

The Smithfield Town Council held its regular meeting on Tuesday, July 1<sup>st</sup>, 2025, at 6:30 p.m. at the Smithfield Center.

**Members present:**

Michael Smith – Mayor

Bill Harris – Vice Mayor

Valerie Butler

Jeff Brooks

Steven G. Bowman

Mary Ellen Bebermeyer

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

Ashley Rogers – Director of Human Resources

Judy Winslow – Director of Tourism

Laura Ross – Treasurer

Alonzo Howell – Chief, Smithfield Police Department

Eric Phillips – Lieutenant, Smithfield Police Department

Amy Novak – Director of Parks and Recreation

Steve Clark – Grounds and Park Attendant

**Press:**

Stephen Faleski – “The Smithfield Times”

**Citizens:** 1

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

**Closed Session**

Mayor Smith reported that there would be a Closed Session pursuant to 2.2-3711 A3 of the Virginia Code.

Councilman Brooks made a motion to go into closed session pursuant to 2.2-3711 A3 of the Virginia Code. Councilman Cutler 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 6:31 p.m.*

*The Town Council returned to open session at 6:45 p.m.*

Councilman Brooks made a motion to return to regular session following their Closed Session pursuant to 2.2-3711 A3 of the Virginia Code. Councilman Cuter 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.

Councilman Brooks made a motion to certify that only information pursuant to 2.2-3711 A3 of the Virginia Code was discussed during the closed session. Councilman Cuter 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.

### **Manager's Report:**

The Town Manager reported that the previous month's activity and summary reports were contained in the information packet provided and he would answer any questions the Town Council had.

### **Public Comments:**

Martha Jackson of 511 A Cedar Street in Smithfield reported that the 2025 Juneteenth Celebration had been a delightful event full of learning and participation. She questioned if it would be possible to have Main Street closed for future events. She noted several times attendees had difficulty crossing the street due to traffic and she had concerns regarding cars traveling above the speed limit and the safety of event attendees.

Mayor Smith acknowledged that the events were well-attended and with the traffic flowing up and down Main Street, her concerns were warranted.

### **Council Comments:**

Councilman Bowman noted that the most recent Virginia Town and City (VTC) magazine, a publication for the Virginia Municipal League (VML), had a cover story titled "These Kids Are All Right." He reported that the story contained essays completed by children from around the state with the topic "If I Were Mayor..." He stated that the issues that the young people had brought up were not unlike those that the Council were confronted with at every meeting, and it was worth a read.

### **Consent Agenda:**

#### **C1. Ordinance to Amend Town Code Connections and Availability Fees**

#### **C2. Invoices Over \$20,000 Requiring Council Authorization**

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|--|--------------|
| a. Lewis Construction of Virginia – Great Springs Road | \$ 59,872.00 |
| b. Lewis Construction of Virginia – Single Cross Drain | \$ 35,320.00 |

- c. The Blair Brothers – Waterworks Road Ditching \$ 21,900.00
- d. The Blair Brothers – Great Springs Road \$200,800.00
- e. Virginia Control and Electrical Services LLC – Install Bypass Pump \$ 41,918.73
- f. Athens Building Corp – Windsor Castle Park Boardwalk Restoration \$ 99,455.58
- g. Isle of Wight County – Water and Sewer Agreement \$500,000.00

Vice Mayor Harris made a motion to approve the consent agenda as presented. Councilman Cutler seconded the motion.

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

### **Action Section:**

#### **PUBLIC HEARING: Zoning Ordinance Text Amendment – Publication Requirements**

Tammie Clary, Community Development and Planning Director, reported that the item pertained to a proposed Text Amendment to Article 2.W.2.a. of the Zoning Ordinance to bring publication requirements in line with State Code, effective July 1st, 2025. She specified that the change would be from the advertising time of seven days lowered down to five days prior to the meeting.

Mayor Smith opened the public hearing on the matter. He confirmed that there were no sign-ups to speak and closed the public hearing.

Councilman Cutler made the motion to approve the Zoning Ordinance Text Amendment as presented. Councilwoman Bebermeyer seconded the motion.

Mayor Smith called for the vote. Seven members were on call for the vote. 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.

#### **Approval of Town Council Summary Minutes from June 3<sup>rd</sup>, 2025**

The Town Attorney recommended that the minutes be approved as presented.

Councilman Bowman made the motion to approve the summary minutes as presented. Councilman Cutler seconded the motion.

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

### **New Business:**

#### **a. Resolution to Appropriate Funds to Fiscal Year 2025/2026 Police Operating Budget**

The Town Manager reported that the Resolution referenced would appropriate funds from the fiscal year that ended on June 30<sup>th</sup> at midnight, into the current fiscal year's budget. He recapped that

the Police Department's Emergency Response Team (ERT) used a van that was no longer functional. He stated that the Town had originally budgeted and planned to replace the van through the Enterprise Lease Program; however, after evaluation of the proposal the Town identified that there was sufficient cash to pay for a vehicle via money saved in the police department budget over the last fiscal year due to positions that were not filled, etc. He noted that the action would save the Town \$50,000 in interest payments. The Town Manager reported that the cost of the replacement van was \$238,600, and the funds that were remaining in the last year's budget would allow them to pay cash for that vehicle. He added that they would be purchasing the vehicle through an existing State contract, and the vehicle was available in Northern Virginia which would allow for quick delivery.

Mayor Smith asked for the Chair of the Safety Committee to comment on the Resolution.

Councilman Bowman reported that he had reviewed the presentation provided by the Smithfield Police Department and related his personal experience as former Chief of Police and as a member of the Virginia State Police Tactical Response Team. He said that with the knowledge that the vehicle would last up to 15 years and with the needed specifications included, he felt that it was a valid expense. He urged Council to support the Resolution.

Mayor Smith asked if the Chair of the Finance Committee had any comments on the proposal.

Councilman Brooks reported that the van that they had planned to repair was quite old, which he likened to throwing good money at something bad. He said that now the Town had the opportunity to buy a brand new unit that had the specifications that they wanted at a price point that was fantastic, adding that they could pay cash and avoid financing over several years. He concluded that the action had his total support and it was his belief that financially it was a prudent action to take.

Mayor Smith asked if there would be two motions needed for the action.

The Town Manager reported that the resolution included the language that would authorize the signing of the contract.

Councilman Bowman made the motion to approve the resolution to appropriate \$238,600 from the unappropriated fund balance of the general fund to the fiscal year 2025\2026 police department operating budget for the purchase of the emergency response team vehicle. Councilman Cutler seconded the motion.

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

#### **b. Town of Smithfield Engagement Letter from Robinson, Farmer, Cox Associates for Audit Services**

The Town Manager reported that the letter referenced was in regard to the Town's annual engagement with the auditors, adding that it was done yearly in preparation for audit season. He noted that the amount included for their fees matched the Town's budgeted amount moving forward.

Councilman Cutler asked about the addition of the action to the agenda.

The Town Manager clarified that it had been added as an item. He reported that the amount of the services provided was \$40,700, which was in-line with the Town's annual contract with the auditing firm as well as what was budgeted for the upcoming fiscal year.

Councilman Cutler confirmed that this was the same audit that the Council had presented to them several months prior.

The Town Manager added that the Town was under contract with the firm for five years.

Councilman Brooks made the motion to approve the engagement letter of Robinson, Farmer, Cox Associates for audit services. Councilman Cutler seconded the motion.

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

### **Old Business:**

#### **a. Discussion of Fiscal Impact Analysis**

Councilman Cutler reviewed that he had previously made a motion to allot the funds to have the analysis completed, however, he recognized that Isle of Wight County would be releasing their study and thought that they should wait until they were able to review it so they could gauge whether a more focused study was needed. He recommended tabling the item to be able to work at the Council level to research what they believed the outcome would be and also compile questions that they had on the matter for discussion at the next meeting.

Mayor Smith confirmed that they did not need a motion for the discussion item.

The Town Manager reported that he had been notified by Isle of Wight County that they had received the final copy of their study and it was currently under review. He related that he would send the information to the Council members as soon as it was released to him.

#### **b. Update on Redpoint Taphouse**

Vice Mayor Harris said that he had spoken with the Town Manager about where the Town was in their discussion with the owners of Redpoint Taphouse, and asked if he would share that update with the Council.

The Town Manager reported that since they last discussed the subject he had been able to have further conversations with the Redpoint Taphouse representatives. He said that the Redpoint Taphouse representatives had agreed in concept to the proposal made, and in response Town Staff had engaged their engineers to complete the right-of-way evaluation to calculate what the value of it would be. He stated that as soon as Town Staff received that estimate they would be able to move forward with finalizing the proposal.

Councilwoman Butler asked for confirmation that the Town was in agreement to give them credit toward what the right-of-way would cost, even though they did not know when the bike trail completion would happen.

The Town Manager confirmed that was proposal put forward, emphasizing that the Council had not formally agreed to anything.


Councilwoman Butler asked if the Town Staff was completing the proposal.

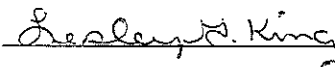
The Town Manager clarified that there was an engineering firm completing the official evaluation of the right-of-way's worth.

Councilwoman Butler asked how much the evaluation cost the Town.

The Town Manager reported that the cost was about \$3,700.

The meeting adjourned at 7:03 pm.

  
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Michael Smith - Mayor

  
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Lesley King – Town Clerk