



2021 COUNCIL MEMBERS:

Mayor T. Carter Williams
Vice Mayor Michael G. Smith
Randy Pack
Beth Haywood
Valerie Butler
Wayne Hall
Renee Rountree

Town Manager – Michael R. Stallings, Jr.

Town of Smithfield, Virginia

2021 ANNUAL STATISTICAL REPORT

Memorandum

February 10, 2022

TO: The Honorable Mayor, Town Council, and Citizens of Smithfield

FROM: Michael R. Stallings, Jr., Town Manager

SUBJECT: 2021 Annual Report

Attached is the Town of Smithfield's 2021 Annual Report.

Some of the major projects completed or underway:

Pinewood Heights CDBG Relocation Project
South Church Street Water Tank Rehabilitation
Grace Street Water and Sewer Line Replacement
Replacement Vac-Truck Purchase
Paving and Widening of a Portion of Jericho Road
Paving of Clontz Park Parking Lot
Benns Church Blvd./S. Church Street Intersection Improvement

Major projects in the planning stage include:

Bike Trail Project – Segment III
Wilson Road Water Tank Rehabilitation

I would like to thank our employees for their continued hard work and dedication. When 2021 started, we all expected COVID-19 to be in our rearview mirror. However, this has not been the case. We continue to struggle to balance providing quality services to our community and keeping our staff and citizens safe. Without our committed staff, we wouldn't be able to continue making Smithfield a great place to live, work, and play!

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CLERK OF COUNCIL REPORT



2021

ACTION ITEMS APPROVED BY TOWN COUNCIL

AGREEMENTS/CONTRACTS



- 01/05/2021** Motion to renew the audit services contract with Robinson, Farmer, Cox Associates for two additional years. Motion passed.
- 01/05/2021** Motion to award the debris removal services contract to Goodrich and Son's Tree Service for a term of three years. Motion passed.
- 02/02/2021** Motion to approve the lease agreement with proposed timeline for preserving the Wombwell House with the Isle of Wight County Historical Society. Tabled.
- 03/02/2021** Motion to approve the contract with Lexipol Solutions for software. Motion passed.
- 05/04/2021** Motion to award the pest control services contract to ReeSource Pest, Inc. Motion passed.
- 06/01/2021** Motion to approve the lease renewal of 315 Main Street for 3 years with a 2% increase each year. Motion passed.
- 06/01/2021** Motion to accept the Notice of Termination of the lease between Historic Windsor Castle Restoration, LLC and the Town of Smithfield. Motion passed.
- 07/06/2021** Motion to award the Benns Church/S. Church Street intersection improvement project to the Blair Brothers Inc. Motion passed.
- 08/03/2021** Motion to approve proposals from Allfirst, LLC to install new float brackets and floats at 12 pump stations within the Town. Motion passed.
- 08/03/2021** Motion to approve the proposal from Blair Brothers, Inc. to repair pipe on Winchester Place. Motion passed.
- 08/03/2021** Motion to approve proposals from Kimley Horn Associates for Phase 1 & 2 drainage design in the Pagan Road neighborhood. Motion passed.
- 09/07/2021** Motion to approve the Memorandum of Agreement for mutual cooperation in reducing sanitary sewer grease blockages and overflows. Motion passed.
- 10/05/2021** Motion to approve the subdivision agreement for Phase VI, Section 3 of Cypress Creek. Motion passed.
- 11/01/2021** Motion to approve proposal for 3rd party inspection services for the Wilson Road water storage tank rehabilitation project. Motion passed.
- 12/07/2021** Motion to approve agreement for a Deed of Easement for use of the Smithfield Center Parking Lot between the Town of Smithfield, Smithfield Foods, and Smithfield Little Theatre. Motion passed.

APPOINTMENTS / REAPPOINTMENTS / ELECTIONS



- 01/05/2021** Vice Mayor Smith and Councilwoman Rountree nominated Julia Hillegass and Justin Hornback for another term on the Board of Historic and Architectural Review. Motion passed.
- 01/05/2021** Councilwoman Butler and Councilwoman Haywood nominated Mr. Raynard Gibbs to serve on the Planning Commission. Motion passed.
- 07/06/2021** Vice Mayor Smith and Councilwoman Haywood recommended Tristan Barnes to the Circuit Court for appointment to the Board of Zoning Appeals. Motion passed.
- 07/06/2021** Councilman Hall and Councilman Pack nominated Laura Brown to fill the unexpired term of Ronny Prevatte on the BHAR. Motion passed.

BUDGET

- 01/05/2021** Ordinance to increase water and sewer rates by 3.6% per FY 2020/2021 adopted budget. Motion passed.
- 02/02/2021** Fireworks display 2021. Motion passed.
- 08/03/2021** Motion to approve the use of funds from the American Rescue Plan Act to fund projects that meet the guidance from the federal treasury. Motion passed.
- 09/07/2021** Motion to use ARPA funds to pave the Clontz Park parking lot and purchase maintenance equipment for the Luter Sports Complex. Motion passed.
- 10/05/2021** Motion to approve the use of American Rescue Plan Act Funds for public wayfinding signs. Motion passed.
- 11/01/2021** Motion to approve the use of American Rescue Plan Act Funds in the amount of \$800,000 for the North Church Street / Hardy Elementary School water line. Motion passed.
- 11/01/2021** Motion to authorize the use of the American Rescue Plan Act Funds (ARPA) to purchase COVID supplies. Motion passed.
- 12/07/2021** Motion to approve the use of ARPA Funds for the paving of the Manor House driveway in the amount of \$27,385 and the purchase of trash cans for Windsor Castle Park and Luter Sports Complex in the amount of \$10,545. Motion passed.
- 12/07/2021** Resolution to appropriate the sum of \$600,000 from the General Fund Balance to the FY 2021-2022 General Fund Operating Budget for the Pinewood Heights Project. Motion Passed.
- 12/07/2021** Resolution to appropriate the sum of \$450,763.71 in CARES Act Funding to the General Fund Operating Budget. Motion Passed.



CLOSED SESSION

- 03/02/2021** Closed session for the purpose of discussing the acquisition or disposition of publicly held real property pursuant to 2.2-3711.A-3 of the Code of Virginia.
- 04/06/2021** Closed session for the purpose of discussing the acquisition or disposition of publicly held real property pursuant to 2.2-3711.A-3 of the Code of Virginia.
- 04/20/2021** Closed session for the purpose of discussing the disposition of two publicly held real properties.
- 06/01/2021** Closed session for the purpose of discussing personnel matters and the disposition of publicly held real estate.
- 09/07/2021** Closed session for the purpose of discussing disposition of publicly held real property and personnel matters.
- 11/01/2021** Closed session for the purpose of discussing the acquisition / disposition of publicly held real property pursuant to 2.2-3711A(3) of the Code of Virginia.

COUNCIL COMMENTS

- 01/05/2021** Councilman Pack, as a business owner, thanked Town Council and the county for supporting the gift card program.
- 03/02/2021** Councilwoman Rountree explained that the Rotary Club had planned a cleanup day for the bypass on April 14th, 2021.
- 04/06/2021** Mayor Williams explained to Council that there would be a ladder truck demonstration at the Smithfield Volunteer Fire Department on April 9th.
- 04/06/2021** Councilwoman Rountree asked about solar panel approvals in the county.
- 08/03/2021** Mayor Williams encouraged TC members to attend local business ribbon cuttings and National Night Out.
- 09/07/2021** Mayor Williams informed everyone of efforts to increase traffic at Cowgirl Crossing and also in the 300 block of Main Street.
- 09/07/2021** Councilwoman Rountree stated that a citizen contacted her in favor of
- 10/05/2021** Councilwoman Rountree reported that trash containers are not being delivered to new residents in a timely fashion. She also mentioned there would be a Zoom public hearing broadcasted at the Smithfield Center on October 13th for the Riverside Hospital proposal. She asked that all of town council to attend and express support for a medical facility near Town limits.
- 10/05/2021** Councilman Pack reported that a person was seen entering the Wombwell house and asked the police department to check the property.
- 10/05/2021** Mayor Williams and Councilman Hall thanked the police department and Officer McGough for the successful National Night Out event.
- 11/01/2021** Councilwoman Haywood expressed her gratitude for the other members of Town council as well as the Town Manager and employees of the Town that dedicate their time making this town what it is.
- 11/01/2021** Mayor Williams reported that he would like to recommend giving Town employees the whole day off on the Wednesday prior to the Thanksgiving Holiday.

12/07/2021 Councilman Pack reported there would be a Boat Parade on 12/12/21 and discussed being proactive on marijuana legislation.



DEEDS

02/02/2021 Deed of Easement for Cypress Creek – Phase VI. Motion passed.
08/03/2021 Motion to accept deeds for 1, 6, 8, and 12 Pinewood Drive as part of the Pinewood Heights Relocation project and the Deed of Easement for the RO Plant. Motion passed.
10/05/2021 Motion to accept deed for Lot 19 of the Pinewood Heights Relocation project. Motion passed.
12/07/2021 Motion to approve agreement for a Deed of Easement for use of the Smithfield Center Parking Lot between the Town of Smithfield, Smithfield Foods, and Smithfield Little Theatre. Motion passed.
12/07/2021 Motion to accept deed for Lot 19 in Lakeside Heights to be used as an emergency exit. Motion passed.
12/07/2021 Motion to Accept the Deed of Easement for property located behind the Reverse Osmosis Plant. Motion passed.

EMPLOYEE SERVICE AWARDS

Christopher McGough of Police Department	5 Years
Ashley Rogers of Town Manager's Office	5 Years
Donald Brady of Police Department	10 Years
James Phillips of Police Department	10 Years
Tracy James of Treasurer's Office	15 Years
Herbert Kelly of Smithfield Center	20 Years
Barbara Hunter of Treasurer's Office	30 Years
Chrystalyn Brown of Windsor Castle Park	1 Year Certificate
Tammie Clary of Planning Department	1 Year Certificate
Demott Campbell of Museum	1 Year Certificate
Michael Holtzclaw of Museum	1 Year Certificate
Michael Stallings of Town Manager's Office	1 Year Certificate

EMPLOYEES

3/22/2021	Kate Wahl hired as Police Department staff.
3/29/2021	Trey Greene hired as Public Works staff.
3/29/2021	Larry Skeeter hired as Public Works staff.
5/04/2021	Resignation of John Settle.
6/01/2021	Promotion of Tammie Clary to Community Development & Planning Director.
7/06/2021	Tony Davis hired as Water Treatment Plant staff.
9/07/2021	Alan Lester hired as Police Department staff.
9/20/2021	Rufus Towns hired as Public Works staff.
9/13/2021	Mark Kluck hired as Planning Department staff.
11/03/2021	Shaun Powell hired as Public Works staff.
11/08/2021	Randall Gillespie hired as Police Department staff.
12/06/2021	Nadya Jaudzimas hired as Town Manager's Office staff.



INVOICES OVER \$10,000



01/05/2021	SHI International Corp.	\$ 18,779.63
	DELL Marketing LP	\$ 26,200.00
	A.C. Schultes of Maryland, Inc.	\$ 18,958.50
	IOW Christian Outreach	\$ 12,650.00
	Isle of Wight Tourism	\$136,771.50
	Isle of Wight E911	\$126,175.00
	Kimley Horn and Associates	\$ 13,087.83
	ALLFIRST	\$ 49,958.23
	Additional Invoices:	
	Applied Concepts, Inc.	\$ 31,667.70
	Firewalls.com, Inc.	\$ 13,124.15
	YMCA	<u>\$ 50,000.00</u>
	TOTAL	<u>\$497,372.54</u>
 02/02/2021	WACO, Inc.	 \$ 21,954.00
	Axon Enterprises, Inc.	\$ 12,840.00
	Tyler Technologies	\$ 11,100.00
	Suburban Contractors, LLC	\$ 15,200.00
	Robinson, Farmer, Cox Associates	\$ 25,250.00
	Additional Invoices:	
	Davenport & Company	\$ 26,000.00
	Lewis Construction – pulled but approved	<u>\$ 94,466.00</u>
	TOTAL	<u>\$206,810.00</u>

03/02/2021	Isle of Wight County	\$ 47,250.00
	Kimley Horn Associates	\$169,812.00
	ALLFIRST	<u>\$ 73,279.43</u>
	TOTAL	\$290,341.43
04/06/2021	Lewis Construction	\$272,420.00
	Kimley Horn	\$ 12,718.56
	Kimley Horn	\$ 38,553.48
	Xylem	\$ 18,880.00
	Blair Brothers	\$ 21,468.00
	Blair Brothers – additional invoice	<u>\$ 51,458.67</u>
	TOTAL	\$415,498.71
05/04/2021	Lexipol, LLC	\$ 57,907.10
	Lewis Construction of Virginia, Inc.	\$216,805.00
	Kimley Horn Associates	<u>\$ 61,473.46</u>
	TOTAL	\$336,185.56
06/01/2021	Suburban Contractors, LLC	\$281,537.50
	Lewis Construction of Virginia, Inc.	\$ 73,580.00
	Blair Brothers, Inc	\$ 10,000.00
	Blair Brothers, Inc.	<u>\$ 32,291.81</u>
	TOTAL	\$397,409.31
07/06/2021	Kimley Horn	\$ 24,165.46
	Sydnor Hydro	\$ 13,980.00
	Lewis Construction	\$ 16,475.00
	Blair Brothers, Inc.	\$303,359.00
	Blair Brothers, Inc.	\$ 15,416.34
	Atlantic Constructors	\$ 97,479.00
	Virtra Inc.	<u>\$162,967.73</u>
	TOTAL	\$633,842.53
08/03/2021	Superion, LLC	\$ 25,428.08
	Lewis Construction of Virginia	\$105,310.00
	Kimley-Horn Associates	\$ 30,901.16
	Wilbar Truck Equipment	\$ 68,552.00
	Santander Bank, N.A.	\$ 99,349.81
	Virginia Retirement System	<u>\$ 13,628.89</u>
	TOTAL	\$343,169.94
09/07/2021	Kimley Horn Associates	\$ 28,013.44
	Lewis Construction	\$110,525.00
	Summit Design & Engineering	\$ 19,690.00
	WACO, Inc.	\$ 53,425.00
	Core & Main	\$ 12,900.00
	Smithfield Volunteer Fire Department	\$ 15,000.00
	Smithfield Volunteer Fire Department	<u>\$ 19,000.00</u>
	TOTAL	\$258,553.44

10/05/2021	Blair Brothers, Inc.	\$ 34,136.97
	Isle of Wight County Tourism True-Up	\$133,772.00
	Western Tidewater Free Clinic	\$ 23,000.00
	SHI International Corp	\$ 19,962.30
	ALLFIRST LLC (Lakeside Pump Station)	<u>\$ 26,509.20</u>
	TOTAL	\$237,380.47
11/01/2021	Lewis Construction of Virginia	\$182,846.98
	Isle of Wight County – E911 True -Up	\$113,914.62
	Blair Brothers, Inc.	\$ 35,202.73
	PC Liquidations	\$ 11,484.00
	Core & Main	\$ 24,230.00
	IPC Technologies, Inc.	\$ 22,348.60
	Blair Brothers, Inc.	\$198,705.30
	Smith Turf and Irrigation	\$ 13,975.00
	Blair Brothers, Inc.	<u>\$ 91,025.00</u>
	TOTAL	\$693,732.23
12/07/2021	Lewis Construction of Virginia	\$142,493.00
	Lewis Construction of Virginia	\$ 36,646.00
	Lewis Construction of Virginia	\$145,969.55
	Kimley Hoen Associates	\$ 12,386.72
	Core & Main	\$ 24,230.00
	Draper Aden Associates	\$ 16,235.50
	RAD Sports	\$ 87,500.00
	Blair Brothers, Inc.	\$240,685.00
	Smithfield Volunteer Fire Department	\$ 32,740.00
	Prism Contractors & Engineers	\$ 13,450.00
	Axon EnterpriseInc.	\$ 12,003.00
	Allfirst LLC	\$ 26,117.28
	Ferguson	\$ 17,173.89
	Smithfield Services, Inc.	<u>\$ 14,100.00</u>
	TOTAL	\$821,729.94

MEETINGS HELD BY TOWN COUNCIL

01/05/2021	Regular Town Council Meeting.
02/02/2021	Regular Town Council Meeting.
03/02/2021	Regular Town Council Meeting.
04/06/2021	Regular Town Council Meeting.
04/20/2021	Special Town Council Meeting.
05/04/2021	Regular Town Council Meeting.
06/01/2021	Regular Town Council Meeting.
06/28/2021	Continued Town Council Meeting.
07/06/2021	Regular Town Council Meeting.
08/03/2021	Regular Town Council Meeting.
09/07/2021	Regular Town Council Meeting.

10/05/2021 Regular Town Council Meeting.
11/01/2021 Regular Town Council Meeting.
12/07/2021 Regular Town Council Meeting.

MEMORANDUM OF UNDERSTANDING

04/06/2021 Motion to approve the MOU between Smithfield Packers Youth Sports and the Town of Smithfield. Deferred back to the April Parks and Rec committee.
05/04/2021 Motion to approve the MOU between the Town and Smithfield Packers Youth Sports. Motion passed.

MISCELLANEOUS MOTIONS

02/02/2021 Fireworks display 2021. Motion passed.
04/06/2021 Motion to authorize the Town Treasurer to release CHIP funds pending approval of the 501c3 status. Motion passed.
06/01/2021 Motion to move forward with Segment 3 of the multi-use path along the east side of S. Church Street. Motion passed.
07/06/2021 Motion to send a letter to the Governor regarding unemployment benefits. Motion passed.
08/03/2021 Motion to approve the installation of one additional streetlight in the area of Lane Crescent/Kendall Haven. Motion passed.
08/03/2021 Motion to approve amendments to the Town's Personnel Manual, more specifically compensatory time policy, holiday policy, and drug free workplace policy. Motion passed.
08/03/2021 Motion to approve the use of funds from the American Rescue Plan Act to fund projects that meet the guidance from the federal treasury. Motion passed.
08/03/2021 Motion to approve rate adjustments at the sports complex. Motion passed.
09/07/2021 Motion to use ARPA funds to pave the Clontz Park parking lot and purchase maintenance equipment for the Luter Sports Complex. Motion passed.
09/07/2021 Motion to supply 5 storage units (10' x 5') to property owners on Great Spring Road for 3 months during hurricane season. Motion passed.
10/05/2021 Motion to authorize leadership and retention training by Randy Means for the police department. Motion passed.
10/05/2021 Motion to authorize sign-on bonus for the Smithfield Police Department. Motion passed.
10/05/2021 Motion to authorize price increase of material for approved ARPA funded project. Motion passed.
10/05/2021 Motion to approve the proposed joint fee schedule for the departments of Community Development & Planning and Engineering & Public Works. Motion passed.
10/05/2021 Motion to approve the use of American Rescue Plan Act Funds for public wayfinding signs. Motion passed.
10/05/2021 Motion to approve the use of American Rescue Plan Act Funds for the replacement of benches along Main Street. Motion passed.

- 10/05/2021** Motion to approve moving forward with compensation study by Evergreen LLC. Motion passed.
- 10/05/2021** Motion to approve the proposed Smithfield Center rate adjustment. Motion passed.
- 11/01/2021** Motion to approve the use of American Rescue Plan Act Funds in the amount of \$800,000 for the North Church Street / Hardy Elementary School water line. Motion passed.
- 11/01/2021** Motion to approve proposed policy for guidance on streetlights and subdivision streetlight requirements. Motion passed.
- 11/01/2021** Motion to authorize the use of the American Rescue Plan Act Funds (ARPA) to purchase COVID supplies. Motion passed.
- 12/07/2021** Motion to approve retention efforts for the Smithfield Police Department. Motion passed.
- 12/07/2021** Motion to approve the use of ARPA Funds for the paving of the Manor House driveway in the amount of \$27,385 and the purchase of trash cans for Windsor Castle Park and Luter Sports Complex in the amount of \$10,545. Motion passed.

ORDINANCES



- 01/05/2021** Ordinance to increase water and sewer rates by 3.6% per FY 2020/2021 adopted budget. Motion passed.
- 04/06/2021** Ordinance to amend the Town Code – Section 22-2 for removal or repair of dangerous buildings, Spot Blight Abatement. Motion passed.
- 06/01/2021** Town Code amendment to allow backyard chickens within residential zones of Smithfield. Motion failed.
- 12/07/2021** Ordinance to declare 1400 South Church Street as a blighted property in the town of Smithfield. Motion passed.

PRESENTATIONS

- 01/05/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 02/05/2021** Smithfield High School update by Miss Anika Eng.
- 03/02/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 03/02/2021** Smithfield High School update by Miss Anika Eng.
- 03/02/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 03/02/2021** Presentation of Top Cop Award by James Pope of the Greater Hampton Roads Regional Crime Line to Officer Polk of the Smithfield Police Department.
- 05/04/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 06/01/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 06/01/2021** Public hearing for the FY 2021/2022 proposed budget. Continued until June 28th.
- 07/06/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 08/03/2021** Discussion by Town Manager for vaccine incentive for Town staff.
- 09/07/2021** Presentation of award from the Virginia Rural Water Association to Jeff Smith.
- 09/07/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.

- 10/05/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 12/07/2021** Presentation from Western Tidewater Free Clinic by Rob Estes.
- 12/07/2021** Briefing by Dick Grice, Isle of Wight County Board of Supervisors.
- 12/07/2021** Presentation by Chief Howell of the Smithfield Police Department of awards for Officer Paul Jones and Officer Sam Johnson from Virginia MADD and Officer Jacob Norton for becoming a Senior Officer.
- 12/07/2021** Mayor Williams presented former Councilwoman Tynes with a Resolution of Appreciation for her years of service to the Town. She was also presented a Town of Smithfield flag. Councilwoman Tynes expressed appreciation for the Town of Smithfield as it will always be her home.
- 12/07/2021** Delegate Emily Brewer presented former Councilwoman Tynes with House Resolution 256 to show the House of Delegate's gratitude for her years of service to the Town of Smithfield, Isle of Wight County, and the commonwealth of Virginia.

PROCLAMATIONS

- 11/01/2021** Proclamation to Support Small Business Saturday on November 27, 2021. Motion passed.

PROPOSALS

- 02/02/2021** Motion to approve the proposal for the Battery Park Road Drainage Study and Improvements by Draper Aden Associates. Motion passed.
- 03/02/2021** Motion to approve the proposal for construction phase services for the Benn's Church Blvd. and S. Church Street intersection improvement project by Kimley Horn. Motion passed.
- 04/06/2021** Motion to approve the proposals from Blair Brothers, Inc. for various street improvements throughout the Town of Smithfield. Motion passed.
- 05/04/2021** Motion to approve the proposal for the water treatment plant expansion analysis from Kimley Horn. Motion passed.
- 05/04/2021** Motion to approve the proposal to replace the Town's phone system. Motion passed.
- 05/04/2021** Motion to approve the proposal for Blair Brothers, Inc. for miscellaneous repairs to the Waterworks Road Dam. Motion passed.
- 05/04/2021** Motion to approve the proposal from Blair Brothers, Inc. for street maintenance work on Cockes Lane. Motion passed.
- 09/07/2021** Motion to approve the proposal from Allfirst, LLC to repair storm damage at the Lakeside Pump Station. Motion passed.
- 09/07/2021** Motion to approve the proposal from Allfirst, LLC to replace two VFDs and one transfer switch at the Main Street Pump Station. Motion passed.
- 10/05/2021** Motion to approve the proposal for drainage improvements at Cedar Street and Battery Park Road by Draper Aden. Motion passed.
- 10/05/2021** Motion to approve the proposal for drainage improvements at Battery Park Road by Draper Aden. Motion passed.

11/01/2021 Motion to approve proposal for Winchester Place pipe replacement for Blair Brothers, Inc. Motion passed.

PUBLIC COMMENTS

02/02/2021 Email received about golf carts and deferred to committee meetings.
04/06/2021 Herb DeGroft asked Town Council for positive consideration of the VirTra training for police officers.
05/04/2021 Derek Boone thanked Council for the MOU and asked them to improve the sports complex.
05/04/2021 Several members of the Smithfield Packers Youth Sports asked the Town Council to add amenities to the sports complex.
05/04/2021 Anika Eng gave an update on activities at Smithfield High School.
06/01/2021 Ronald Levi, Michael Mitzel, Brittany Taylor, and Andrea Jorgensen spoke in favor of allowing chickens in residential neighborhoods.
07/06/2021 Herb DeGroft asked Council if anything could be done about the postal box on Institute Street which needs repair or replacement.
08/03/2021 Theresa Mulherin asked Town Council to not use pandemic rescue funds for infrastructure related to upcoming projects, to use funds for broadband access for residents, and to look at conflict of interest statements for Town staff and elected officials.
09/07/2021 Bob Hines asked Council to consider right turn signal lights and a 50' radius for trees on Washington and James Streets. He was concerned about the possibility of golf carts in 35 mph zones.
10/05/2021 Betty Clark addressed the Council about the demolition of the Wombwell house and the Pierceville home.

PUBLIC HEARINGS



05/04/2021 A public hearing was held for the lease agreement with the VFW for 223 Washington Street. Motion passed.
05/04/2021 Public hearing for the disposition of real estate located at the corner of James Street and Washington Street. Motion passed.
05/04/2021 Public hearing for amendment and revision of the official zoning map for 601 South Church Street. Motion passed.
05/04/2021 A public hearing was held for a special use permit for 601 South Church Street. Motion passed.
06/01/2021 Public hearing for the FY 2021/2022 proposed budget. Continued until June 28th.
07/06/2021 Motion to authorize the Town Attorney to advertise a public hearing for the abandonment of right-of-way at Lot 12 Pagan Road. Motion passed.

- 07/06/2021** Public Hearing: official Zoning Map amendment, Comprehensive Plan amendment, Zoning Ordinance Text amendment, Special Use Permits – 19474 & 19502 Battery Park Road, c/o Vincent Napolitano, applicant. Motion passed 5-2.
- 08/03/2021** Abandonment of right-of-way at Lot 12 Pagan Road. Motion passed.
- 08/03/2021** Special Use permits for 803 South Church Street. Motion passed.
- 09/07/2021** Disposition of public property on Carver Avenue to L & L Marine. Motion passed.
- 09/07/2021** Disposition of real property on West Main Street to VDOT.
- 11/01/2021** Special Use permit for 223 Washington Street and 240 James Street
- 12/07/2021** Disposition of Public Property located on Carver Avenue. Motion passed.



PURCHASES



- 01/05/2021** Motion to authorize the purchase of a new vac truck for use by the Public Works Department. Motion passed.
- 01/05/2021** Purchase of four in-car cameras for use by the Police Department from Axon Enterprise, Inc. Motion passed.
- 04/06/2021** Motion to approve the VirTra Interactive Training for the Smithfield Police Department. Motion passed.

REQUEST FOR PROPOSALS / INVITATION FOR BID

- 10/05/2021** Motion to authorize advertisement for the Waterworks Dam RFQ. Motion passed.

RESOLUTIONS – Miscellaneous

- 03/02/2021** Motion to approve the appropriation resolution for CARES Act funding reimbursement. Motion passed.
- 03/02/2021** Resolution to commend and congratulate the 2021 Smithfield High School Boys Basketball team for winning the state championship for their division. Motion passed.
- 07/06/2021** Resolution to renew line of credit with Farmers Bank. Motion passed.
- 07/06/2021** Motion to Adopt Appropriation Resolution for FY 2021/2022. Motion passed.
- 07/06/2021** Resolution to commend and thank Judy Hare Winslow.
- 07/06/2021** Resolution for the Smithfield High School Boys Soccer Team, 4 x 100M Relay Team, and the Debate Team for winning their state championships. Motion passed.
- 08/03/2021** Resolution to commend and congratulate the 2021 Smithfield High School Debate Team.

- 08/03/2021** Resolution of appreciation to Catherine Bowden for serving on the BZA.
- 08/03/2021** Resolution to commend and thank the City of Suffolk Fire Department for their assistance with the Smithfield Fire of 1921.
- 08/03/2021** Motion to adopt an appropriation resolution for the CHIP Program. Motion passed.
- 08/03/2021** Resolution of support for a Riverside Hospital facility in Isle of Wight County. Motion passed.
- 09/07/2021** Appropriation resolution authorizing the Town Manager to execute a contract with Smithfield Services for the demolition of the Wombwell house in the amount of \$14,100.00. Motion passed.
- 10/05/2021** Resolution to appropriate funds and authorize the reprint of “A Pictorial History of Smithfield” in the amount of \$22,600.00 for the Isle of Wight County Museum Gift Shop. Motion passed.
- 11/01/2021** Resolution to authorize the Town Treasurer to close the Business Super Now account, SNAP account, and the Windsor Castle account for the Town’s General Fund. Motion passed.
- 11/01/2021** Resolution to authorize the Town Treasurer to merge the Capital Escrow account with the Special Project account in the General Fund. Motion passed.
- 12/07/2021** Resolution of appreciation to Former Councilwoman Denise Tynes.
- 12/07/2021** Resolution to Appropriate the Sum of \$600,000 from the General Fund Fund Balance to the FY 2021-2022 General Fund Operating Budget for the Pinewood Heights Project. Motion Passed.
- 12/07/2021** Resolution to Appropriate the Sum of \$450,763.71 in CARES Act Funding to the General Fund Operating Budget. Motion Passed.

RESOLUTIONS – Street closures/traffic assistance



- 11/01/2021** Resolution to close a portion of Main Street for the Annual Pig Drop Event on New Year’s Eve. Motion passed.



COUNCIL BUDGET



**APROPRIATION RESOLUTION
FISCAL YEAR 2021-2022**

WHEREAS, in order to provide for the operation of the government of the Town of Smithfield, the Town Council of the Town of Smithfield finds it necessary to appropriate the funds budgeted for fiscal year 2021-2022, beginning July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Town are hereby appropriated for the corporate purposes and objects of the Town as herein below specified for the fiscal year commencing on the 1st day of July, 2021, and ending on the 30th day of June, 2022:

A. From General Corporate Taxes and Revenue:

General Government	\$ 775,398
Treasurer	876,487
Public Safety	3,253,893
Planning, Engineering & Public Works	1,688,117
Public Buildings	342,070
Community Development	650,763
Contributions	65,170
Parks, Recreation & Cultural	1,207,682
Debt Service	566,993
Non Departmental	<u>67,570</u>
Total General Funds Expenses	\$9,494,143
<u>Road Maintenance Funds</u>	<u>\$ 1,289,494</u>
GRAND TOTAL	\$10,783,637

B. Appropriations for the Foregoing Expenses from the Following General Government Revenue:

<u>Real Property Taxes</u>	\$ 3,099,066
<u>Other Local Taxes</u>	\$ 3,747,617
<u>Permits, Fees & Licenses</u>	\$ 267,610
<u>Fines</u>	\$ 33,000
<u>Revenue from Use of Money and Property</u>	\$ 299,693
<u>Other Revenue</u>	\$ 136,791

<u>Revenue from Commonwealth Of Virginia</u>	\$1,412,295
<u>Revenue from Federal Government</u>	\$ 144,995
<u>Other Financing Sources:</u>	
<u>From Reserve Funds:</u>	
<u>Fund Balance</u>	\$ 178,076
<u>Other Financing Sources</u>	<u>\$ 175,000</u>
Total General Funds Revenues	\$ 9,494,143
<u>Road Maintenance</u>	<u>\$1,289,494</u>
GRAND TOTAL	\$10,783,637

C. **Appropriations for the Foregoing Expenses from the Following Water and Sewer Revenue**

<u>Operating Revenue</u>	
Charges For Services-Water	\$1,478,852
Charges For Services-Sewer	707,401
Water Debt Service Revenue	257,000
Sewer Compliance Revenue	405,270
Connection Fees-Water	29,700
Connection Fees-Sewer	71,100
Application Fees-Water	<u>10,000</u>
Total Operating Revenue	\$2,956,623
<u>Non-Operating Revenue (Expenses)</u>	
Availability Fees-Water	122,400
Availability Fees-Sewer	185,400
Interest Revenue-Water	6,500
Interest Revenue-Sewer	7,000
Contribution from Isle of Wight County	87,500
-	
From reserves – water	1,063,398
From reserves – sewer	<u>585,059</u>
Total Non-Operating Revenue	\$2,057,257
TOTAL REVENUES:	\$5,016,580

Operating Expenses

For Water Operating Expenses	\$ 3,055,350
For Sewer Operating Expenses	<u>1,961,230</u>
Total Operating Expenses	\$5,016,580

D. Summary

Appropriated from general corporate taxes and revenue	\$10,783,637
Appropriated from water and sewer revenues & reserves	<u>\$5016,580</u>
TOTAL:	\$15,800,217

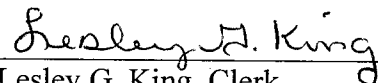
These appropriations shall be effective as of July 1, 2021.

Adopted: July 6, 2021



T. Carter Williams, Mayor

Attest:



Lesley G. King, Clerk



COMMUNITY DEVELOPMENT & PLANNING REPORT



Town of Smithfield



2021 Annual Report

Staff Achievements/Training

- Tammie Clary was hired as the Community Development & Planning Director.
- Mark Kluck was hired as a Planner.
- Tammie Clary received her Certified Zoning Administrator (CZA) certification.
- Tammie Clary attended the Virginia Association of Zoning Officials annual conference
- Joseph Reish attended the Virginia Association of Zoning Officials annual conference
- Joseph Reish renewed his Virginia Department of Environmental Quality Erosion and Sediment Control Inspector Certification

Community Development & Planning Department

Planning Commission

	Reviewed	Approved or Recommended Approval	Denied or Recommended Denial	Tabled
Rezoning	0	0	0	0
Site Plan Review	1	1	0	0
Site Plan Amendment	10	10	0	1
Subdivision Plan Review	0	0	0	0
Final Plat Review	2	2	0	0
Special Use Permits	9	9	0	1
Special Sign Exceptions	4	3	1	0
Chesapeake Bay Exceptions	0	0	0	0
Amendments to Comp Plan, Zoning Ord., etc.	5	5	0	0
Entrance Corridor Design Review	14	14	0	1
Others	4	4	0	0
TOTAL	50	49	1	3

January 12, 2021 meeting

1. Entrance Corridor Overlay Design Review and Site Plan Amendment Applications – 903 South Church Street, Tommy Turner, applicant. Approved as submitted.
2. Final Plat Application – Lot 4, Cypress Creek Parkway, Edward Rudiger, applicant. Approved with the following conditions:
 - a. You must acquire a Special Use Permit from the Town Council prior to breaking ground on the proposed gravel trailer and recreational vehicle parking lot.

- b. The Town must be furnished with a bond in the amount of twenty percent (20%) of the total scheduled value shown in the cost estimate prepared by CA Barrs Contractor, Inc., and dated Wednesday, November 25th, 2020 (see Enclosure A).
 - c. The Town must be furnished with no less than six (6) signed copies of the subdivision agreement that was approved by the Town Council on Tuesday, January 7th, 2020 (see Enclosure B), as well as a \$31 recordation fee. Page three (3) of the subdivision agreement must be updated with the value noted in item "b" above.
 - d. The deed of drainage and utility easement that is to accompany this final plat at recordation, which is currently under the review of the Town Attorney, must be revised (if necessary). The Town must be furnished with no less than five (5) signed copies of this deed.
 - e. Following the recordation of the final plat, as well as the deed noted in item "d" above, copies of the recordation receipts thereof must be provided to the Town.
3. Portable Storage Unit Appeal – 1802A South Church Street, John Settle, applicant. Approved with the following condition:
- a. The proposed portable storage unit be removed from the property no later than January of 2022, or the Smithfield Volunteer Fire Department (SVFD) must return to the Planning Commission for an additional portable storage unit appeal at its Tuesday, January 11th, 2022 meeting.

February 09, 2021 meeting

- 1. Entrance Corridor Overlay (ECO) Design Review – 1607-1613 & 1619-1623 Wilson Road, Herb Stelter, applicant. Approved as submitted.
- 2. *Discussion Item* Invitation to Comment – 19514 Casper Circle, Tower Engineering Professionals, Inc. ATTN Ryan Malek. Planning Commission reached a general consensus to send the applicant a copy of the discussion item consistent with staff's findings in the staff report for height adjustment of the tower.

March 09, 2021 meeting

- 1. *Public Hearing* Special Sign Exception (SSE) Application (After-the-fact) – Cypress Creek Parkway, Gail Blecher, applicant. Denied as submitted.
- 2. *Public Hearing* Special Sign Exception (SSE), Entrance Corridor Overlay Design (After-the-fact), Buffer Modification Request & Site Plan Amendment Applications – 865 West Main Street, Gordan Holloway, applicant. Approved with the following conditions:
 - a. Applicant must resolve all comments, if any, generated on the applications by the Virginia Department of Transportation (VDOT).
 - b. Pursuant to SZO Sections 3.R.K.2.h & 9.G, a landscaping bond in an amount estimated by a licensed professional landscape architect must be submitted to the Town. The amount of such landscaping bond shall be 120% of the total of the estimated cost of the landscaping based on unit prices for new public or private sector landscaping in the Town. Such landscaping bond shall be payable to and held by the Town Council, and the form of such shall be approved by the Town Attorney.

Planning Commission also provided the following comments:

- a. VDOT has indicated they have no comments on your applications
- b. Since the Planning Commission voted to waive (pursuant to SZO Section 3.R.P) the five foot (5') wide concrete sidewalk required through SZO Section 3.R.K.2.f, please furnish my Department with a new submittal of your plans for final review and approval, in which the sidewalk, and all notations affiliated with it, are omitted.
- c. We are in receipt of your signed zoning permit application from late last year. Please submit a seventy-five dollar (\$75) zoning permit application fee to our Department for processing.
- d. Complete and submit a sign permit application to our Department for processing. This application must be accompanied by a twenty-five dollar (\$25) fee.

April 13, 2021 meeting

1. *Public Hearing* Conditional Official Zoning Map Amendment & Special Use Permit Applications – 601 South Church Street, Lewis & Sandra Little Living Trust, Applicant. Favorably recommended to Town Council for approval.
2. Site Plan Amendment & Entrance Corridor Applications – 888 & 900 West Main Street, Town of Smithfield, applicant. Tabled to May 11th, 2021 Planning Commission Meeting

May 11, 2021 meeting

1. Entrance Corridor Overlay Design Review Application – 13490 Benns Church Boulevard, Hope Presbyterian Church Trustees, Wade Mackenstadt, applicant. Approved as submitted.
2. Site Plan Amendment and Entrance Corridor Applications – 888 and 900 West Main Street, Town of Smithfield, applicant. Approved with the following conditions:
 - a. Replace the storage sheds within two (2) years with a new storage facility constructed of a style and materials identical to the existing concessions stand.
 - b. An eight foot (8') by twelve foot (12') shed (ninety-six (96) square feet) and a fourteen foot (14') by twenty-eight foot (28') shed (392 square feet) will be located behind the concessions stand at 900 West Main Street (TPIN 21-01-051).
 - c. The remaining eight foot (8') by twelve foot (12') shed (ninety-six (96) square feet) will be located behind the single-family dwelling at 888 West Main Street (TPIN 21-01-051B).

June 8, 2021 meeting

1. Site Plan Amendment Application (after-the fact) – Wellington Estates Picnic Shelter (TPIN: 22-01-012), Arthur Luce, applicant. Approved as submitted.
2. Official Zoning Map Amendment Comprehensive Plan Amendment, Zoning Ordinance Text Amendment, Three (3) Special Use Permits & Two (2) Planning Commission Waivers Application – 19474 & 19502 Battery Park Road, Vincent Naolitano, applicant. Favorably recommended to Town Council for approval.

July 13, 2021 meeting

1. Entrance Corridor Overlay Design Review Application – 1402 South Church Street, River Point Farm Reptiles LLC dba Eclipse Pets C/O John and Nancy Wooster, applicants. Approved as submitted.
2. *Public Hearing* Special Sign Exception and Entrance Corridor Overlay Design Review Applications – 13490 Benns Church Road, Hampton Roads Classical C/O P.A. Gist, applicant. Approved with the following conditions:
 - a. Any additional signage, beyond the two detached signs, would require all tenants to work jointly to consolidate all signage into a single monument sign.
 - b. The approval applies solely to the signs shown in the submitted plans, and that any replacement sign, if larger or substantially different from this one, must be reviewed and decided by the Planning Commission (and the Town Council, if applicable) through a new SSE application.
3. *Public Hearing* Special Sign Exception and Entrance Corridor Overlay Design Review Applications – 1809 South Church Street, Infinity Pediatric and Adolescent Medicine C/O Saundra Baucom, applicant. Approved with the following condition:
 - a. The approval applies solely to the signs shown in the submitted plans, and that any replacement sign, if larger or substantially different from this one, must be reviewed and decided by the Planning Commission (and the Town Council, if applicable) through a new SSE application.
4. *Public Hearing* Two (2) Special Use Permits, Site Plan Amendment, Entrance Corridor Overlay (ECO) Design Review (After-the-fact), ECO Waiver Applications – 803 South Church Street, Ted & Polly Boothe, C/O John T. "Tim" Ryan, Nick Hess and Derek Joyner, applicants. Favorably recommended to Town Council for approval.

August 10, 2021 meeting

1. Presentation by Ann Darby and Michael Stapor of Summit Design and Engineering Services, PLLC on the 2020-2021 Smithfield Comprehensive Plan Update.
2. *Public Hearing* Special Use Permit Application – 223 Washington Street and 240 James Street (TPIN: 21A-01-184A) C/O Jacob Williams, applicant. Tabled for October Planning Commission meeting to collect more data.

August 25, 2021 Comprehensive Plan Update Working Session #1

September 14, 2021 meeting

1. Site Plan Application – 314 Saint Andrews (TPIN: 22-01-004) – Cypress Creek Phase VI Fitness Center and Pool C/O Timothy Culpepper, applicant. Approved with the following condition:
 - a. The applicant submit a landscaping bond to the Town, pursuant to SZO Section 9.G, in the amount of \$5,310.00.

September 29, 2021 Comprehensive Plan Update Working Session #2

October 12, 2021 meeting

1. Final Plat Application – Cypress Creek Phase VI Section 3, C/O Timothy Culpepper, applicant. Approved with the following conditions:
 - a. You must acquire a Special Use Permit from the Town Council prior to breaking ground on the proposed gravel trailer and recreational vehicle parking lot.
 - b. The Town must be furnished with no less than six (6) signed copies of the subdivision agreement that was approved by the Town Council on Tuesday, October 5th, 2021 (see Enclosure A), as well as a \$31 recordation fee. Page three (3) of the subdivision agreement must be updated with the value agreed upon, after review by the Town Engineer, which would reflect one- hundred twenty percent (120%) of the value of the remaining work.
 - c. The deed of drainage and utility easement that is to accompany this final plat at recordation, must be provided to the Town Attorney for review, and must be revised (if necessary). The Town must be furnished with no less than five (5) signed copies of this deed.
 - d. Following the recordation of the final plat, as well as the deed noted in item “c” above, copies of the recordation receipts thereof must be provided to the Town.
2. Site Plan Amendment – 604 Cypress Creek Parkway (TPIN: 22-01-084A1) C/O Gail Blecher, applicant. Approved as submitted.
3. Special Use Permit Application – 223 Washington Street and 240 James Street (TPIN: 21A-01-184A) – Jamie Weist, applicant. Favorably recommended to Town Council for approval.

November 03, 2021 Comprehensive Plan Update Working Session #3

November 09, 2021 meeting

1. *Discussion Item* Conditional Use Permit for proposed Wawa gasoline store and convenience store – Corner of Turner Drive and Benn’s Church Boulevard. Planning Commission discussed the reconfiguration of the entrance from Turner Drive and expressed concern for drivers cutting through the Wawa parking lot to avoid the traffic light at the intersection of Turner Drive and Benn’s Church Boulevard.
2. Entrance Corridor Overlay Review Application – 800 West Main Street, Isle of Wight Central Office C/O Christopher Coleman, applicant. Approved as submitted.
3. Site Plan Amendment and Entrance Corridor Overlay Review Application – 19290 Battery Park Road – Harvest Fellowship Church C/O John Anderson, applicant. Approved with the following conditions:
 - a. Removal of the existing 220 square foot shed;
 - b. Removal of the 222 square foot construction trailer;
 - c. Removal of approximately 380 square feet of excess building materials piled in the area.

December 14, 2021 meeting

1. Site Plan Amendment, Entrance Corridor Overlay Review Application and Four (4) Planning Commission Waivers – 19336 Battery Park Road, Columbia Gas C/O Michael Leuchte, applicant. Approved with the condition that the applicant submit a landscaping bond to the Town for \$1,860 which is 120% of the total landscaping costs to the Town.
2. Site Plan Amendment and Entrance Corridor Overlay Review Application – 401 North Church Street, Smithfield Foods C/O Beryl Lawrence, applicant. Approved with the following conditions:
 - a. The applicant complies with the requirements of the memorandum dated July 11, 2019 from Mr. Robert Weber III, VDOT.
 - b. The applicant acquires a land use permit from VDOT.
 - c. The applicant submits a cost estimate to the Town for the total cost of the proposed landscaping.
 - d. The applicant submits a bond equal to 120% of the total cost of the landscaping to the Town.
3. Planning Commission Waiver Application – 201 Battery Park Road, Smithfield Storage C/O Trey Gwaltney, applicant. Deferred to January 2022 Planning Commission meeting .
4. *Public Hearing* Special Use Permit – Short-Term Rental Application – 205 Chalmers Row, Anna Boyer, applicant. Favorably recommended to Town Council for approval.
5. *Discussion Item* SZO Article 3.J2 Text Amendment – Town of Smithfield, applicant. Favorably recommended to return as a public hearing.

Board of Zoning Appeals

	Reviewed	Approved	Denied	Still Pending
Variances	0	0	0	0
Special Area/ Use Exception	1	1	0	0
Special Yard Exceptions	1	1	0	0
Zoning Appeals	0	0	0	0
Others	0	0	0	0
TOTAL	2	2	0	0

January 19, 2021 meeting not held**February 16, 2021 meeting not held****March 16, 2021 meeting not held****April 20, 2021 meeting not held****May 18, 2021 meeting not held****June 15, 2021 meeting not held****July 21, 2021 meeting**

1. *Public Hearing* Special Yard Exception Application – Lot 99 Smithfield Boulevard (TPIN: 22E-01-099), Daniel & Lori Welch, applicants. Approved as submitted.

August 17, 2021 meeting not held**September 21, 2021 meeting not held**

October 20, 2021 meeting

1. *Public Hearing* Special Area/ Use Exemption (SUE) Application – 19290 Battery Park Road (TPIN: 22-01-022), Harvest Fellowship Baptist Church C/O John Anderson, applicant. Approved under the following conditions:
 - a. The applicant must remove the current 200 square foot shed located on the property.
 - b. The applicant must remove the current 222 square foot construction trailer on the property.
 - c. The applicant must remove the approximately 380 square feet of junk pile.

November 16, 2021 meeting not held

December 15, 2021 meeting not held

Board of Historic & Architectural Review

	Reviewed	Approved	Denied	Tabled
New Construction	1	1	0	0
Additions	0	0	0	0
Roof Change	2	2	0	0
Siding, Color Change/Exterior Renovation	5	5	0	0
Signs	18	18	0	0
Accessory Buildings/Structures	19	17	2	0
Window Change	3	1	0	2
Demolition	0	0	0	0
Assorted Exterior Changes	4	3	0	1
Others	7	7	0	0
TOTAL	59	54	2	3

January 19, 2021 meeting

1. Color Change – 207 Main Street – Non-Contributing – Veron and Linda Edwards, applicants. Approved as submitted.
2. Accessory Structure (After-the-fact) – 259 James Street – Contributing – Stephanie Pressley, applicant. Approved as submitted.
3. Historical Preservation Overlay (HPO) Map and Property Inventory Amendment – Town of Smithfield, applicant. Approved as submitted

February 16, 2021 meeting

1. Accessory Structure – 318 Main Street – Contributing – KOTA of Smithfield, LLC, C/O Gary Brooks, applicant. Approved as submitted.
2. *Discussion Item* Invitation to Comment – 19514 Casper Circle – Tower Engineering Professionals, Inc. C/O Ryan Malek, agent. Board member reached a general consensus consistent with staff's findings in the staff report generated for invitation to comment. BHAR also asked that Town staff verify that Isle of Wight County and its applicable boards and commissions had also been given the opportunity to comment on the proposed project.

March 16, 2021

1. Amendment of Prior Approval – 330 Main Street – Landmark – Maureen Brines, applicant. Approved as submitted.
2. Accessory Building/Structure (Fence) – 362 South Church Street – Contributing – Carrie Elize, applicant. Approved as submitted.
3. Accessory Building/Structure (Fence) – 400 Main Street – Landmark – Clarence Shuler, applicant. Approved as submitted.
4. Roof Change (Emergency Authorization) – 111 Cary Street – Contributing – Steven and Hannah Wingfield, applicants. Approved with the following conditions:
 - a. At your discretion, you may replace all remaining portions of the existing dilapidated metal roof present on the building with architectural asphalt shingles that will match those present on the rest of the building.
 - b. Before Town staff can issue you a zoning permit waiver for item one (1) above, you must submit a BHAR application to Town staff outlining that specific request.

April 20, 2021

1. Assorted Exterior Changes – 114 Thomas Street – Contributing – Curtis & Susan Snyder, applicants. Approved with the condition that the existing configuration of the trim surrounding the windows be retained.
2. Assorted Exterior Changes – 121 South Church Street – Landmark – Timothy & Katherine Mitchem, applicants. Approved as submitted.
3. Other Improvement – 218 & 220 Main Street – Contributing – Smithfield Gourmet Bakery & Café, LLC, applicant. Approved as submitted.
4. Accessory Building/Structure (Detached Garage) – 338 Main Street – Landmark – Joseph McCain, applicant. Approved with the condition that the proposed roofing material be substituted with gray architectural asphalt shingles to match the roof color of the primary building.
5. Other Improvement (After-the-Fact) – 402 Grace Street – Non-Contributing – Isle of Wight Christian Outreach Program, Inc., applicant. Approved as submitted.

May 18, 2021 meeting

1. Accessory Structure (Fence) – 223 North Church Street – Non-Contributing – Ernest Dent, applicant. Approved with the condition that the fence be painted white or stained and the finished side faces outward from the property.
2. Accessory Structure (Fence) – 348- 354 Main Street – Non-Contributing – WEB 3715, LLC, C/O Ed Bowman, applicant. Approved as submitted.
3. HPO Map & Property Inventory Amendment – Town of Smithfield, applicant. Approved as submitted.

June 15, 2021 meeting

1. Material Change (Roof) – 313 Grace Street – Contributing – John & Kelly Payne, applicants. Approved as submitted.
2. Accessory Structure (Fence) – 237 Cary Street – Non-Contributing – Premiere Landscape Design c/o William Moore, applicant. Denied as submitted.

July 20, 2021 meeting

1. Accessory Structure (Fence) – 237 Cary Street – Non-Contributing – Premiere Landscape Design c/o William Moore, applicant. Approved as submitted.
2. Color Change (Door & Shutters) – 100 Commerce Street – Non-Contributing – Steve & Rhonda Stewart, applicants. Approved as submitted.
3. Accessory Structure (Screened Enclosure) & Color Change (decking) – 113 Jericho Road – Contributing – Randy Turner, applicant. Approved as submitted.
4. Accessory Structure (Stairs) – 334 Grace Street – Landmark – Paula Cole, applicant. Approved as submitted.

August 17, 2021 meeting

1. Accessory Structure (Sign) – 111 South Church Street – Landmark – Christ Episcopal Church c/o Bill Egan, applicant. Approved as submitted.
2. *Discussion Item* (Luter Acres) – 240 James Street & 223 Washington Street – Non-Contributing – Jacob Williams, applicant.

September 21, 2021 meeting

1. Accessory Structure (Garage) – 345 South Church Street – Landmark – Ocean Waves Revocable Trust c/o Janet E. Dunlop, applicant. Approved as submitted.
2. Assorted Exterior Changes, Fence, and Windows (after-the-fact) – 330 Main Street – Landmark – Maureen Brines, applicant. Approved for windows, fence, and storm door. Tabled the decision for gutters.
3. Accessory Structure (Fence) – 205 Washington Street – Non-Contributing – Anne English, applicant. Approved as submitted.

October 19, 2021 meeting

1. Accessory Structure (Signs) – 301 Jericho Road – Landmark – Town of Smithfield C/O Amy Novak, applicant. Approved as submitted.
2. Paint/Color Change (Front Door and Shutters) – 318 Main Street – Contributing – Minette Brooks, applicant. Approved as submitted.
3. Windows (after-the fact) – 360-368 Main Street – Contributing – Yusuf Atay, applicant. Tabled for December 15, 2021 BHAR meeting.
4. Accessory Structure (Roof Addition) – 415 South Church Street – Contributing – Randy Pack, applicant. Approved as submitted.
5. New Single Family Dwelling Construction – Lot 182A Riverview Avenue – Non-Contributing – Mesa Construction C/O Marvin Smith, applicant. Approved as submitted.

November 16, 2021 meeting not held**December 21, 2021 meeting**

1. Material/Color Change (Siding) – 206 Cary Street – Contributing – Ryan Smith, applicant. Approved as submitted.
2. Accessory Structure (Shed) – 210 Drummonds Lane – Non-Contributing – Daniel Towns, applicant. Denied as submitted.
3. Accessory Structure (Fence) – Lot 182A Riverview Avenue – Non-Contributing – Mesa Construction C/O Marvin Smith, applicant. Tabled so that the applicant can provide sample materials.
4. Exterior Changes (Handrails) – 309 Main Street – Non-Contributing – Mesa Construction C/O Marvin Smith, applicant. Approved as submitted.
5. Windows (After-the-Fact) – 360-368 Main Street – Contributing – Yusuf Atay, applicant. Tabled to January 2022 BHAR meeting for applicant to be present to answer questions from BHAR members.
6. Signs (16) (Wayfinding) – Various Locations on S. Church Street and Main Street Corridors – Judy Winslow, applicant. Approved as submitted.
7. Sign- 103 Main Street – Landmark – Isle of Wight County Museum C/O Jennifer England, applicant. Approved as submitted.

Zoning Permits January 1, 2021 – December 31, 2021

	# of Permits
Single Family Residences	72
Commercial Buildings	0
Demolition	5
Accessory Structures (i.e. sheds, garages, carports)	33
Fences, Walls	46
Water Dependant Structures (i.e. piers, docks)	1
Signs	23
Pools	23
Additions	6
Decks, Porches, Patios	19
Others	24
TOTAL # of Structures Permitted	235*
TOTAL # of Zoning Permits Issued	216*

* The numbers vary because some permits were issued for more than one item.

Zoning Violations January 1, 2021 – December 31, 2021

VIOLATION	# of violations
Inoperable Vehicles	23
Boats / RVs	10
Excessive Vegetation	24
Trash & Debris	14
Permits	6
Historic District Violations	4
Others*	11
TOTAL	92

Note: 100+ unauthorized signs removed from Town right-of-way by Planning Department staff in 2021.

Nuisance – Before and After



Nuisance – Before and After



Grass Height Violation – Before and After



Grass Height Violation – Before and After



Inoperable Vehicle – Before and After



Inoperable Vehicle – Before and After



Inoperable Vehicles – Before and After





ENGINEERING & PUBLIC UTILITIES



Public Works, Utilities, & Engineering



2021 Annual Report

Staff Achievements/Training

- Jack Reed renewed his Class One Waterworks License
- Wayne Griffin renewed his Virginia Department of Environmental Quality Erosion and Sediment Control Inspector Certification
- Tony Davis was hired as the Water Treatment Plant Supervisor
- Rufus Towns was hired as the Grounds Crew Leader
- Larry Skeeter and Trey Greene were hired as Grounds Maintenance Specialists

Major Projects Completed

- Grace Street water and sewer main replacements
- South Church St. Water Tank rehabilitation and painting
- New Vac-Truck purchase
- Pump Station control panel relocations

Work Orders Completed	2021	
TASK	Number of Activities	Number of Hours
Building Repair & Maintenance	111	247.75
Grounds Maintenance	477	5452.45
High Usage Reports	99	63
Miss Utility Markings	2671	717.75
Pump Station Maintenance	408	1751
RO Plant Maintenance	83	175
Right of Way Work	79	352.6
Sewer Line Repairs	158	1198
Water Leaks	88	514.4
Water Line Repairs	75	266.75
Water Meter Repairs	104	360.5
Water Meter Rereads	900	119
Water Samples Pulled	240	575
Well Inspections	12	24
Yearly Totals	4917	11817.2

Public Works & Utilities

January

- Atlantic Contractors installed new HVAC at Town Hall
- All First replaced float hangers at 5 pump stations to allow floats to be cleaned and replaced without entering the wet well.
- 205 Middle St. replaced sewer lateral due to roots and broken wye. Replaced 5ft of SDR35 pipe along with fittings.
- Miss Utility marking – Total of 177
- Weekly and daily checks on all 27 pump stations.
- Read meters for billing and to transfer property owners
- Water cut-offs and cut-ons
- Minor repairs at Town Hall and town buildings.
- Install and repair street signs
- Replaced and repaired broken water meters
- Grounds crews cut right-of-ways on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday
- Grounds crews remove Christmas decorations and live trees throughout town



February

- 105 Nottingham Place sewer 2 inch force main blew apart from poor installation. We made our repair using 2 copper dresser couplings and 1 foot of HDE pipe. Overflow report was completed.
- Allfirst was still working on changing float system at pump station to prevent entering the wetwell, also working on other electrical issues.
- 4 Field Dr. water leak was found to be at the tap. Pipe that was installed into tap was too short, install 1ft of CTS pipe to fix the leak.

- Peterson Dr. and Barcoft Dr. water leak on 2 inch galvanized pipe. Pipe was old and very rusty. We used a repair clamp to stop the leak.
- 2 Peterson Dr. water leak on 1 ¼ inch galvanized line used repair clamp to stop the leak.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility marking – Total of 164
- Read meters for billing and to transfer property owners
- Water cut-offs and cut-ons
- Minor repairs at Town Hall and town buildings.
- Installed and repaired street signs
- Replaced and repaired broken water meters
- Grounds crews cut right-of-ways on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday



March

- Sewer blow off repair on Cedar St. 3ft of copper pipe had blown apart due to corrosion. Pipe was removed installed a plug to fix the problem. Sewer overflow report was done.
- Allfirst working on changing float system at pump station to prevent entering the wetwell also working on other electrical issues.

- Cut and capped 3inch steel water main line from Mercer St. well.
- 216 Edgewood Dr. Replaced 60ft of 1 1/2 inch pipe galvanized pipe with 3/4 inch municiplex pipe.
- Weekly and daily checks on all 27 pump stations.
- Miss Utility marking – Total of 194
- Read meters for billing and to transfer property owners
- Minor repairs at Town Hall and town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, Leaf removal throughout town, and emptied trash cans on Monday and Friday



April

- Cleaned 500 ft of sewer main on Lane Crescent. Used vac truck to clean the line with high pressure water to prevent blockages.
- Allfirst is still working on changing float system at pump station to prevent staff entering the wet well, also working on other electrical issues.

- Fire hydrant replaced at 229 Cary St. Lewis Construction did the install of fire hydrant along with 2- 8inch gate valves. Public works did the flagging operation.
- Repaired water leak at 820 S. Church St. leak was in the driveway on 1- 1/4 inch galvanized water line. Water line had signs of heavy rust build up. Used a 1-1/4 inch wrap around clamp to stop the leak. Restored driveway back with crush and run.
- 202 Main St. water leak was on the Town side. We replaced 10ft of CTS pipe, installed a new line setter and also repaired part of the irrigation that was broken during the repair. We had to remove a section of sidewalk. We refilled area with sand and topped with crush and run.
- Read meters for billing and to transfer to property owners
- Grounds crews cut right-of-ways on water and sewer lines, leaf removal throughout town, and emptied trash cans on Monday and Friday
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 187
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.



May

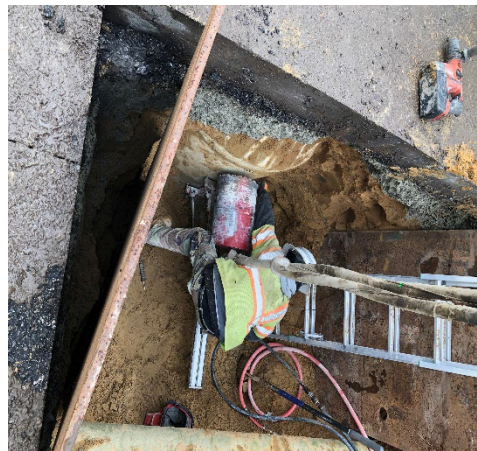
- Fire hydrant replaced at 229 Cary St. Lewis Construction did the install of fire hydrant along with 2- 8inch gate valves. Public Works did the flagging operation.

- Read meters for billing and to transfer property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 256
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



June

- 620 Wildwood Cr repaired 4in sewer lateral that was damaged by a communication line bored throw. Repair was done by cutting out broken section of pipe and installed 2ft section of SDR-35 pipe using 2 4in slip couplings.
- 215 Chalmers Row report of sewer back up used sewer machine to remove blockage. Found the line to be old Orangeburg piping that is egged shaped.
- Allfirst working on changing float system at pump station to prevent staff entering the wet well, also working on other electrical issues.
- 204 Grace St. repaired water leak on $\frac{3}{4}$ in galvanized service line. Line is set to be abandoned soon.
- 206 Virginia Ave 2in galvanized water line is in bad shape. While making repair found another leak on the same line repaired both leaks.
- 15 Riverside Dr. 1in service line was leaking due to old fittings cut out that section and replaced with new.
- 106 North St repaired water leak on 1 1/2in galvanized water line. Replaced rusted out 6in section of pipe.
- 921 S. Church St. repaired water leak on 2in galvanized water main line. Found water line valves to be able to shut off water.
- Lewis made good progress on new water line on Grace St.
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 243
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



July

- 214 Moonefield Dr Lewis Construction did repairs, and public works assisted with traffic control and clean up.
- 302 S.Church St. water leak found on town side. Replaced meter box and line setter. The line setter was the reason for the leak.
- 5 Peterson Dr. water leak was on 1 1/2in galvanized water line used a snap clap to patch the leak.
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 340
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday

August

- Lewis Construction repaired sewer laterals at 309 Middle St, 206 and 224 East St. Sewer laterals were either damaged or installed wrong.
- Town installed new water meter at Morris Creek Apartments due to high use which is a water leak on the apartments side.
- Repaired water leak at 308 Ridgeland Dr. Leak was on old galvanized 2in water line. We cut out 2ft section of water line replaced it with new valve and 2in section of CTS pipe.
- Repaired water leak at the end of Wildwood Cr. End of the line water blow off leak due to galvanized elbow, replaced elbow with brass to complete the repair.
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 193
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



September

- Planned sewer repair at 215 Chalmers Row
- Allfirst is still working on changing float system at pump station to prevent staff entering the wet well, also working on other electrical issues. (Alarms system)
- Repaired water leak at 215 Edgewood Dr. Leak was on 2in galvanize line under a pine tree. The roots from the tree had pushed the water service line down causing a hole in the water line.
- 198 Azalea Dr. water leak was repaired due to old fittings. Replaced bad fittings to repair water leak.
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 197
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



October

- Public works assisted Lewis Construction with the removal of old sewer air blow off valve and the install of a new automatic air blow off for sewer force main.
- 204 and 206 Moonefield Dr. relocated the water service for both houses on property and in the town right of way.
- Public works assisted Lewis construction in the repair of water leak on 2in water main. This leak was at the intersection of Grimes St. and Magruder Rd.
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 205
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday



November

- Allfirst is still working on changing float system at pump station to prevent staff entering the wet well, also working on other electrical issues. (alarms system)
- Christmas decorations placed throughout town
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 236
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday

December

- Public works assisted Lewis Construction at 1200 Cypress Creek Parkway. Found sewer lateral that had been bored through. Replaced 5ft of 6in sewer lateral. This repair also included cleaning and flushing of 150ft of sewer main line due to the amount of mud and sand in the line.
- Allfirst completed work on float system at all six pump stations that prevents staff entering the wet well, also completed work on other electrical issues. (Alarms system)
- Public works assisted Allfirst at Ledford and Watson pump station installing base elbows which are designed to remove / install sewer pumps and hold it in place.

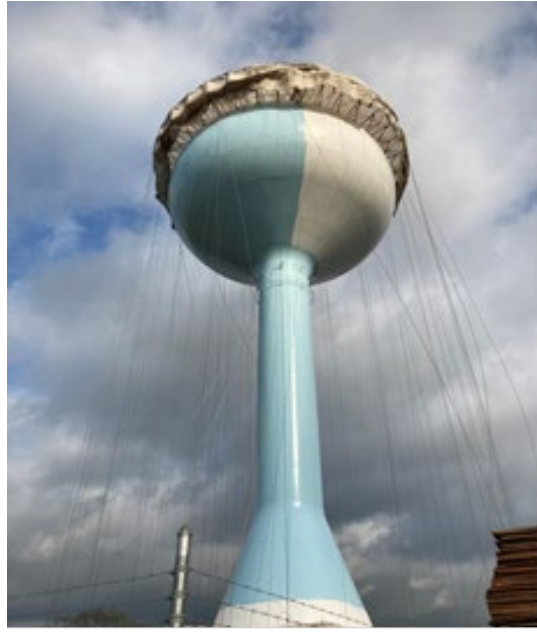
- Public works helped Lewis Construction with the install of a 2in water valve along with the replacement of a fire hydrant at the corner of Magruder Rd and Mercer St.
- Read meters for billing and to transfer to property owners
- Weekly and daily checks on all 27 pump stations.
- Miss Utility Marking – Total of 279
- Located and repaired sewer line laterals in various locations.
- Cleaned sewer main line in various areas of the town.
- Minor repairs at Town Hall and other town buildings.
- Grounds crews cut right-of-ways on water and sewer lines, and emptied trash cans on Monday and Friday

RO Plant

January

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Pump Vibration testing completed.
- WIN 911 Alarm System repaired.
- Replaced Well 8 Flow Meter.
- Quarterly Wells (1) 1A Jefferson and 8A plant well completed
- 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.
- Suburban Contractors has started tank maintenance on Church St. tank and have started sand blasting the inside.
- Perform monthly routine task





February

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- 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 are flushed, sampled, and inspected once a month.
- Recovery increased from 82% to 85%.
- Transducers recalibrated by CEC for well 8 and well 10.
- UV lights installed in air conditioning units.
- CA610 Fluoride Analyzer rebuilt.
- Perform monthly routine task

March

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- 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 are flushed, sampled, and inspected once a month.
- Security update for Operators on SCADA.
- Flush and Fill Church St tank
- Bacti #1 and #2 Church St Tank passed, tank brought back online.
- CEC electricians put in new wiring for lighting
- Perform monthly routine task

April

- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- 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.
- Security update for Operators on SCADA.
- Flush and Fill Church St tank
- Bacti #1 and #2 Church St Tank passed, tank brought back online.
- CEC electricians put in new wiring for lighting
- Church St tank. Replaced 36 membranes in Stage 2 lower housing, 24 membranes



May

- 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.

- High Service Pumps oil changed.
- CEC Preventative Maintenance in Power Panels in Electrical room.
- HRSD Annual Inspection completed.
- CEC performed electrical repairs on Church St tank following tank maintenance and painting.
- Church St Altitude Valve adjusted.
- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.

June

- 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.
- American Water Infrastructure Act Risk and Resiliency Report was certified through the EPA.
- Annual preventative maintenance performed on RO Plant generator
- 24 refurbished membranes were installed in 3rd stage of RO skid returning system operations to optimal flows.
- DEQ Annual Inspection was completed. RO Plant wells and documentation were found to be in order
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Operate RO Plant and monitor distribution system.

July

- 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.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- Operate RO Plant and monitor distribution system.
- Changed Cartridge Filters on RO skid.
- Bi-annual cleaning to lime feed mixer tank.
- Rebuilt hypo chemical feed pump number#812.
- DEQ and HRSD quarterly samples were pulled.
- Church street elevated tank altitude valve adjustment

August

- 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.

- Plant staff changed Cartridge Filters on RO skid.
- Bi-annual cleaning was completed on lime feed mixer tank.
- Staff rebuilt sodium hypochlorite chemical feed pump #812.
- Staff adjusted Church Street elevated tank altitude valve.
- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.

September

- 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.
- Annual calibration of all plant online flow meters.
- All-First replaced bearings and motor on mixer for chemical lime feed system.
- Check valve assembly was repaired and installed for backflow preventer for Well#10.
- Staff adjusted Church Street elevated tank altitude valve.
- Staff inspected and painted fire hydrant at 309 Lane Crescent.
- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.



October

- 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.
- Plant staff power washed and clean lime feed lines to clearwell.
- All-First made adjustment to lime feed system water monitor sensor that controls open/close valve switch on lime feeder.

- All-First replaced and install lime feeder gearbox & gearbox motor drive to lime feeder system.

November

- 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.
- Plant staff winterized all well houses and elevated storage tanks in distribution system.
- All-First replaced and installed transducer on well #10a raw water intake at RO Plant.
- All-First replaced and installed lime feeder auger and cylinder to lime feeder system.
- All-First replaced and installed low suction pressure switch on RO skid.
- Kinetico Advanced Water Systems replaced and installed carbon pre-lube filters on both wells #8 & #10a.
- Wolseley Industrial Group remove finish water RO booster pump#1 from RO Plant for repair.



December

- 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.

- Plant staff replaced and installed new sampling stations required by VDH for monthly bacteriological sample.
- Wolseley Industrial Group repaired and install High Services Pump #1.
- Wolseley Industrial Group replaced and install new mechanical seal for High services pump #1.
- Plant staff changed oil in well pump #8a for annual preventive maintenance.
- Plant staff painted fire hydrants on entire block of Lane Crescent.
- Plant staff install inferred red heater lamps in towns elevated tanks and well houses.
- Operate RO Plant and monitor distribution system.
- Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.



FOG/ Backflow/ Septic Tank Pump Out Program

- A. Inspections to ensure compliance from our Food Service Establishments (FSE's) in log keeping and certifications of their employees through HRFOG. Going over FSE's cleaning procedures and adjusting as needed. Working to reach residential attention and education of FOG in the issue areas. Attendance of HRPDC's FOG Committee meetings and FOG Webinars. Attendance of the FOG Interceptor

Seminar, MOM Program meetings, HRPDC meetings for renewal of HRPDC Regional Model FOG Ordinance and the Hampton Roads Regional Technical Standards. Recertification of the Regional FSE Certification through HRFOG and HRPDC.

- B. Implemented the Backflow and Cross Connection Program through backflow inspections of new systems installed to ensure compliance through applicable regulations and ordinances. Inspections of irrigation systems that are disconnected to ensure proper disconnection. Inspections to ensure correct information is given on backflow test reports. Inspections also include failed devices, to ensure that backflows are reinstalled or repaired up to manufacturer specifications and our ordinances and regulations. In process of gathering information on irrigation well owners, to ensure no cross-connection hazards exist. Sending letters to backflow owners for inspection requests, backflow test reminders, non-compliance notices, and failed test notices. Attendance of HRCCC virtual meetings. Attendance and Certification of Completion obtained for the Cross Connection Control Devices: Inspection, Maintenance, and Testing Course through the Virginia Section of American Water Works Association.
- C. Maintaining of the Septic Pump Out Program by sending out reminders to septic tank owners to get their tanks pumped and to send in the invoice for our records. Sent out non-compliance notice when septic tank owners fail to comply with deadlines on pump out reminder notices.

PUBLIC WORKS SAFETY PROGRAM/TRAINING/ ACCREDITATION

Public Works has a monthly safety meeting. Training for 2021 included Slip, Trips, & Falls, Ergonomics, Fire Extinguisher Training, Hazardous Communication, Trenching & Excavation, PPE/Bloodborne Pathogens, Lockout/Tagout, Confined Space, Hearing Test, Chain Saw Training, Defensive Driving and Snowplow Safety. Annual review of Emergency Response Plan was also done. In addition, most all employees received required their Flagger Certification, along with certification in First Aid, AED, CPR. Our Accreditation Certification is up for renewal November 2022.



Engineering Department

With regards to the Storm Water Management program, we continue to distribute literature pertaining to methods of properly landscaping residences or business sites, pool maintenance, disposal of pool water along with use of chemicals. Various types of storm water related literature can be found in the lobby area of Town hall. In conjunction with

the ongoing Memorandum of Agreement between the Town and Isle of Wight County regarding the responsibility of Erosion & Sedimentation controls inspections, the Town has performed numerous inspections and required inspection reports on approximately 89 single family dwelling sites. These reports have been forwarded to Isle of Wight County and DEQ at the beginning of each month. As required by the State we are maintaining our Erosion & Sedimentation control certifications.

We continued to perform numerous repairs, large & small, to drainage structures, ditches and pipe systems involving the storm sewers throughout the Town. Areas that we were involved in were, Smithfield Boulevard, Winchester Place, Turnberry, Greenbrier Lane, Minton Way, Pagan Drive, Waterworks Road, Faye Drive, Muirfield, Cypress Creek Pkwy., Ryder, Royal Aberdeen, Jamesview Circle, Troon, Cary Street, Clay Street, Battery Park Road, Grandville Arch, Dover Court, Windsor Ave. Ledford Lane, Nottingham Place, Jefferson Drive, Andrews Crossing Azalea Road, Canteberry Lane, Cedar Street Jordan Drive, Riverside Drive, Wilson Road, Berryman Court and Lane Crescent. We also continued the ditch cleaning schedule within the Town that includes over 60 storm water outfall ditches.

For this year the following streets were overlayed with a minimum 2-inch asphalt surface mix; Evergreen Way, Hickory Crescent, Moonefield Drive, Azalea Drive, Cockes Lane, Jericho Road, East Street, West Street, Middle Street, Windsor Avenue and West Virginia Avenue. There have been many pavement patch repairs performed throughout the Town. Some of the streets involved were, Cedar Street, Lane Crescent, Azalea Drive, West Street, East Street, Talbot Drive, Canteberry Lane, Watson Drive, Muirfield, Cary Street, Lumar Road, Barcroft Drive, Pagan Road, Cypress Creek Pkwy., Cockes Lane, Hunter Way, Kindred Place, Royal Aberdeen, and Great Springs Road. Several sidewalk and curb repairs were completed; the areas were on Cypress Creek Parkway and Wellington Circle.

There continues to be a coordinated effort between the Town and the local utility companies and the maintenance work that they require. Forty-three Right of Way / Easement permits were issued to the utility companies involving their maintenance projects. Roadway line striping was installed on Smithfield Blvd., Berryhill Road, Grace Street and Main Street, 100, 200, 300 blocks as well as the Wharf Hill area.

Inspections of the Smithfield Lake Dam have also continued this year. The Town is working in conjunction with Draper Aden & Associates to compile and submit documentation to DCR (Department of Conservation & Recreation) to acquire full certification for the dam. We have now completed the annual inspection and review of the dam site and have submitted the required documentation to the Department of Conservation & Recreation.

Upon request of Town Council, staff and Draper Aden & Associates has begun a study to determine the possibility of structurally changing the site such that it will no longer be classified as a dam. Staff and Draper Aden Assoc. have developed three options: (1) Embankment Breach; excavating an opening mid-way the dam structure thereby draining

the lake. Closing the road section over the dam by installing a cul-de-sac at both ends of the dam. (2) Overtopping Protection; perform the required structural improvements determined by DCR that would bring the dam into a permanent certification status, the roadway section would remain in place and the Town would retain ownership of the dam. (3) Install Drainage Structure; install a drainage structure mid-way of the dam thereby draining the lake, the roadway section would remain. The structure would no longer be considered a dam, but a roadway embankment would then exist. Thus, the Town would no longer have the responsibility for a dam. Preliminary meetings have taken place between VDOT, Isle of County and Town staff to discuss the options and the effects on the surrounding area and the general public. Of the three options Town Council has decided to pursue option # 3. Currently funding options are being considered involving the selected option.

There have been coordination meetings held with VDOT regarding the proposed Cypress Creek bridge deck repair. The repair will involve the removal and replacement of three spans of the bridge deck and supporting beam substructure on the north end of the bridge. The Town has discussed with VDOT and determined the method of traffic control will be an alternating one lane signalized traffic pattern during the length of the project. It has been determined that the length of the project will be approximately eighteen months. As of this time the start date of the project is estimated to be the spring of 2023.

Urban Funded Projects:

UPC: 111809 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. This project involves the intersection of Bennis Church Boulevard and South Church Street. This review and study initially were concerned with the viability of a full interchange at this intersection point. It has now been determined that a full interchange project for this area is cost prohibitive for the Town. With the available funding the Town will be able to (1) extend the left turn lane in the north quadrant of the south bound lane at the intersection, (2) lengthen the right turn lane in the south quadrant of the north bound lane and (3) perform a mill and asphalt overlay of the entire intersection. Kimley – Horn has prepared and submitted the appropriate documentation to VDOT for their subsequent review and approval. It is anticipated that this VDOT LAP project will be advertised in April of 2021, and construction has begun as of October of 2021.

UPC: 111808 Smithfield to Nike Park Trail – Segment 3 _ Alternative Analysis. A review and study of several routes for the segment 3 bike trail has been undertaken. A public meeting was held with several alternative locations displayed and discussed. The area that was determined to be the best location was the South Church Street route. Kimley – Horn has developed a cost proposal to perform a detailed survey of this location of which Town Council has approved. Kimley – Horn has now completed the survey and is now in the design stage of this project.

Various other Maintenance projects are currently under review and design:

- 1.) Battery Park Road drainage study to replace and upgrade the existing stormwater pipe near the Villas subdivision.

- 2.) Battery Park Road outfall ditch improvements located near Greenbrier Lane.
- 3.) Cedar Street shoulder repair around storm pipe.
- 4.) Pagan Road storm water ditch repair and outfall relocation.
- 5.) East Street outfall ditch relocation and repair.

Jericho Road Paving



Jersey Park Paving





SMITHFIELD WATER CONSUMPTION

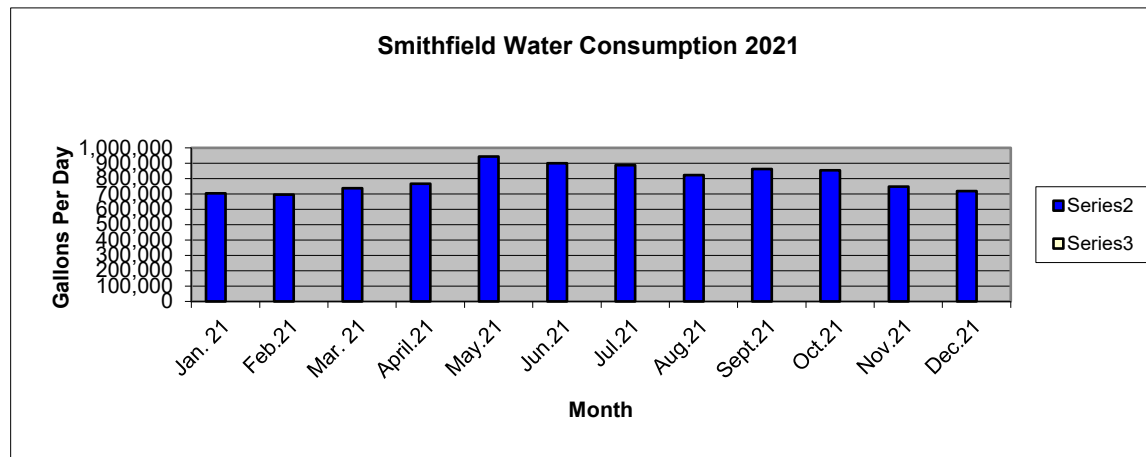


Smithfield Water Consumption 2021

Jan.21	Feb.21	Mar.21	April.21	May.21	Jun.21	Jul.21	Aug.21	Sept.21	Oct.21	Nov.21	Dec.21
21,820,780	19,470,650	22,849,160	22,989,546	29,225,062	27,019,060	27,493,220	25,513,260	25,872,640	26,495,184	22,429,468	22,278,548
31	28	31	30	31	30	31	31	30	31	30	31

Daily Water Consumption

Jan. 21	Feb.21	Mar. 21	April.21	May.21	Jun.21	Jul.21	Aug.21	Sept.21	Oct.21	Nov.21	Dec.21
703,896	695,380	737,070	766,318	942,744	900,635	886,878	823,008	862,421	854,683	747,649	718,663



Permitted Amount	468,800,000
Total Consumption	293,456,578
Percent of Permit	63%
Daily Average	803,279



PARKS & RECREATION REPORT



2021 Annual Report
Town of Smithfield Parks & Recreation



Smithfield Center



Windsor Castle Park



Windsor Castle Events



Luter Sports Complex



Clontz Park



Special Events



2021 Annual Report *Town of Smithfield Parks & Recreation*



Smithfield Center –opened November 2000

2021 events, again, experienced government mandates and coronavirus outbreaks that caused some cancellations or rescheduling, but nothing as severe as we saw in 2020. Overall, the feeling among our current clients and new clients is they still want to celebrate life's big moments, so our 2021 year had decent revenues given the circumstances.

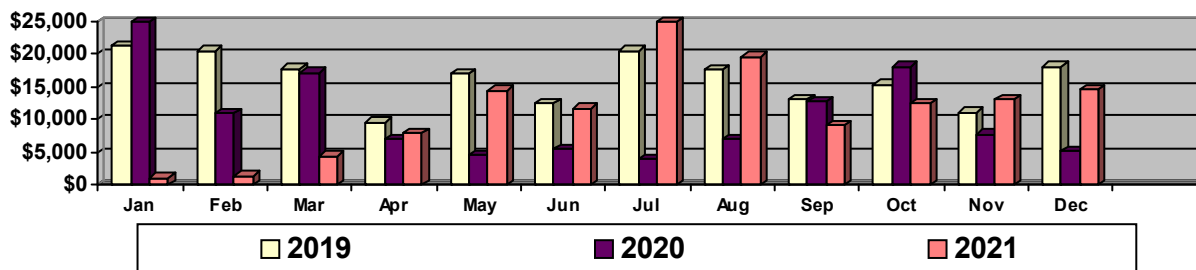
Exhibit A: Total Sales for the Year 2017-2020

Year	Total Sales
2017	\$172,612
2018	\$192,450
2019	\$194,559
2020	\$125,790
2021	\$127,358

2022 should show revenues closer to pre-pandemic totals. We also put in place a new fee structure which should increase revenues significantly.



Exhibit B: By Month Revenue Comparison 2019-2021



2021 Annual Report

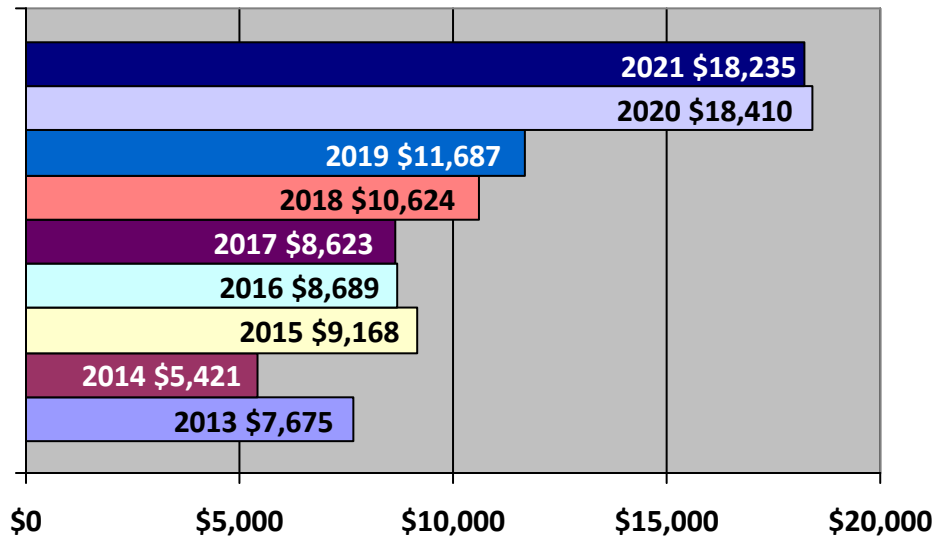
Town of Smithfield Parks & Recreation



Windsor Castle Park –opened May 2010

Windsor Castle Park continues to be a favorite oasis for relaxing, fitness or family fun. Due to the fact that the park had such significant visitation during the pandemic, in 2021 we were able to use ARPA funds to address problem trail areas and widen Jericho Road.

Exhibit C: Kayak Rental Sales



Historic walking tours of the Manor House and Outbuildings take place every month and are a big hit for those folks who love the history side of this beautiful property.



A snake education session was done at the park in September which helps folks to be more familiar and less fearful of these creatures that you may encounter at the park.



The Long Leaf Pine demonstration area showed a significant amount of growth in just it's second year. The Windsor Castle Park website details the importance of this tree, that once was abundant all over the East Coast.

2021 Annual Report Town of Smithfield Parks & Recreation



Windsor Castle Events—opened March 2020

2021 was an incredible year for the Manor House Events. We had a busy spring, fall and December full of weddings, foot races and some one-of-a-kind events, like ghost hunting. This year gave us a great indicator of how popular this property will continue to be. The house itself is perfect for smaller gatherings of 50 or less which is proving to be a trend in the wedding market. What we did not expect is for the summer to be our quietest season—spring, fall and winter are the favorites among our clients.



Year	Total Sales
2020	\$ 29,580
2021	\$ 72,077
This sales total includes current bookings, future bookings and photography passes and permits. Rental of the house itself has been more popular than our grounds and house rentals.	

2021 Annual Report
Town of Smithfield Parks & Recreation



Luter Sports Complex –Opened 2018

The Luter Sports Complex saw full seasons of baseball and football in the spring and fall of 2021. We were able to rent the fields around the schedules of our two main user groups –Smithfield Recreation Association (baseball and softball) and Smithfield Packers Youth Sports (football). LSC continues to be a sought after location for sports teams of all ages due in every part to the special attention to maintenance that Parks Maintenance Supervisor, Chris Hewitt, and his team put into the fields.



Revenue 2020	\$ 35,925	Revenue 2021	\$34,269
Baseball SRA Annual Lease Nations Baseball Virginia Baseball Richmond Braves Rage	\$ 34,725	Baseball SRA Annual Lease Nations Baseball Virginia Baseball Tourneys Braves NSA	\$ 30,925
Softball Top Gun Softball	\$ 1000	Softball (all 3 softball tourneys cancelled)	\$ 0
Football Virginia Crusaders (Adult) League	\$ 200	Football Smithfield Packers MOU Payment Virginia Crusaders (Adult) League Beach Breakers Football	\$ 3,344

2021 Annual Report
Town of Smithfield Parks & Recreation



Clontz Park Boat Ramp & Fishing Pier–Opened 2019

Clontz Park continues to grow in popularity with the addition of the boat ramp. Boaters have become accustomed to the easy access to deep water and just minutes away from the Bay. We were able to have the parking lot paved with ARPA funds in 2021, which makes for a much easier surface to maintain and makes parking much more uniform.



2021 Annual Report

Town of Smithfield Parks & Recreation



Special Events 2020

Special Events slowly came back to Smithfield with several foot races at Windsor Castle Park, a 2 day concert by Smithfield VA Events, Bacon Fest and the Christmas Parade. Although some events made the hard decision to cancel, it did make things start to feel back to normal when an event was able to move forward.



Bacon Fest



Christmas Parade



I Heart Mon 5K



SMITHFIELD POLICE DEPARTMENT



Annual Report 2021



JANUARY 15

Smithfield Police Department



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Message from the Chief

It is with pleasure that I write this letter to the men and women of the Smithfield Police Department to accompany the annual report to say thank you for all your hard work and dedication. I commend all of you for your steadfast courage while facing the many challenges and working the long hours while maintaining your professionalism has not gone unnoticed. I would also like to thank the community for their support and commitment to this profession that caused this past year to be a success. The relationship between the community and police is one that should be cherished, because we are only as good as the community we serve. The community on a regular basis has shown their support for the men and women of this Agency by dropping off goodies to show their support. These acts of appreciation cannot be reflected in the annual report, so this is our way to say thank you.

The annual report is a small snapshot of the work that was put forth over the last year while dealing with the pandemic of Covid-19. While much of the country was slowing down if not stopping completely, we continued finding ways to safely provide services to the citizens.

We are pleased to share that the Department accomplished a major project which was to restructure the Crime Prevention Program and to regain the distinction of being a Certified Crime Prevention Community. This could not have been done without the support and hard work of the Department. We will continue the forward momentum of reaching even greater heights.

All these things were done because of your commitment to Honor, Community Partnership, and Integrity the things we hold as our core values as we go about our daily duties.

Thanks for a job well done!

Proudly submitted,



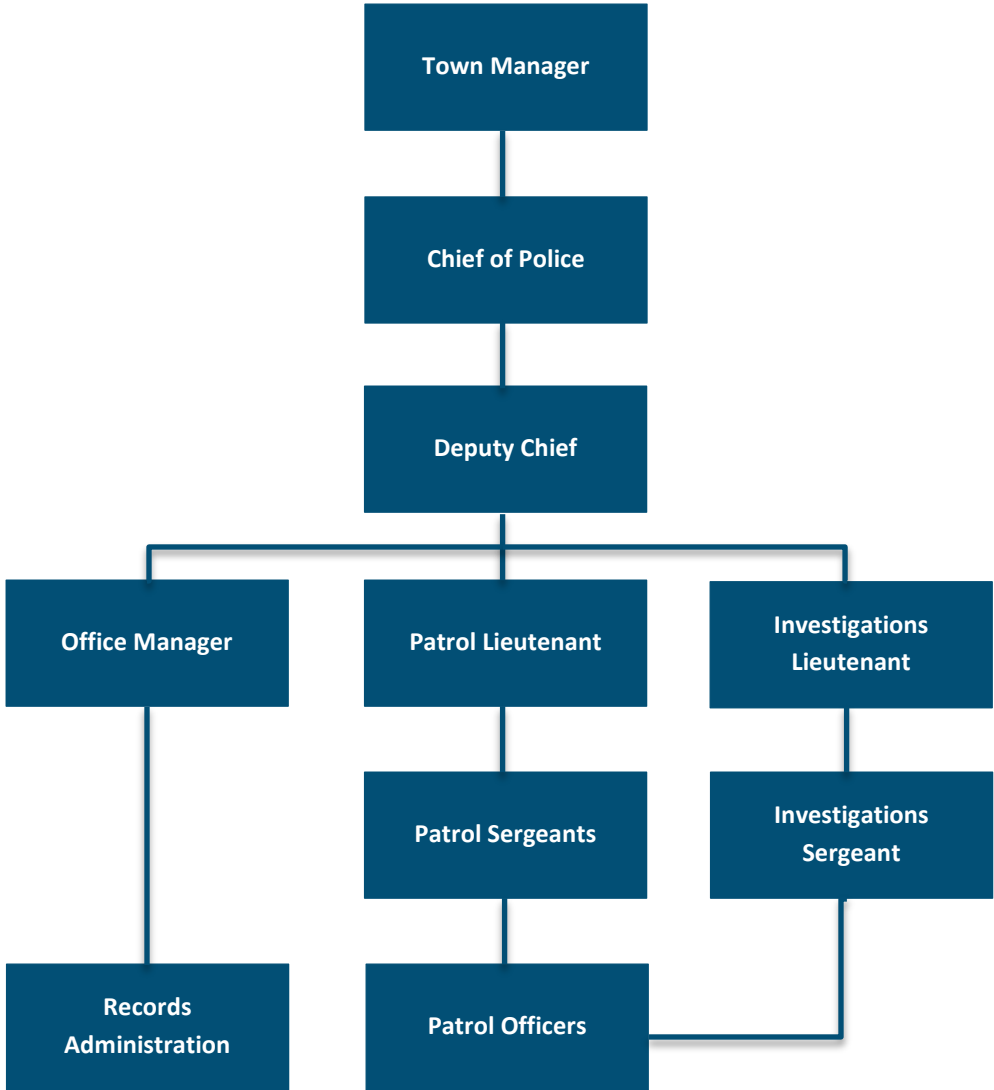
Alonzo Howell
Chief of Police

Mission Statement

The mission of this Department is to provide the Commonwealth of Virginia and the Town of Smithfield a dynamic, responsive, professional police department that forms a partnership with the community in order to preserve law and order, achieve mutually beneficial goals and objectives, and provide security and safety services in the most efficient and effective manner.



Organizational Chart



Department Staff

Command



Alonzo Howell
Chief of Police



Chris Meier
Deputy Chief

Investigations Division

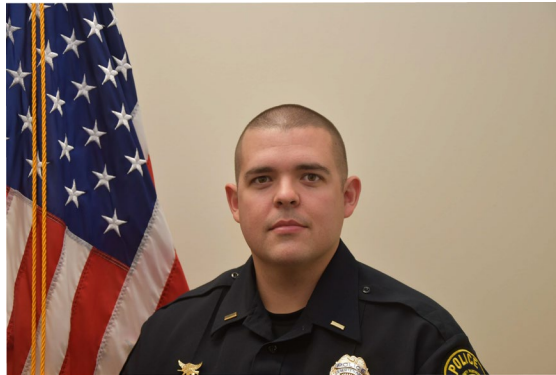


Patrick Araojo
Investigations Lieutenant



Donald Brady
Investigations Sergeant

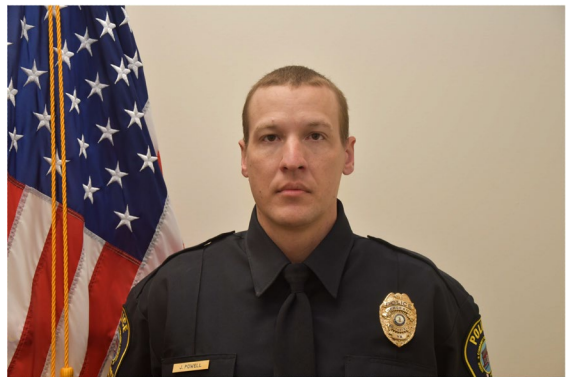
Patrol Division



J. Eric Phillips
Patrol Lieutenant



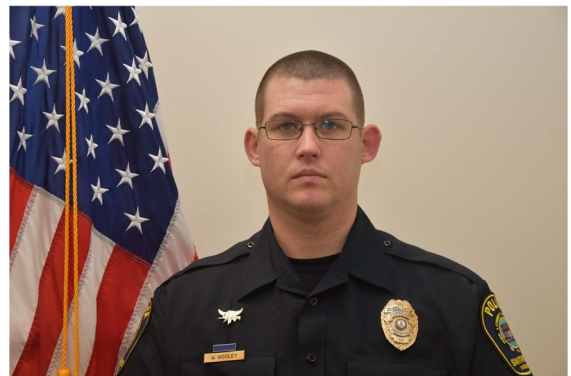
Bryan Miller
Patrol Sergeant



Josh Powell
Patrol Sergeant



David Adams
Patrol Sergeant



Will Wooley
Patrol Sergeant

Patrol Officers



Sam Johnson



Chris McGough



Anthony Cooper



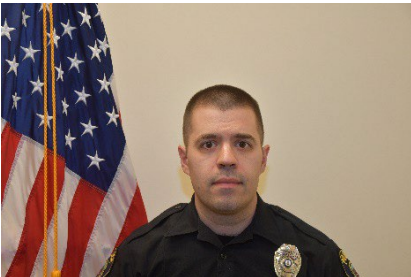
Jake Norton



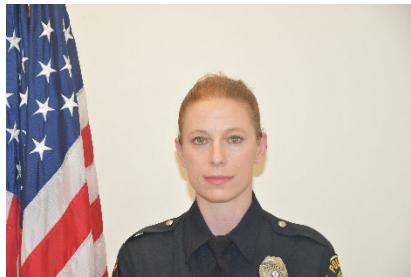
Paul Jones



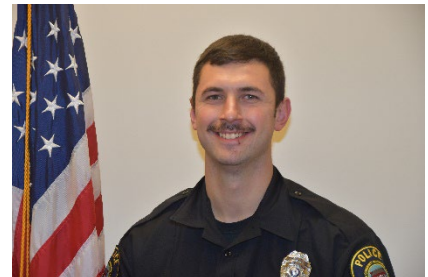
Casey Owens



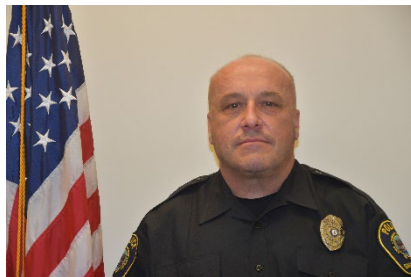
Paul Bancroft



Kate Wahl



Alan Lester



Randy Gillespie

Civilian Staff



Kristi Kincaid
Office/Acreditation Manager



Annette Crocker



Lorrie Porter



Stephanie Pack



Chris Sexton



Community Relations

The Smithfield PD welcomes every opportunity to provide a positive interaction between the citizens and our police officers. During 2021 we needed to revamp our Certified Crime Prevention Program and we became a Certified Crime Prevention Community once again. The certification includes 21 crime prevention and community partnership programs that promote safety and improve quality of life for all citizens of Smithfield. Our Crime Prevention Team consists of community volunteers who dedicate their time and effort to helping build a better Smithfield. They meet regularly with PD staff to find ways that we can better our current programs and create programs to solve community problems. In October of 2021 we hosted National Night Out at the Luter Sports Complex. It was a huge success and we were ranked 14th in the Nation among jurisdictions our size. Due to the COVID - 19 pandemic we were forced to cancel our planned Citizen's Police Academy. We do plan to have a session during the Spring of 2022. Every year our officers and staff donate money during the months of November and December. This year with the donated money we provided Christmas presents for 12 individuals we received from the Angel Tree program. Our officers and staff went out and hand delivered the gifts with the Grinch.



Specialized Units

The Smithfield Police Department has several specialized units. These units are the Boat Team, the Emergency Response Team (ERT), the Motor Unit, the Bicycle Team, and the Color Guard. Our officers serve on these teams on a volunteer basis. Each specialty unit has its own training program for officers new to the unit.

The Boat Team regularly patrols Smithfield's waterways during high boat traffic seasons. They also respond to any "boater in distress" calls. They have helped the Coast Guard and VMRC in many search and rescue operations. The Boat Team also collaborates with the Smithfield Fire Department to have firefighters onboard to provide medical services.

The Motor Unit reduces traffic related incidents through RADAR and LIDAR enforcement. The Motor Units also participate in funerals, parades, and festivals all throughout Hampton Roads. Officers must attend a rigorous 80-hour Police Motorcycle Operators Course.

The mission of the ERT is the entry and securing of specified locations as a result of executing an arrest or search warrant in anticipated situations of violence, during a hostage or barricade situation, or when circumstances dictate that immediate entry of a location for the preservation of life.

The Bicycle Team provides an added dimension to the patrol function. Bicycle officers can approach an area undetected and can maneuver into areas where vehicles cannot. They are also used for community relations and crowd control.

The Color Guard is a ceremonial unit comprised of sworn members of the police department who are highly motivated and maintain exceptionally high standards of appearance, conduct and who show aptitude for ceremonial duty. They perform for banquets, funerals, and other ceremonies as requested.

Training

Each year the Police Department makes every effort to build a better organization and improve the officers and staff that work for the organization. One of the ways we do this is through training. In order to maintain the police officer certification officers must complete 40 hours of training every two years. Here is the training that our officers and staff attended during 2021.

- Cultural Diversity
- Interaction & Liability Risk Management Institute
- Security Assessment for Law Enforcement
- Intoxilyzer Recert
- Fundamentals of Report Writing
- Intro to Interview & Interrogation
- Hostage Negotiations & Crisis Intervention, Phase I & II
- Basic CPTED
- General Instructor
- New Deputy Chief's Training School
- ALERRT AAIR Training
- Taser Instructor
- VACP Conference
- Basic BLE (Police Academy)
- Constitutional Policing Leadership Responsibilities
- Bias Management
- Leadership Team Building
- Armored Rescue Vehicle Tactics
- Supervisor Leadership Institute
- Training Management & Risk Mitigation for SWAT
- Basic (Introductory) Crime Prevention Course
- Background Investigation
- SWAT Command Decision-Making & Leadership
- Diversity Driven Policing
- De-Escalation
- Dynamics of Encounters
- Human Performance in Force Encounters
- Patrol Officer/Detective In-Service
- Defensive Driving Instructor
- Field Training Officer
- The Leadership Institute
- School Safety: Conducting Comprehensive School Risk Vulnerability
- Leadership Team Building
- 2021 VA Legal Updates
- Disorder Control Operations
- ARIDE (Advanced DUI)
- Property Room Management
- Firearms Instructor Recert
- Basic Criminal Investigations Seminar

Department Highlights

Top Cop

The Greater Hampton Roads Regional Crime Line Board honors police officers and others who have demonstrated a commitment to a safer Hampton Roads community. These award recipients are leaders and role models for both their peers and their community. Nominations for these awards come from law enforcement agencies, civic leaders, key individuals, and hundreds of business leaders throughout the Hampton Roads area. The Smithfield Police Department awardee for 2021 was Officer Paul Jones. Officer Jones has consistently been a top performer for the department. He has also taken on the role of recruiter and drives the department's recruiting vehicle. Officer Jones is an asset to the Smithfield Police Department and to the citizens of Smithfield.



MADD Awards

Mothers Against Drunk Drivers (MADD) present awards each year to honor and recognize the officers who have been identified by their localities as having the most impaired driving arrests for their department, or for their enforcement, training and/or education efforts related to stopping impaired driving in their communities. The Smithfield Police Department awardees for 2021 were Officer Paul Jones and Senior Police Officer (SPO) Sam Johnson. Officer Jones and SPO Johnson made the most DUI arrests for the Town of Smithfield during the award period.



Department Statistics

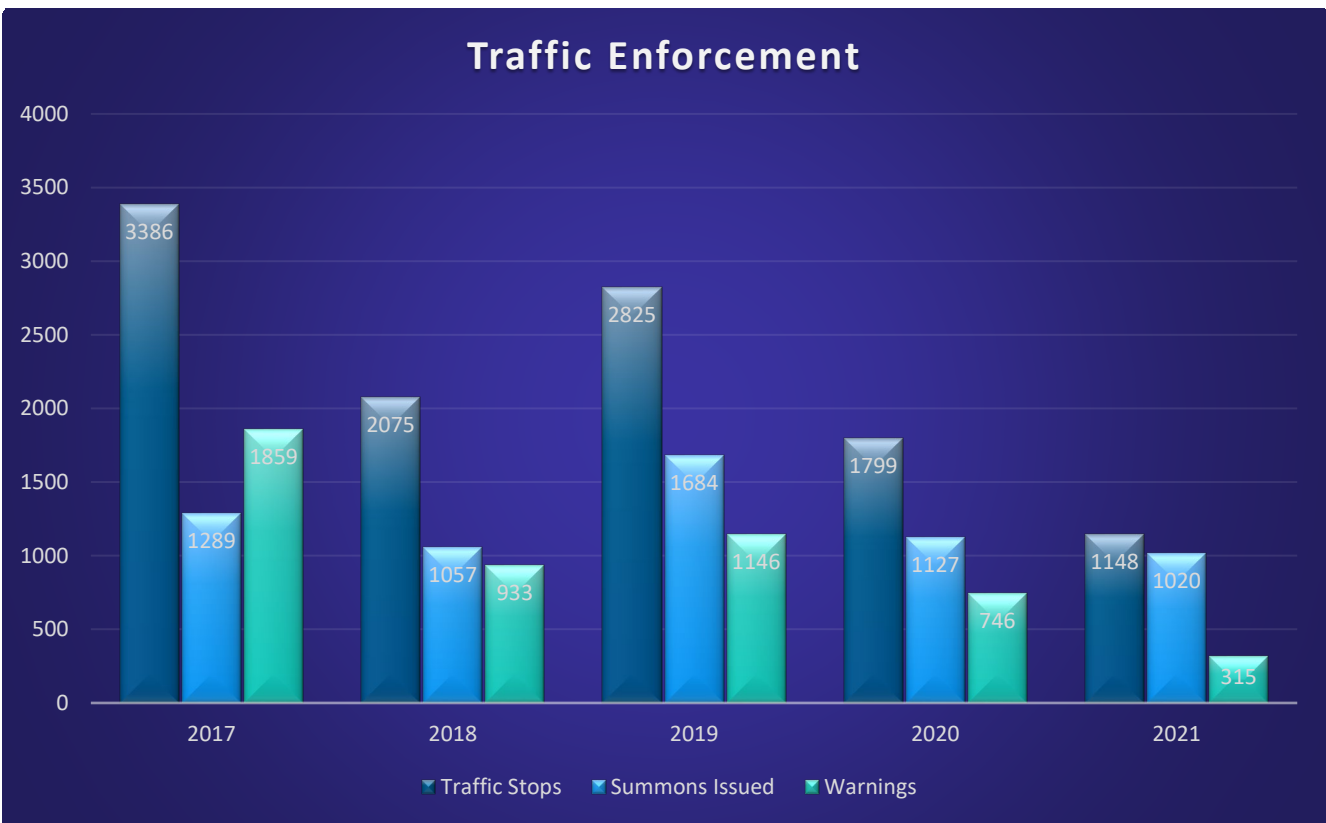
Calls for Service

The Police Department's dispatch center is located in the Isle of Wight Sheriff's Office. They answer routine and emergency calls for service and dispatch Smithfield Officers to those calls. Self-initiated calls are events that the officer calls in themselves. These calls include traffic stops, suspicious persons, business checks, and crimes that the officers witness.



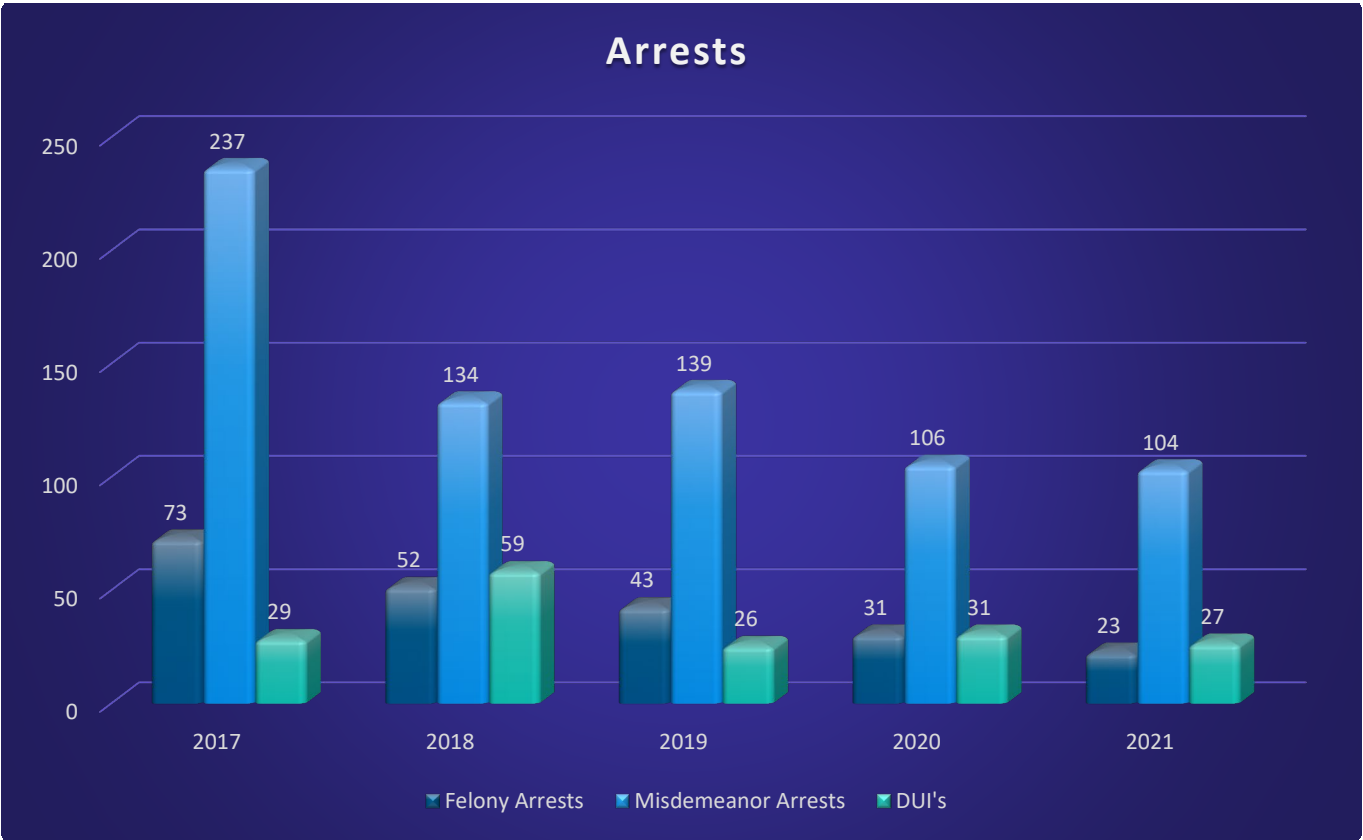
Traffic Enforcement

Traffic enforcement is critical to keeping the residents safe and preventing crashes. In addition to issuing summonses for traffic offenses, officers also give warnings to help educate drivers on traffic safety and current laws.



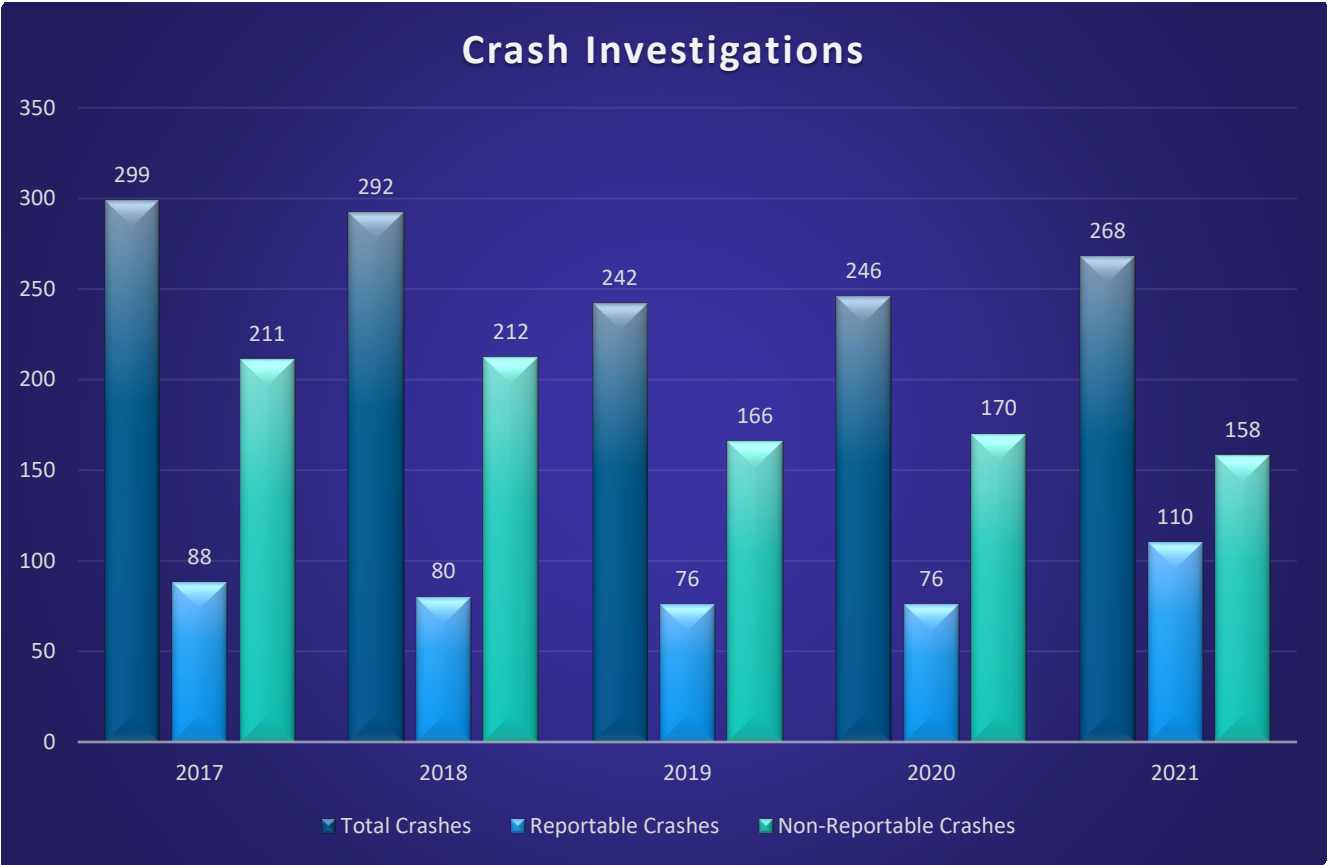
Arrests

Through careful investigation and consultation with the Isle of Wight Commonwealth’s Attorney, officers will obtain arrest warrants on suspects in their cases. Misdemeanors are less serious offenses and include driving under the influence, simple assault, reckless driving, and other minor offenses. Felonies are more serious offenses and include aggravated assault, murder, robbery, arson, and other serious offenses. Our arrest statistics also include arrest warrants we serve for other jurisdictions.



Crash Data

This crash data includes both reportable crashes and non-reportable crashes. The Commonwealth of Virginia requires that all crashes on public roadways with \$1,500 or more in damages are reported to DMV. All other crashes are considered non-reportable crashes. The Department still responds to and performs information exchanges for non-reportable crashes.



Stolen Property

Each year the Department looks at the total dollar value of stolen property for the entire year along with the dollar amount of the stolen property that the Department is able to recover. These numbers include not only physical property stolen but also money stolen through scams and credit card thefts. In 2020 and 2021 a large amount of money was stolen through scams and is largely unrecoverable.



Group A Offenses

We have included significant criminal offenses that were reported to the Smithfield Police Department during the past year and used built-in totals since 2017 for comparison. This synopsis is part of our IBR (Incident Based Reporting) report that we provide to the Commonwealth of Virginia. Both Select Part A and Select Part B are referred to as “Group A” offenses. It should be noted however, that these criminal incidents are not inclusive of all offenses reported to police. Offenses such as bad checks, disorderly conduct, DUI, public drunkenness, trespassing, and other misdemeanor offenses are not included in this report. They are “Group B” offenses and constitute a significant portion of incident reports taken by the Smithfield Police Department.

OFFENSE	2017	2018	2019	2020	2021
Murder	0	0	1	0	1
Rape	1	0	0	0	0
Sex Offenses	2	8	2	6	2
Robbery	4	0	2	2	2
Aggravated Assault	4	6	12	12	9
Arson	0	2	0	0	0
Vehicle Theft	3	10	12	4	7
Total Part A	14	26	29	24	21

Offense	2017	2018	2019	2020	2021
Simple Assault	76	68	71	54	55
Burglary	13	14	7	11	5
Larceny	78	101	130	84	111
Forgery	4	14	12	3	4
Fraud	23	27	29	29	48
Embezzlement	4	1	3	3	54
Destruction of Property	106	73	131	68	99
Drug Offenses	57	58	35	18	11
Weapon Law Violations	9	9	5	11	15
Total Part B	370	365	423	281	402

It is Our Pleasure to Serve You!



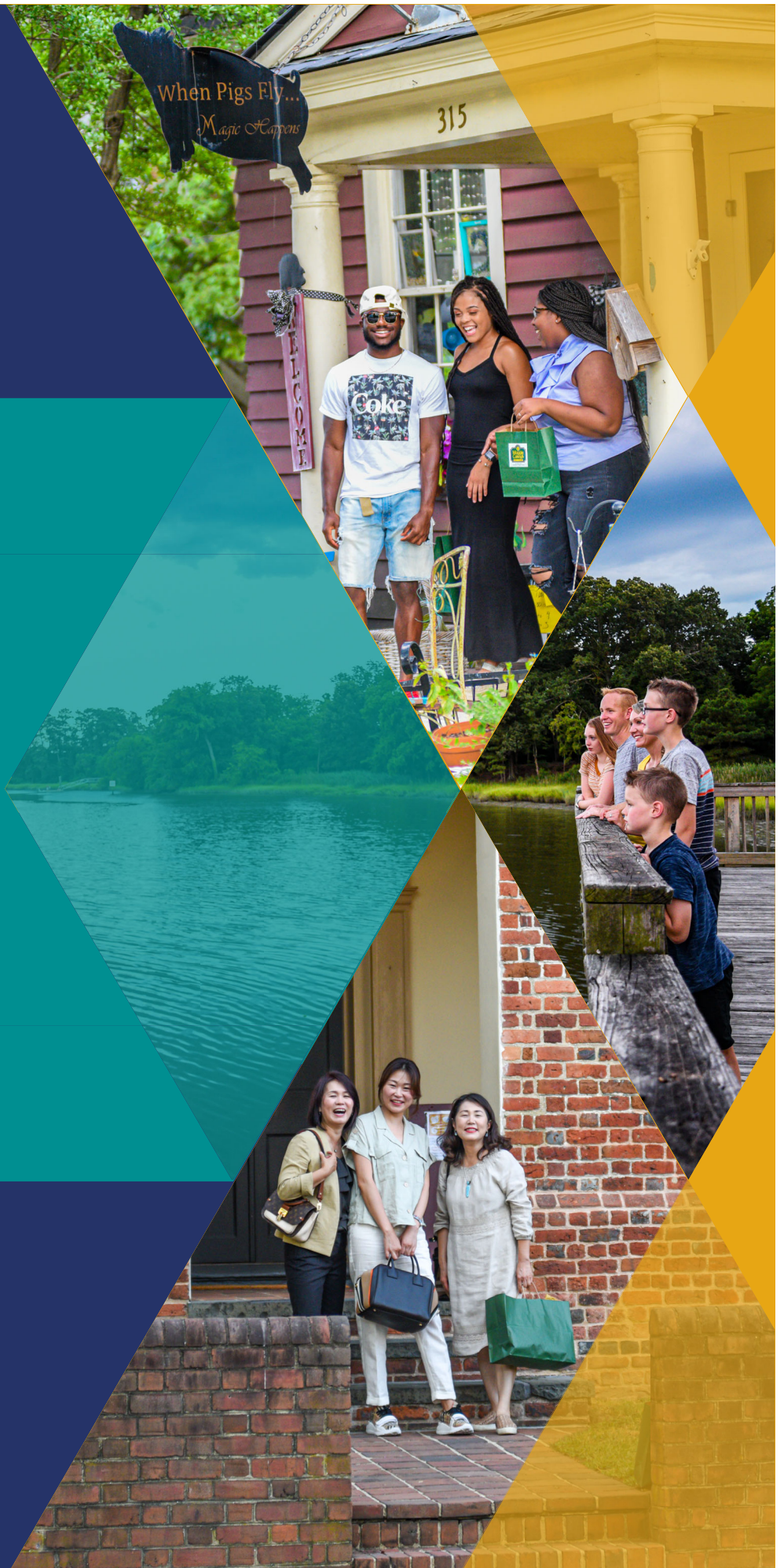


SMITHFIELD/IOW TOURISM REPORT



SMITHFIELD &
ISLE OF WIGHT
TOURISM

2021
ANNUAL REPORT



HIGHLIGHTS

WE'RE ALL
*Hospitality
Heroes*
THIS YEAR!



National Tourism Week
May 2021

- ★ Check Distribution for #IsleShopSmall Gift Certificate program Round #2 1/5/21. Checks distributed to 105 businesses from \$40 to over \$52,000. Total sales for Round #2 was \$607,600. Total vouchers purchased for Round #2 was 15,190. Total amount of sales for both rounds: \$813,480. Total number of vouchers sold for both rounds was 20,337.
- ★ \$10,000 SHOP SMALL Grant received from VTC. SHOP TALK FB LIVE shows every Wednesday! SHOP TALK features 19 businesses throughout the rest of FY22 with a FB LIVE video focusing on a specific shopping venue.
- ★ Working with the Luter Team to build and sustain a year-round Farmers Market on the former Little's Grocery/Pierceville property. Planning will continue through 2022.
- ★ Farmers Markets success continued and a food access grant was successfully awarded from the Obici Foundation. Excellent sales and attendance continues.
- ★ Relationship established with "Wight Salt", a Natural Salt company from Isle of Wight England to begin trading in Isle of Wight, VA.
- ★ Events morphed to Boutique Events due to Covid. Second Saturday held April through October. GREAT SUCCESS! Included Farmer's Market, Gazebo Art Market, Picker's Market and Ivy Hill Tours.
- ★ Smithfield VA Events morphed to Boutique Fundraising Dinners at the WCP Manor House and a concert series. Successful in keeping the organization cash flow incoming.
- ★ Country Vintage Market held at the IOW County Fairgrounds. Almost 2400 tix sold. VERY successful event. 5/1/21. Additional successful event in September for Main Street Vintage Market 9/25/21.
- ★ New Farmers Market Manager hired.
- ★ Digital Tourism Annual Report/202 Tourism Kick-off delivered to stakeholders
- ★ VTC Monthly Briefing Calls
- ★ New 9 Passenger Tourism Van received and wrapped.
- ★ PARK TO PARK TRAIL Phase II Ribbon Cutting Ceremony 6/21/21
- ★ Director Judy Winslow resigned and returned.
- ★ Historic District Wayfinding Signage Plan passed and underway. Signs should be made and placed early 2022.
- ★ Drive 2.0 Grant successfully submitted. \$10,000 Main Street Square Project.
- ★ Beekeeper Conference 10/22-24/21. Hospitality Table set up and bee box judging.
- ★ Franklin Shark Tank Program. Director served as a judge. Franklin has a program where they give away \$20,000 to new entrepreneurial businesses with the best business plan and live presentation. Judged business plans and live presentation. Attended Awards night.
- ★ Smithfield Summer Concert Series assistance plan established with Isle of Wight Arts League and Smithfield Times for upcoming concert season.
- ★ Mistletoe Market Holiday Evening Market 11/20/21. Highly successful. 75 vendors spaces and @ 8,000 attendees.
- ★ Businesses Wanted "Wish List" established in conjunction with County E.D. and the Chamber of Commerce.
- ★ Salty Southern Route continued to thrive. SSR invited to participate in Gov. Youngkin's Inaugural Parade.
- ★ Director appointed to SAIL 250 Committee (Event being planned for 2026) for Town and County
- ★ Virginia Tourism Corporation approved "VA is for Pork Lovers" and "VA is for Peanut Lovers"
- ★ National Tourism Month – banner, posts and fanny packs to all

MARKETING

PRINT PUBLICATIONS

Williamsburg Magazine
Williamsburg Magazine
Virginia Living Magazine
Smithfield Times
Smithfield Times "Progress" Tab
Savor Magazine (with story)
Lynchburg Magazine (with story)
2021 Spring Slice Magazine
Recreation News
Richmond Family Magazine
2021 VA Travel Guide
"Superhero" Tab in Smithfield Times, Suffolk New Herald,
Tidewater News, and Windsor Weekly
Town Newsletter
Southern Lady Magazine Advertorial
(with Salty Southern Route story)
2021 Spring Slice Magazine
2021 Fall/Winter Slice Magazine
Virginia Living Magazine Wedding Section
Partnership with Newport News Tourism's "Urban/Rural
WanderLove" campaign, ads in:
• Northern Virginia Magazine
• Leisure Group Travel – VA Tour Guide
• VA Living Magazine
• 2021 AAA Mid-Atlantic Digital Tourbook
• Compass Media – Mid-Atlantic and Southeast Family
Travel Planner (Woman's Day, etc.)

COLLATERAL/SIGNAGE

Fort Huger rack card
Farmers Market calendar poster
One-day guided tour itinerary (print and digital)
Wedding Venue/Vendor cards
"Visit the Farms" brochure
Kayak poster for blitzes
Salty Southern Route window clings with "VA is for Pork Lovers"
and "VA is for Peanut Lovers"
Fort Boykin rack card
Nike Park brochure
Ham Stickers
Family Field Trip poster and flyers
Art Show poster and flyers
Ivy Hill Cemetery Tour flyers
2021 Walking Tour Brochures
2021 Rack Brochures
Windsor Castle Park Outfitters rack card
Christmas Parade banner
Ham Tram new signs
Outdoor maps at Public Restroom and Post Office
Plus all promotional materials for Special Events



Our "Fabulous Fall Getaway" was just one of the many promotional videos produced in-house to be used on social media ads.

DIGITAL ADS/WEBSITES

Update GenuineSmithfieldVA.com website
Update and maintain the Salty Southern Route website –
itineraries added, shops, etc.
Update and maintain the Christmas in Smithfield website –
updated logo and information, details coming
6 months of Search Engine Optimization for
GenuineSmithfieldVa.com website
CoVA Scene email and Social Media for Family Field Trips
Super-targeted digital ads for Family Field Trips
856 total new email addresses from the Isle of Wight County
Museum added to email list
Participating in Web ID, added 4246 new emails to
our current list.
Sponsored E-newsletter with Southern Lady
(500 words and 5 images)

VIDEOS (*Videos perform especially well on Social Media ads*)

3 WanderLove Challenge videos per week
4 Restaurant Week videos
LOVEwork video
Lovework Instagram Contest video and signage
Gazebo Art Market Video
2 Windsor Castle Park Outfitters Videos
Spring Country Vintage Market video
Second Saturday Video
Farmers Market video
4 Spring Art Show videos
Windsor Castle Park newly restored Outbuildings video
Shoptalk promotional and edited videos
"In your own backyard" video
Trivia Walk Video
Fall Getaway Video
Vintage Market video
Autumn Art Show video + 8 "Meet the artists videos"
Drone footage video
Holiday events videos and emails
Witches Night Out video
3 Gallery of Scarecrow videos
2 Holiday Open House videos
12 "12 Days of Christmas" videos
Holiday Events video
Farmers Market Holiday Markets video
Happy Holidays and Happy 2022 videos



Virginia Tourism approved the Pork and Peanut Lovers concept in 2021!

DIGITAL REPORT

GenuineSmithfieldVA.com

January 1, 2021 through December 31, 2021

117K sessions (50% increase)

94K users (57% increase)

209,333 page views (47% increase)

Facebook:

As of January, 2022

Page Likes: 15,050 (6.5% increase)

Followers: 15,902 (12% increase)

Twitter:

As of January, 2022 tweets

636 Followers (2% increase)

Instagram:

As of January, 2022

2,126 Total Lifetime Posts (+196)

2,348 Followers (+200)

Pinterest:

January 1, 2020 through December 31, 2020

60K Impressions (39% increase)

37.29K Total Audience (37% increase)

Misc.

Wedding vendor survey for Zoom Meeting
and survey for promotional ideas/best practices

Produced Farmers Market Survey and prepared
results report

Power Point for VA1 Conference Presentation

Emails:

As of January, 2022

9,782 active email subscribers (80% increase)

"Where The Locals Go" Weekly E-Newsletter:
105 sent

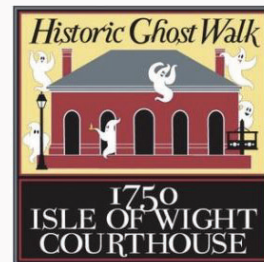
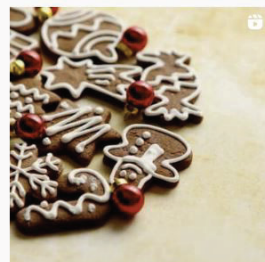
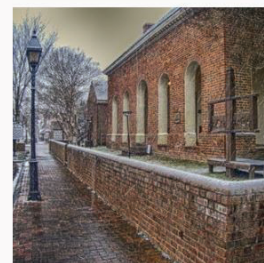
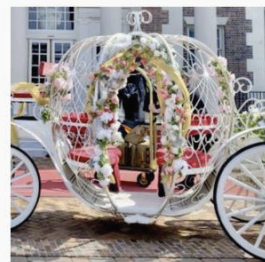
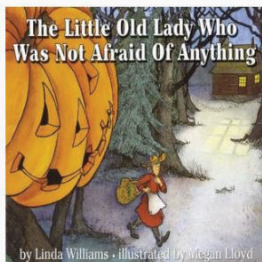
Additional promotional emails: 22 sent

Average open rate: 23% (4% increase)

Industry standard: 20%

Total Sends: 524,996

Opens: 118,037



Instagram posts



DOWNTOWN Autumn ART SHOW



SATURDAY, OCTOBER 9
9 a.m. - 3 p.m.



Custm Facebook Cover Images are created in-house for each event and promotion.

SPECIAL EVENTS

These are events coordinated and/or supported by Tourism. Some events were cancelled or scaled back due to Covid-19.



Tourism partnered with the Arts Center @319 on the popular Second Saturday Art Markets.



2021 Downtown Smithfield Christmas Parade

Smithfield Farmer's Market:

Weekly markets were held March through October with Specialty Markets in November and December, and a weekly Carrollton Market held May through August

Picker's Markets:

Monthly markets were held April through November (averaged 8 vendors per market, with about 250 attendees per market)

Genuine Merchants of Downtown Smithfield (GMOD's)

5 WanderLove Facebook Live Strolls + promotional video
19 ShopTalk on Facebook Live + promotional video
Galentine Night Out
Scarecrow Stroll
Witches Night Out
Elves Night Out

Isle Of Wight County Museum:

Tourism promotes the monthly free guided tours of local historic sites and other Museum programs, including 26 "Behind These Walls" Videos.

"Where The Locals Go"

Tourism's weekly e-blast continued listing boutique events, Farmer's Market and the many virtual events done by Tourism other local organizations. Specific emails are sent to promote tourism events as well.



Our ShopTalk co-hosts Connie Chapman & Kristin Wilda visited local shops via Facebook Live.

January:

BOB Fest: (cancelled due to Covid)

February:

January/February Restaurant Week (12 participants)

March:

St. Patrick's Parade (cancelled due to Covid)

April:

Smithfield Wine & Brew Fest (cancelled due to Covid)
Smithfield VA Events Wine Dinner (30 attendees)

May:

Vintage Market held at Fairgrounds (2500 attendees, Masks required. All tickets sold on-line)
Smithfield Art Show (500 attendees)

June:

Smithfield VA Events Concert Series (1100)
Second Saturday Art Market (400 attendees)

July:

Second Saturday Art Market (435 attendees)

August:

Second Saturday Art Market (350 attendees)

September:

Isle of Wight County Fair (33,000 attendees)
Second Saturday Art Market (460 attendees)

October:

Vintage Market held on Main Street (8,000 attendees)
Smithfield VA Events Bacon, Bourbon Music Fest (3600 attendees)
Safe Trick or Treat/Ham-o-Ween (2,000 attendees)
Hog Jog, Souper Saturday, Court Day
Autumn Art Show HELD! (400 attendees)
Downtown Trivia Walk (500 attendees)
Scarecrow Stroll: Tourism/business event/collaboration contest (600 attendees voted)

November:

Holiday Open House Weekend HELD! VERY SUCCESSFUL (2,000+)
Carrollton Midday Christmas Market

December:

Tree Lighting on Main (350 attendees)
Christmas in Smithfield held as Colonial Christmas in Smithfield at Windsor Castle Manor House, The Courthouse of 1750 and Christ Episcopal Church. (600+ attendees)
Christmas Mistletoe Market (6,000 attendees)
Smithfield Christmas Parade (5,000 attendees)
Light Up Hayden's Lane-HELD-provided by the Horticulture Society of Smithfield

SALES



Monthly Sales Blitzes continued to over 15 Williamsburg area timeshares. Brochures, posters and other promotional materials were distributed to front desk docents, activity directors and managers. All materials were created in-house.

Westgate Timeshare
Resort in Williamsburg

DESIGN SERVICES

for other town
and county departments

Isle of Wight County Administration:

Board of Supervisors display updated, Newcomer's Guide updated and posted, Board of Supervisors letterhead Isle of Wight County Economic Development: Farm Brochure and webpage, Power Point for Supervisors on #IsleShopSmall program, "Isle Chat" logo

Isle of Wight County Parks and Recreation:

Banner, invitation and photos for opening of Park-to-Park trail, Fair poster and other promotional materials Isle of Wight County Utility Services: Water Treatment Facility Sign

All Departments:

Safety mask policy signage, Facebook cover image for Isle of Wight County page

Isle of Wight County Museum:

Windsor Castle Park panels for outbuildings, Event flyers, new Colonial exhibit, children's area in basement, "Local Treasures" project design, milk bottle display signage, new Windsor Castle Park sign, Oldest Ham cartoon banner, Fire anniversary panels, floor for Native American area and panel for three sisters, two signs for country store, sign for Cold War Display

Isle of Wight County Human Resources:

Job Openings flyer and poster

Isle of Wight County Emergency Services:

COVID Vaccine flyer, Isle of Wight Alert System video, COVID flyer for Testing and Vaccine event



Windsor Castle Park newly interpreted Outbuildings



Cover image for Isle of Wight County Facebook page

PUBLIC RELATIONS

PUBLIC RELATIONS & NEWS RELEASES:

News Release: Restaurant Week
News Release: Virgo Award
News Release: LOVEwork Instagram Contes
News Release: Second Saturday event
News Release: Vintage Market tickets on sale
News Release on VTC's approval of "VA is for Pork Lovers" and "VA is for Peanut Lovers"
News Release: Holiday Open House

ARTICLES, BLOG FEATURES, etc.:

- "Getaway to Smithfield" online article on CoastalVirginiaMagazine.com
- Full page advertorial in Southern Lady Magazine

- "Virginia Peanuts on the Salty Southern Route" blog by Adam Hubka, March 15, 2021 on www.roadunraveled.com
- "Coast Live" broadcast with Coastal VA Magazine based on "Coastal Virginia Farmers Market Guide" online article
- "Here Are 10 Of the Most Beautiful, Charming Small Towns In Virginia" on OnlyInYourTown.com
- "These 12 Restaurants In Virginia Have Jaw-Dropping Views While You Eat" on OnlyInYourState.com
- Article on St. Luke's Historic Church and Museum in the October issue of Southern Lady Magazine
- "51 things to do while living in - or visiting - the Hampton Roads area" Pilot Online Article
- "Marvelous Hampton Roads" Pilot Online Article:

GRANTS AWARDED



Virginia Tourism Corporation Social Media Co-op Reimbursement Program: \$3,850
(approx.) VTC reimburses 25% of total social media spend

Virginia Tourism Corporation Marketing Leverage Grant: \$7,000
For the Salty Southern Route (with partners)

ARPA Grant: \$50,000
(American Rescue Plan Act) Funds use to be determined.
Must be applied for prior to 1/23

Virginia Tourism Corporation Marketing Leverage Recovery Grant: \$10,000
Theme: "Shop Small, Shop Smithfield" for 6 promotions with the Downtown Merchants Association (Gmods) and 15 FaceBook Live "ShopTalk" videos

Virginia Tourism Corporation Drive 2.0 Grant: \$10,000
Replacing existing gazebo stage in front of Smithfield Times building and creating "Main Street Square," a gathering and events space

Farmers Market Food Access Grant: \$5,000
Grant program continues.

GROUP TOURS

March: 17 attendees, 5 Tours
April: 51 attendees, 3 Tours
May: 14 attendees, 3 Tours
June: 53 attendees, 6 Tours
July: 38 attendees, 4 Tours
September: 19 attendees, 2 Tours
October: 52 attendees, 5 Tours
November: 51 attendees, 6 Tours
December: 12 attendees, 1 Tour
TOTAL: 307 attendees, 35 Tours
(No tours in January, February or August)



186 Hospitality Bags were distributed in 2021.



Tour Coordinator and Guide, Kathy Mountjoy. Ivy Hill Cemetery Tours were very popular.

ECONOMIC iMPACT

Sources: Virginia Tourism Corporation and
Source: Tourism Economics

	DIRECT IMPACT	INDIRECT/INDUCED IMPACT	TOTAL IMPACT
Employment	452	178	630
Expenditures/ Spending	\$34,240,000	\$24,040,000	\$58,280,000
Local Tax Receipts	\$1,700,000	\$470,000	\$2,170,000
Payroll/Labor Income	\$10,360,000	\$7,490,000	\$17,850,000
State Tax Receipts	\$1,000,000	\$500,000	\$1,500,000

ViSiTOR COUNTS

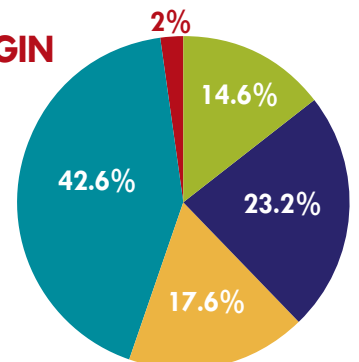
	INDIVIDUALS	# FIRST TIME	TOTAL TOUCHES*
January	564	221	1388
February	437	106	1836
March	718	258	1849
April	1018	458	2276
May	1031	520	2418
June	995	404	2434
July	1417	355	3546
August	911	297	2183
September	851	328	2081
October	1198	47	2607
November	908	271	2173
December	985	250	2156
TOTALS	8637	3515	26947

The Visitor Center observed modified operating hours in 2021. It reopened 5/26/2020 with modified operating hours.

Total Touches is the number of brochures distributed at Williamsburg timeshare sales calls, the number of brochures removed from the after-hours kiosk at the Visitor Center, the number of hospitality bags distributed, visitor counts from the Isle of Wight County Museum and their monthly tours, and participants in tourism sponsored group tours.

VISITOR POINT OF ORIGIN

Smithfield &
Isle of Wight County: 14.6%
Coastal Virginia: 23.2%
Virginia: 17.6%
Out of State
(many via Williamsburg): 42.6%
Out of the Country: 2%



MEETINGS & TRAINING

SPEAKING ENGAGEMENTS:

Smithfield Kiwanis
Women's Club of Smithfield
Smithfield Rotary
Town of Smithfield Training Day
Chamber Student Leadership Institute
Smithfield High School Chorus and Marketing Classes

TRAINING & WORKSHOPS

Six Small Business Lessons to take into 2021, 1/11/21,
Constant Contact Webinar
Hampton Roads Community Foundation webinar, 1/12/21
The Changing Maryland Drive Market Webinar by
Virginia Association of Destination Marketing Organizations
(VADMO), 1/13/21.
"The Five Fastest Growing Tourism Trends and how to best tap
into them" Destination Development Assoc. (DDA), 1/13/21
"Leveraging the changes to Facebook & Instagram" webinar by
"Marketing Academy for Small Businesses," 1/13/21
"Shuttered Venue Operators Grant" webinar, 1/14/21
"Marketing Strategies to keep couples from saying Thank you,
next" webinar by WeddingPro.com, 1/20/21
Assessing Recovery: Exploring the Impact of the COVID-19
Vaccine on the Recovery of Travel, US Travel Association (USTA)
Webinar, 1/21/21
"State of the Travel Industry" Roger Dow US Travel speech at the
National Press Club, online, 1/27/21
10 Tips to Energize your Email Marketing, 1/28/21 by
SCORE, Ken Countess
"Effective DMO Marketing on a modest budget" Webinar by
Mikula Harris, 1/29/21
VIP Presentation by the Smithfield Times (free ad)
Virginia Tourism Corporation (VTC) Webinar "Expand your
Marketing beyond the Mainstream," 2/1/21
VRLTA Webinar "How to Gain Organic Traction with your
Instagram feed, 2/10/21
Social Media Marketing For Events, 2/16/21, by AllEvents,
Dr. Khushbu Pandya
Destination Development Assoc. (DDA) Webinar "The Top Five
Marketing Priorities for 2021," 2/17/21
Agritourism around the US: Findings from a National Survey,
2/18/21, National Extension Tourism Webinar
Infectious Disease Training for Farmers Markets, 3/2/21 by the
Virginia Farmers Market Association (VAFMA)
The Step-By-Step Guide to Developing an Effective Marketing
Plan, 3/17/21, Destination Development Assoc., Roger Brooks
Giving and Receiving Feedback, 3/19/21, LEARNIT Webinar
Webinar: "The Power of Empathetic Marketing" by Virtual
Intelligence Briefing, 3/28/21
Humor Leadership 101: Lead with Laughs, 4/2/21, by the
Training Associates
Shuttered Venue Operators Grant (SVOG) program
webinar, 4/5/21
Destination Development Assoc. (DDA) Webinar "Make Your
Downtown Look Amazing with a Minimal Budget," 4/20/21
VIRGINIA GREEN Virtual Conference, 4/28-29/21
Helping Your Retail & Hospitality Sector Rebound after
COVID Webinar, 5/11/21
Virginia Tourism Corporation Marketing Leverage Program
Grant webinar, 5/18/21
Virginia Hospitality & Travel Zoom Webinar, 5/26/21
Virginia Tourism Corporation New Extranet Website for Partners
6/8/21, Chris Martin, Simple View
Going Out for a Pint: Craft Breweries as Neighborhood Assets,
6/14/21, Penn State Extension, Neil Reid



Destination Development Assoc. (DDA) webinar, 7/14/21,
"Advertising: Getting The Biggest Bang For Your Buck
Webinar: "Collaborate on building engaging itineraries" by
CrowdRiff, 8/3/21
Online course: "Understand Video Performance with Creator
Studio Video Insights" by Facebook Blueprint, 8/4/21
Online course: "Understanding Video Traffic Source Insights" by
Facebook Blueprint, 8/4/21
Virginia Tourism Corporation Summer Webinar, 8/5/21
"A Simple Process to Manage Your Time and Identify Which
Items to Delegate," 8/19/21, SCORE, Laura Licursi
First Aid/CPR/AED, 8/24/21, American Heart Association VTC
Webinar on Brand & Design, 8/26/21
CVENT Webinar, 8/30/21
VTC Webinar Brand & Design 2.0 9/2/21.
VRLTA Webinar: Digital Marketing for the Real World: Build a
Brand While Short on Time 9/8/21.
Virginia Tourism Corporation Webinar on "Image & Video
Sharing," 9/9/21
US Travel Webinar, Funding Recovery & Beyond: What's Still
Available, 9/14/21
Recording of Webinar "Creating Conscious Inclusion in Travel
Marketing," 9/22/21
Travel Insider (Expedia), 10/6/21
ARPA Tourism Recovery Grant session, 10/14/21
ARPA Training Webinar, 10/20/21
VAFMA online conference, 10/18-21/21
Virginia Beach Tourism Summit, 10/21/21
The Power of Connections by STRIVE, Elizabeth Duncan
Hawker, 10/26/21
Roger Brooks Webinar "5 most important ingredients to an
incredible downtown," 11/13/21
VA-1 Tourism Summit in Leesburg, VA, 11/14- 6/21, Director
served as panel speaker for Agritourism session
Downtown Retail & Restaurant Signs & Blade Signs, 11/22/21
Destination Development Assoc. (DDA)
8 Simple Steps to the New Must Have Marketing Strategy for
2022, 12/14/21, Maureen Edwards
SEO Simplified in 30 minutes, 12/28/21 by SCORE/ Mike Corso,
Roovio Digital Marketing

ORGANIZATIONS

Smithfield VA Events

Director and Special Event Coordinator are Board Members

Salty Southern Route

Regional trail partnership with Surry, Suffolk, Franklin/
Southampton, and Sussex

Smithfield 2020

Smithfield Historic District Economic Development and
Revitalization Projects (*ongoing*)

Virginia Association of Destination Marketing Organizations

(VADMO) Director is Past President 2010/2011
Director currently serves as Chair of Conventions

Virginia Tourism Corporation (VTC)

Director serves as Virginia Film Office Liaison
Conduit for travel writers to our area
Blitz opportunities at state welcome centers
Utilization of VTC research
Customer Service Training
Grant opportunities
Participation in website, Co-op marketing opportunities, trade
shows, and Travel Guide

Regional Visitor Center Managers Group (Member)

Virginia Restaurant Lodging Travel Association (VRLTA)

Director is Board Member

Coastal Virginia Tourism Alliance (CVTA)

Director is 2019/2020 President
Support regional CVB/DMO Tourism efforts
National Tourism Week
Regional Website
Professional Development
Regional Marketing efforts
Advocacy

Isle of Wight-Smithfield-Windsor Chamber of Commerce

Director serves as the Facilitator for the Chamber Youth
Leadership Program through the end of 2021.

Member of...

Virginia Motor Coach Association

Pennsylvania Bus Association

Isle of Wight County Fair Committee

Staff Support for all Fair marketing & Welcome Tent

Isle of Wight County Wellness Committee

Blackwater River Advisory Board

Horticulture Society of Smithfield

GMOD's (Genuine Merchants of Downtown Smithfield)

Destination Development Association

Smithfield Special Event Committee

Smithfield Green Team

BOARDS SERVED ON:

Virginia Association of Destination Marketing Organizations

Director is Past President 2011/2012

Director is Chair of Conventions

Director was Chair of 2017, 2018, 2019 State Symposiums

Director is Chair of 2020 State Symposium-moved online

Coastal Virginia Tourism Alliance (CVTA)

Director was President 2018, 2019, 2020

Smithfield 2020

Director is on Executive Committee in charge of Promotion

Smithfield VA Events

Historic Saint Luke's Church

Director is on Executive Committee

Historic Smithfield

Smithfield Farmer's Market Board

Isle of Wight Commission on Aging

Ivy Hill Cemetery

Isle of Wight County Fair

Isle of Wight Arts League

Smithfield Little Theatre



2022 iNITIATiVES



*A Bird's Eye View
of Smithfield, Virginia*
VIDEOGRAPHY BY DANIEL HARRELL
AUGUST 28, 2021



Celebrating our 20th Year!

- ★ Create new TAG LINE
- ★ Survey of Stakeholders
- ★ 20th Anniversary of the Smithfield Farmers Market
- ★ Continue to work to establish a permanent year-round home for the Farmers Market in the new The Grange @10Main. Apply for capital grants to assist with building.
- ★ Creation of the new MAIN STREET SQUARE as part of our Drive 2.0 project grant
- ★ Apply for new VTC grants: Marketing Recovery Grant; DMO Specific Grant; Special Events and Festivals Grant.
- ★ Launch the Smithfield Arts Festival in May of 2022. Focuses to include: Fine Arts, Fine Crafts, Children's Art, Literary Arts, Performing Arts, The Art of Fashion
- ★ Request ARPA funding from Town/County to electrify light poles on Main Street (for Main Street events and for holiday décor to attract more visitors) and to create cubicles in Tourism office for additional health and safety.
- ★ Military-focused social media ads
- ★ Work with CGI Company on Smithfield Banner Project
- ★ "Bedroom Community" blitz on social media and with super-targeted digital ads
- ★ Drone Photography for use on Social media and super-targeted digital campaigns in Spring 2022
- ★ Wayfinding signage project for downtown
- ★ Revise, expand and promote Hambassador Program to local community in addition to tourism stakeholders.
- ★ Create a webpage for "Behind These Walls" videos on downtown Buildings
- ★ Continue to work with Gmods to promote 6 Thursday evening events and monthly ShopTalk videos using MLP Grant funds
- ★ Continue Search Engine Optimization (SEO) for tourism website
- ★ Continue successful Salty Southern Route project
- ★ Work with VADMO on reorganization of association
- ★ Work with CVTA on regional marketing initiative



ISLE OF WIGHT COUNTY MUSEUM





Isle of Wight County Museum & Isle of Wight County Historic Resources



2021 Annual Report

J.L. England, Museum Director & Isle of Wight County Historic Resources Manager

Notable

- **COVID-19 Pandemic**

- Multiple safety protocols remain in place for staff and visitors to include the use of plexiglass shielding for the staff member seated at the front desk, mask requirements, social distancing and the regular cleaning and sanitizing of high-touch surfaces.
- Financials and statistics – while an improvement over 2020 - still reflect a decrease in visitation, educational programming and outreach lectures. 2021 gift shop sales were at an all-time high.

- **Staffing**

- Curator Mike Holtzclaw resigned from his position. Docent Teresa Sines was hired.

- **Volunteers**

- Volunteers donated 1,174 hours to the museum in 2021. This includes the work of three interns – one from Old Dominion University, Norfolk; one from Christopher Newport University, Newport News; and one from University of Maine, Augusta, Maine. The estimated hourly value of volunteer time from the Independent Sector for 2020 was \$28.54 giving the museum an estimated yearly savings of \$33,506.

- **Video Production and Livestreaming Events**

- Museum staff continue to augment our livestreaming engagement and video production in order to connect with visitors, supporters, fans and the community. This activity is – and continues to be - **VERY SUCCESSFUL** with recognition from organizations, individuals and the community.
 - **Behind These Walls.** This monthly video series began in 2020 and showcases the stories behind compelling structures in Isle of Wight County. View all episodes here: www.historicisleofwight.com/behind-these-walls.html. Total videos: 19.
 - **LIVE at 12:05.** This livestreaming series has been a staple for several years. Hosted on Facebook, educational pieces are hosted inside the museum and at our multiple historic sites every Tuesday and Thursday. They remain permanently viewable on the museum's Facebook page. Total videos: 98.
 - **Special Events.** Some of our scheduled events became livestreaming events. Total productions: 6.
- **Schools, Colleges & Universities**
 - This year's interaction with public and private schools was limited because of COVID. While we regularly offer programming in the museum and off-site to augment all grade levels in history, math, science, language, art and music, this year's engagement did



include Isle of Wight County Schools, private schools and homeschool groups. Programming for colleges and universities increased this year as did our interaction with these groups via Zoom. In 2021, we saw 425 students and educators.

- **Community Involvement**

- We worked with numerous organizations in 2021 to provide assistance, support and volunteer hours. Organizations include Smithfield Foods, Smithfield and Isle of Wight Tourism, Isle of Wight County Parks and Recreation, Isle of Wight County Department of Community Development, Isle of Wight County Department of Economic Development, Smithfield Police Department, Windsor Castle Foundation, Isle of Wight County Historical Society, Smithfield VA Events, 1750 Courthouse, Christmas in Smithfield, Warwick County Historical Society, Ivy Hill Cemetery, Lee Hall Train Station Foundation, Christopher Newport University, Isle of Wight-Smithfield-Windsor Chamber of Commerce, Blackwater Regional Library, Williamsburg Regional Library, local authors, area group homes, area churches, Old Dominion University, Peninsula Museums Forum, Genuine Merchants of Downtown Smithfield and more.



- **Other Involvement**

- We are also engaged with other organizations beyond Hampton Roads to include Virginia Commonwealth University, Civil War Trails, Virginia Department of Historic Resources, VistaGrowth of Atlanta, Alexandria Public Library, Virginia History Day and the University of Richmond.

- **Research and Interaction**

- Staff continuously cares for the artifacts in the collection through conservation, preservation and cleaning. This includes evaluating items, researching and answering questions from visitors on a daily basis.

- **Collection**

- This year, the museum acquired numerous artifacts to include photographs, tools, colonial kitchenware and a great wheel from the 1700s.

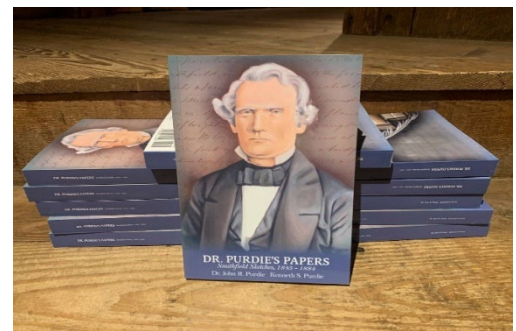
- **Other**

- Museum staff serves in varied capacities for the Town of Smithfield, Town of Windsor and Isle of Wight County.
- Staff attended – virtually – the Virginia Association of Museums' annual conference in March.

Museum Stats and Updates

- **Visitation:** 6,095
- **Special Events.** 55 events were planned for 2021 including our annual Pan Ham photo contest.
- **Groups/Tours.** 20 different groups visited the museum for specialized tours/programs and 14 different groups visited our historic sites (Fort Huger, Fort Boykin, Boykin's Tavern/Courthouse Complex, Windsor Castle and Nike Park) for specialized programming.
- **Outreach.** Staff performed 38 outreach programs while one was canceled due to COVID. In the spring and throughout the summer, staff hosted in-person history-themed programs for Isle of Wight County Parks and Recreation's Summer Blast Camps held at Nike Park and at Windsor Town Center.
- **Gift Shop.** Sales have increased since last year. An all-time high for sales, they were nearly double our 2020 figures.
- **Exhibits/Books**

- **Magnolia.** Our porcine statue which is one of eight located in downtown Smithfield, after structural repairs and paint and repairs to the brickwork beneath her, was returned to her spot just outside the museum.
- **Museum Theatre.** This space completed with new signage, lighting and curtains.
- **Dr. Purdie's Papers.** This book was published in January 2021 in conjunction with the Isle of Wight County Museum Foundation. It was nominated for the **Library of Virginia's 2021 Literary Awards** in the nonfiction category and is available in the museum's gift shop.
- **World's Oldest Ham Comic.** Maggie Colangelo, a student at VCU, worked in conjunction with Dr. Bernard Means of VCU's Virtual Curation Laboratory to create a one-page comic of the World's Oldest Ham. The comic was revealed for the Ham's 119th birthday. It garnered a lot of media attention and has been added to several items in the gift shop.
- **Mercantilism and Country Store.** A new element was added to the museum's country store exhibit - a crate highlighting dairy and milk delivery.



- **Peanuts.** Updates were made to the section of the museum highlighting peanut history and the Great Peanut Fire of 1921.
- **Local Treasures.** Our first exhibit officially opened in October: 19th and 20th Century Woodworking Tools by Roger Healey. This exhibit concept displays the private collections of Isle of Wight County residents and/or those with a connection to the area. For more information and applications: www.historicisleofwight.com/local-treasures.html.



2021 Financials

• Total Gift Shop Sales:	\$ 15,239.18
• Admission:	\$ 8,967.50
• Donations:	\$ 1,854.24
• Program/Lecture Fees:	\$ 540.00
• TOTAL:	\$ 16,630.92

Social Media/Website /Media Coverage/Promotion

- Media coverage in 2021 was varied, and the department's social media postings reached hundreds of thousands. Media interest was stirred by the local publications like the *Smithfield Times* and *Daily Press* as well as local news stations, but we also received mention and coverage from other outlets like NPR's radio quiz show/podcast *Wait Wait Don't Tell Me!*, *Road Unraveled*, *Yahoo Finance Magazine* and publications highlighting VCU's Virtual Curation Laboratory's 3D scanning efforts with museum collections.
- Social media accounts include:
 - Facebook: Isle of Wight County Museum
 - Facebook: World's Oldest Ham
 - Facebook: Town of Smithfield
 - Facebook: Isle of Wight County Historical Society
 - Twitter: @worldsoldestham
 - Instagram: @isleofwightcountymuseum
- The museum interacts on Foursquare/Swarm, TripAdvisor, Pinterest and GoodReads.



- **Ham Cam.** We continue to promote ourselves online through our Ham Cam, the 24/7 dropcam above the world's oldest ham's exhibit case. This enables visitors to check in on the museum's main gallery at any time of the day to see what we, and the world's oldest ham, are doing. It is a marketing tool that amuses all our visitors and promotes us worldwide. We also use it for twice weekly video broadcasts – on Tuesdays and Thursdays.
- **Museum Mascots.** On Twitter, numerous museums have personalized their mascots to share information. We do that through the World's Oldest Ham. This mascot community is large and in 2021, several mascot interaction projects developed to generate cross-promotion and interest. This year's cross-promotional projects included #MuseumWeek, #Museum30 and #CuratorBattle.

Nike-Carrollton Park 13036 Nike Park Road, Carrollton

- Staff regularly schedules and hosts tours of the site. 2021 Total: 6.
- With the pandemic, the Nike-Ajax missile's conservation and interpretation are on hold.



Fort Huger 15080 Talcott Terrace, Isle of Wight County

- Staff regularly schedules and hosts tours of these sites. 2021 Total: 5.

Fort Boykin 7410 Fort Boykin Trail, Isle of Wight County

- Staff regularly schedules and hosts tours of the site. 2021 Total: 1.



Boykin's Tavern, 1820 Clerk's Office & Isle of Wight County Court House Complex 17146 Monument Circle, Isle of Wight County

- Staff regularly schedules and hosts tours of the site/district. 2021 Total: 5.
- In May, the Confederate monument was dismantled and removed from County property. The removal process was documented with photography, video and interviews for the museum's collection.



Windsor Castle 705 Cedar Street, Smithfield

- Staff regularly schedules and hosts tours of the site. 2021 Total: 15.
- Exhibits in the kitchen/laundry, slave quarters, smokehouse and farm manager's office were completed in the spring.

