that if they made the parcel one, then they would lease the entire parcel to the current business owner. He stated that they would have to rewrite the lease to designate where the leases property was.

Councilman Cutler clarified that there was no additional cost to writing a lease. He asked if there were any other additional costs for making the site one parcel.

The Town manager confirmed that they would need to have the lot resurveyed to reflect the plat not having a boundary line in the middle and the FLUM would need to be amended to show the lot as one parcel.

Mr. Cutler asked what the approximate cost to have the property resurveyed would be. Mrs. Clary speculated that it would cost about \$1,000.00.

The Town Manager estimated that the advertising would cost anywhere from \$400 to \$800.

Mrs. Clary added that there would be recordation fees.

Councilman Cutler acknowledged the extra cost, but added that they were low. He noted that the Planning Commission's recommendation addressed keeping the action cost low. He discussed the negative effects of asking for a Planning Commission recommendation and then going against it.

Councilman Bowman reported that he was cognizant of cost, but at the same time he did not think that cost should posed as a barrier. He stated that the Planning Commission had forwarded a unanimous recommendation, and he thought what they were suggesting was the right direction to proceed.

Vice Mayor Harris was in agreement with Councilman Bowman's statement that cost should not be a consideration in the matter. He emphasized that when someone viewed the FLUM he wanted the Town's expectations of the future of the Town to be clear.

Mayor Smith recognized that there had been some confusion about the matter.

Councilman Cutler observed that they could only vote on what had been advertised. He recommended that they request that Staff readvertise the matter and move forward.

Interim Attorney McKenzie stated that procedurally they would want to rerun the advertisement for the alternative FLUM. He clarified that the Town Council wanted to see an advertisement to include one FLUM designation, Downtown Mixed-Use, for the entire parcel. He added that they were not changing the zoning district designation, and the boundary lines were theirs to adjust administratively.

The Town Manager stated that they did want a change to the zoning from Industrial to Downtown.

The Interim Attorney advised that they could defer action to the next Town Council meeting.

Mayor Smith stated that they would move the matter to the earliest possible meeting.

Councilwoman Bebermeyer asked if the matter could be addressed at the December Town Council meeting.

The Town Manager stated that it would need to return to the Planning Commission, adding that it

may need to wait for January.

Councilwoman Bebermeyer asked if it could be advertised simultaneously.

The Interim Town Attorney stated that he would work with Town Staff to find the most expeditious way to proceed.

## **10. New Business**

Mayor Smith confirmed that there was no New Business.

## **11. Old Business**

### **a. Traffic Mitigation Discussion with VDOT**

Vice Mayor Harris noted that the Cypress Creek Bridge had been reopened, and he wanted to request that the Town Manager re-engage the Virginia Department of Transportation (VDOT) in a discussion about traffic mitigation in Town. He recommended that the discussion include the possibilities of a traffic study, a closer look at speed reduction, or better signage on cross-streets in areas like Grace Street. He noted that the traffic had recently been reduced to a steady stream instead of a standstill. He said that the issue had been pushed off while the bridge had been under construction, but with its completion, it was time to revisit the issue.

Councilman Cutler observed that reducing the speed limit to 25 mph all the way up to the Royal Farms on South Church Street would be an enhancement to the community.

Councilwoman Bebermeyer stated that if they were going to make considerations for Grace Street, the same should be considered for Cedar and James Streets as well.

Vice Mayor Harris commended Chief Howell and Deputy Chief Meier for the Police's efforts to keep the Downtown Area safe during the Safe Trick-or-Treat events in Town.

Mayor Smith added that the new lighting that had been put in place was remarkable.

## **12. Additional Discussion**

## **13. Adjournment**

The meeting adjourned at 9:22 pm.

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Michael Smith - Mayor

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Lesley King - Town Clerk

The Smithfield Town Council held its Special Meeting on Wednesday, November 12<sup>th</sup>, 2025.  
The meeting was called to order at 10:00 AM.

**Members present:**

Michael Smith - Mayor  
Bill Harris - Vice Mayor  
Steve Bowman  
Mary Ellen Bebermeyer  
Valerie Bulter  
Darren Cutler  
Jeff Brooks

**Members absent:**

None

**Staff present:**

Michael Stallings – Town Manager  
Christopher McKenzie – Interim Town Attorney  
Lesley King – Town Clerk

**Press:**

Stephen Faleski - The Smithfield Times

**Citizens:**

0

Mayor Smith welcomed all attendees to the meeting.

**1. Call To Order**

**2. Closed Session**

Mayor Smith stated that they needed a motion to go into closed session for the following purposes:

- a. Closed Session for Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding it facilities in the community, more specifically a new proposal at The Grange Project location, pursuant to 2.2-3711 A5 of the Code of Virginia.
- b. Closed Session for Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically a new proposal at The Grange Project location, pursuant to 2.2-3711 A3 of the Code of Virginia.

Councilman Bowman made a motion to go into closed session for the above mentioned topics, pursuant to 2.2-3711 A5 and A3 of the Code of Virginia. Vice Mayor Harris seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

*The Town Council went into closed session at 10:01 a.m.  
The Town Council returned to open session at 11:48 a.m.*

A motion was made to come back into open session.

Councilman Bowman made a motion to certify that only the information previously mentioned pursuant to 2.2-3711 A3 and A5 of the Code of Virginia were discussed.

Council Woman Bebermeyer seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. Councilwoman Butler voted aye, Councilwoman Bebermeyer voted aye, Councilman Brooks voted aye, Councilman Cutler voted aye, Councilman Bowman voted aye, Vice Mayor Harris voted aye, and Mayor Smith voted aye. The motion passed unanimously.

**3. Adjournment**

The meeting adjourned at 11:48 am.

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Michael Smith - Mayor

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Lesley King - Town Clerk

DRAFT