

The Smithfield Town Council held a Special Meeting on Monday May 19th, 2025. The meeting was called to order at 6:30 p.m.

Members present:

Michael Smith – Mayor
Bill Harris – Vice Mayor
Valerie Butler
Jeff Brooks
Steven G. Bowman
Mary Ellen Bebermeyer

Members Absent:

Darren Cutler

Staff present:

Michael Stallings – Town Manager
William H. Riddick, III – Town Attorney
Lesley King – Town Clerk
Tammie Clary – Community Development & Planning Director
Ed Heide – Director of Public Works
Judy Winslow – Director of Tourism
Laura Ross – Treasurer
Alonzo Howell – Chief, Smithfield Police Department
Chris Meier – Deputy Chief, Smithfield Police Department
Ashley Rogers – Director of Human Resources

Press:

None

Citizens: 0

Mayor Smith welcomed all attendees to the meeting and asked all present to stand for the Pledge of Allegiance.

UPCOMING MEETINGS AND ACTIVITIES

Monday, May 19th, 2025 - 3:00 p.m. Town Council Committee Meetings
Tuesday, May 20th, 2025 - 6:30 p.m. Board of Historic and Architectural Review
Monday, May 26th, 2025 - Town Offices will be Closed in Observance of Memorial Day

PUBLIC HEARING: FY 2025/2026 Budget

The Town Manager reported that the public hearing for the upcoming Fiscal Year 2025/2026 Budget. He explained that they would hold the public hearing but there would not be action taken by the Town Council as it would be deferred until the June Town Council Meeting. He stated that in the budget Town Staff did not recommend any tax rate increases and they would remain the same. He noted that the only increases in the budget were to the water and sewer rates, which had been based off of the information received in the Water Rate Study performed. He

continued that the new water rate would be \$8.50 per 1000 gallons and the new sewer rate would be \$6.00 per thousand gallons. He observed that the rates reported would help the Town be able to operate and maintain the system as well as complete Capital Improvement Projects that they needed to keep up with for the aging infrastructure.

Mayor Smith recalled that there had been questions raised in the earlier Committee meeting regarding the proposed Maintenance Building.

The Town Manager stated that the biggest Capital Project was the Maintenance Facility. He reported that the plan was to fund the construction of the building uses cash reserves, meaning that the Town would not need to borrow any money. He detailed that funding would cover the building, a parking lot, material storage, and all the required landscaping. He said that as the engineers finalized the full design for the project, the Town would advertise for bids and the Town Council would be able to review the project again prior to it actually happening. The Town Manager reported that they had \$2 million budgeted for the project, but they were hoping that the cost would come in below that amount.

Mayor Smith asked if the amount of \$2 million had been chosen based on information given by the engineers.

The Town Manager reported that \$2 million cost had been based off of the completed Kimley-Horn preliminary engineering estimate as they had been working on the initial design for the building.

Mayor Smith asked the Town Council if they had any questions for the Town Manager in regard to the proposed budget.

Vice Mayor Harris asked about the size of the storage facility.

The Town Manager noted that he would have to look at the actual document, but believed that the building size was 50' by 80'. He reported that the building would work similar to the Public Works building and would hold dirt for the baseball fields, etc.

Vice Mayor Harris asked if the project would be split into two separate bid categories of brick and no brick.

The Town Manager reported that as they went through the process they would evaluate internally whether or not they wanted to apply for the waiver associated with the project. He said that they would probably make the decision before they sent the information out for bids so that bids would be received for just one design.

Councilwoman Bebermeyer asked for a rough estimate of when the building might begin construction.

The Town Manager stated that he had requested that the engineers start preparing the necessary documents. He estimated that they may be able to send out for bids in July and dependent on cost and availability of building materials, the construction process should take around a year.

Councilwoman Butler recalled that during the previous meeting, Vice Mayor Harris had inquired about the placement of the building which lead to the Director of Parks and Recreation, Amy Novak, speaking about Dominion Power easements.

The Town Manager explained that back near the baseball field there was a Dominion Power Line that crossed the property between the parking lots and baseball fields. He said that there was an easement there that the Town would not be able to build on.

Councilwoman Butler asked if the proposed site was the only position that the had considered placing the structure.

The Town Manager reported that they had considered alternative placement; however, the proposed spot was where it fit the property the best.

Councilwoman Butler noted that she had only asked the question because it would then be placed within the Entrance Corridor Overlay. She questioned if setting the building back further may be more cost-effective.

The Town Manager observed that any Town structures must comply with the Entrance Corridor Overlay guidelines, regardless of where it was built. He added that the requirement had been adopted by the Planning Commission and Town Council about 2 years prior.

Councilwoman Butler reviewed that they had spoken with the Town Treasurer, Laura Ross, earlier in regard to changing the Town's accounting system. She asked where the funding such a move would come from.

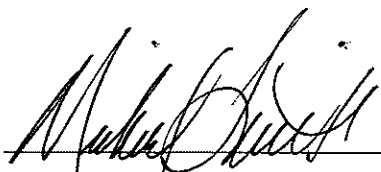
The Town Manager stated that there was money that the Town had set aside for the implementation of MUNIS in the budget. He said that if the Town found that they were going to need more than that amount then Staff would come back with an appropriation.

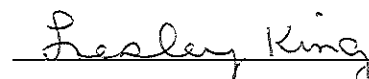
Vice Mayor Harris recalled discussing prior an insurance package to protect the Town Council from legal action, but noticed the line item had disappeared from the proposed budget.

The Town Manager explained that, as noted in the budget memo, historically the insurance for the Town was spread out over different departments. He said that he had consolidated that amount into one place under non-departmental, meaning that the total cost of the insurance policy was located there.

Mayor Smith opened the public hearing. He asked if there was anyone present who wished to speak. Seeing and hearing none, he closed the hearing.

The meeting adjourned at 6:38 pm.


Michael Smith - Mayor


Lesley King - Town Clerk