

# SMITHFIELD TOWN COUNCIL AGENDA

April 3<sup>rd</sup>, 2018 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



## A. INFORMATIONAL SECTION:

### 1. Manager's Report

- a. March Activity Report

## B. UPCOMING MEETINGS AND ACTIVITIES:

- April 3 - 7:30 p.m. – Town Council Meeting
- April 10 - 6:30 p.m. – Smithfield Planning Commission Meeting
- April 17 - 6:30 p.m. – Board of Historic and Architectural Review
- April 23 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Police Committee
  - Water and Sewer Committee
  - Finance Committee
- April 24 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
  - Parks and Recreation Committee
  - Public Works Committee
  - Public Buildings and Welfare Committee

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

## C. Public Comments:

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

- a. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

## D. Council Comments

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

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Mrs. Denise N. Tynes
- b. Water and Sewer Committee Chair, Ms. Florine Moore
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Mrs. Denise N. Tynes
- e. Public Works Committee Chair, Mr. Michael G. Smith

**CONSENT AGENDA ITEMS**

- C1. Resolution to Approve Street Closure/Traffic Assistance for the Smithfield 6 Pack 6K on Sunday, April 22<sup>nd</sup>, 2018** **TAB # 1**  
Police Committee Chair, Mrs. Denise N. Tynes
- C2. Resolution to Approve Street Closure/Traffic Assistance for the Main Street Mile on Sunday, April 29<sup>th</sup>, 2018** **TAB # 2**  
Police Committee Chair, Mrs. Denise Tynes
- C3. Motion to Accept Proposal from Quinn Consulting Services for Coating Inspection / Evaluation Services for Three of the Town’s Elevated Water Storage Tanks**  
Water and Sewer Committee Chair, Ms. Florine Moore
- C4. Motion to Authorize the Town Manager to Purchase Budgeted Public Works Truck in the Amount of \$33,954**  
Water and Sewer Committee Chair, Ms. Florine Moore
- C5. Invoices Over \$10,000 Requiring Council Authorization**  
Finance Committee Chair, Mr. Randy Pack
- a. A. R. Chesson Construction (December – Concession Building) \$ 16,795.05
  - b. A. R. Chesson Construction (January – Concession Building) \$ 32,498.81
  - c. Draper Aden Associates (Progress Billing – Smithfield Lake Dam) \$ 10,956.26
- C6. Motion to Approve Relay for Life “Paint the Town Purple” Initiative from May 20<sup>th</sup> to June 2<sup>nd</sup> 2018**  
Parks and Recreation Committee Chair, Mrs. Denise Tynes
- C7. Motion to Approve Proposed Price Adjustment for 50% off Friday, Saturday, and Sunday Rentals for January and February 2019**  
Parks and Recreation Committee Chair, Mrs. Denise Tynes
- C8. Motion to Approve Proposed Park Impact Fees**  
Parks and Recreation Committee Chair, Mrs. Denise Tynes
- C9. Motion to Approve Windsor Castle Manor Riverfront Fee Schedule**  
Parks and Recreation Committee Chair, Mrs. Denise Tynes

C10. **Motion to Renew Street Maintenance Contract with Blair Brothers for One Additional Year**

Public Works Committee Chair, Mr. Michael Smith

**ACTION SECTION**

1. **PUBLIC HEARING: Boundary Line Adjustment – Scott Farm**

**TAB # 3**

- a. Staff Presentation by Town Manager and Ms. Laura Anne Kuykendell with Troutman Sanders
- b. Applicants Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

2. **PUBLIC HEARING: Special Use Permit – 757 Brewing Company**

- a. Staff Presentation by Director of Planning, Engineering and Public Works, Mr. William G. Saunders, IV
- b. Applicants Presentation
- c. Open Public Hearing
- d. Close Public Hearing
- e. Consideration by Public Buildings and Welfare Committee , Dr. Milton Cook

3. **Motion to Approve the Town Council Meeting Minutes of March 6<sup>th</sup>, 2018**

4. **New Business:**

- a. **Motion to Accept Nominating Committee’s Recommendation to Fill the Unexpired Term of Clem Batten (6-30-22) on the Board of Zoning Appeals**  
Ms. Denise Tynes and Mr. Michael Smith
- b. **Motion to Accept Nominating Committee’s Recommendation to Fill the Unexpired Term of Councilman Steve Bowman (6-30-2018)**

5. **Old Business:**

- a. Windsor Castle Restoration Project Update

6. **Closed Session: Personnel Matters**

7. **Adjournment**

March 30, 2018

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – MARCH 2018**

**TOWN MANAGER'S OFFICE:**

- a. Attended the following meetings and activities: Intergovernmental Committee, Sports Complex tour with New Kent County Administrator, Emergency Communications Center board, Pinewood Heights Management Team, HRPDC meeting in Chesapeake, Retirement celebrations for Sheriff Mark Marshall and Danny Carroll with the Peninsula YMCA, Chamber Post-Legislative Breakfast, Four Council Candidates, Town Planner interviews, and Special Events Committee
- b. Utilized one week of accrued vacation leave and traveled out of state.

**DIRECTOR OF HUMAN RESOURCES:**

- a. Worked on recruiting for a number of positions
- b. Filled four positions
  - Lead Water Works Operator
  - Crew Leader (2 positions)
  - Water Works Operator Trainee
  - Planner
- c. Completed internal SOP for New Hire Onboarding
- d. Preparing for upcoming Performance Management cycle
- e. Preparing for upcoming benefits renewal

### **TOWN CLERK'S OFFICE:**

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and Board of Historic and Architectural Review
- b. Prepared March Town Council Committee Agenda and April Town Council Agenda.
- c. Attended Town Council Committee meetings on March 26<sup>th</sup> and 27<sup>th</sup>
- d. Assisted and prepared two (2) bulk mailings in regards to Backflow Inspections and Windsor Castle Dog Park Usage
- e. Prepared and submitted IOW Arts League's Grant Application
- f. Assisted in preparing and submitting Grant Application for Pinewood Heights Relocation Project – Phase IV
- g. Continue to work on records management projects.

### **TREASURER'S OFFICE:**

- a. Reconciled February cash balances and prepared February financial statements.
- b. Began budget process with projected general fund revenues and expenses.
- c. Met with Sonja Eubank and Williams Saunders on March 2 to discuss purchase order approval procedures.
- d. Met with Dick Holland and Pam Ellyson of Farmers Bank on March 5 to discuss the banking software conversion as of March 14 and the changes that would impact the Town's users.
- e. Met with Amy Novak on March 8 to discuss the 2019 budget projections for Parks & Recreation.
- f. Attended budget meeting with Public Works department staff (William Saunders, Sonja Eubank, Jessie Snead, and Jeff Smith) on March 13
- g. Attended Pinewood Heights Management Team meeting on March 13 at the Smithfield Center.
- h. Participated in onsite MUNIS training on March 6<sup>th</sup> & 7<sup>th</sup> and March 14<sup>th</sup> & 15<sup>th</sup> in preparation for GO LIVE on March 15.
- i. Attended reception for Retired Sheriff Mark Marshall on March 15 at the Smithfield Center.
- j. Met with Sonja Eubank, Peter Stephenson, William Saunders, and Chief Howell on March 22 to review the banking proposals received and to prepare for the interviews on April 2.
- k. Attended the Special Events meeting on March 28 at the Smithfield Center. Also attended staff meeting immediately following the Special Events meeting.

## **PUBLIC WORKS:**

1. Staff performs the following duties on a monthly basis
  - A. Miss Utility marking
  - B. Read meters for billing and to transfer property owners
  - C. Water cut-offs and cut-ons
  - D. Check sewer pump stations daily
  - E. Install and repair street signs
  - F. Replace and repair broken water meters
  - G. Perform maintenance on town-owned buildings
  
2. Sewer Line Repairs and Maintenance
  - A. Located and repaired sewer line laterals in various locations.
  - B. Cleaned sewer main line in various areas of the town.
  - C. 203 Middle St. - repaired broken sewer lateral.
  - D. 203 Smithfield Blvd. - repaired broken sewer lateral.
  
3. Sewer Pump Station Repairs and Maintenance
  - A. Weekly and daily checks on all 27 pump stations.
  - B. Performed the following scheduled maintenance at all pump station
    1. Cleaning of wet-wells
    2. Alarms testing
    3. Sump pump cleaning
    4. Check Valve cleaning and repair
    5. Generator checks / Godwin pump checks
    6. Control Panel / Flow monitor checks
    7. Fence and Grounds inspections
    8. Inspected Structure
    9. Inspect and clean pumps
    10. Level system check
    11. Test limit switches
    12. Bar screen cleaning
    13. Rain gauge cleaning
    14. Head pressure reading at 7 pump stations.
  - C. Changed out pump number 2 at James St. pump station.

- D. Put bypass pump online at Crescent pump station.
- E. Pulled both pumps and cleaned both check valves at Morris Creek pump station.
- F. REW started working on replacing vent fan and stand pipe for Crescent wet well.
- G. Wellington station put on bypass pump due to HRSD pressure issues.

#### 4. Water line Repairs and Maintenance

- A. Repaired water leak at Bradford Mews apartments and replaced water meter and installed a check valve.

#### 5. Well Repairs and Maintenance

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

#### 6. Water Treatment Plant

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
  - 1. Daily Inspection of RO Plant and grounds.
  - 2. Monthly Tank inspections.
  - 3. Inspect and exercise plant generator monthly.
  - 4. Fill antiscalant day tank.
  - 5. Truck Inspections.
  - 6. Routine service of lime system.
  - 7. Service online fluoride and chlorine analyzers.
  - 8. Calibrate online turbidimeter and pH meter.
  - 9. Check and replace air filters
  - 10. Test Alarms.
- D. Well 8a is back online following recent repairs and flushing.
- E. Consumer Confidence Report is being completed and sent to HRUBS.
- F. Plant maintenance is being performed in a timely manner.
- G. Tim Perkins was promoted to Lead Waterworks Operator.
- H. Tim Richards, currently a maintenance helper, has accepted a position as a waterworks trainee.

7. Miscellaneous

- A. Grounds crews cut right-of-ways on water and sewer lines and emptied trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.
- C. Staff worked St. Patrick's Day parade.
- D. Jeff Miller and Chris Dean were promoted to Grounds Maintenance Crew Leaders.
- E. Sean Cummings has accepted a position as a Grounds Maintenance Specialist.
- F. Recruitment is currently underway for a maintenance helper.

**PLANNING AND ZONING**

- Douglas Miles accepted a position as a Planner and will start April 30<sup>th</sup>.

1. Planning Commission – March 13, 2018

- A. \*Public Hearing\* – Special Sign Exception – Marquis Signs - Food Lion, 1941 S. Church St. - Amanda Edwards, Retail Business Services, applicants. - Approved contingent upon the prohibition of future temporary window signage.
- B. \*Public Hearing\* – Special Use Permit – 895 W. Main St. – Tom Dawson, 757 Brewing Co., applicants – Recommended for approval with no conditions.
- C. Preliminary and Final Site Plan Review – Clontz Park Boat Ramp – Town of Smithfield, applicant – Approved contingent upon minor administrative changes and satisfaction of IOW Stormwater conditions.

2. Rezoning Applications under review

- None.

3. Special Use Permit Applications under review

- A. 895 W. Main Street – Eating establishments, ancillary to I-1 District uses, and retail sales in a warehouse or wholesale establishment, wherein as least 60% of the gross floor area is devoted to warehouse use – Thomas Dawson, 757 Brewing Co., applicants.

4. Subdivision and Site Plans under review



- A. 305 Smithfield Boulevard Subdivision – Dale Steffensmeier, applicant.
  - B. KLS Battery Park Subdivision – S. Church St. – KLS Battery Park Development Group, LLC, applicant.
  - C. Cypress Creek Ph. VII B&C – Revision to Subdivision Plan – Cypress Investment Holdings applicant.
  - D. Joseph W. Luter, Jr. Turn Lane
5. Subdivision and Commercial Sites Under Construction and Inspection
- A. Church Square, Phase I (95% complete)
  - B. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – March 20, 2018
- A. Fence – 117, 119, 121 North Church Street – Contributing (119), Non-Contributing (117,121) Natasha Huff, Smithfield Winery, applicant – Approved as presented.
  - B. Fence and Garden Shed – 338 South Church Street – David W. Goodrich, applicant – Approved as presented.
7. Board of Zoning Appeals – March 20, 2018
- No Meeting Held

## **ENGINEERING**

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor repaired damaged area around drop inlet across from 1422 Cypress Creek Parkway. There was a pipe separation at its connection to the drop inlet.
3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 11 locations throughout the Town and required reports were filed.
4. Field inspections continued to be held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage

by Matthew. The Town is coordinating the repair with FEMA representatives. Reimbursement documents have been forwarded to FEMA.

5. Cypress Creek Development; Contractor C. A. Barrs Constr., all work on project has now been completed including the roadway asphalt surface. The project is now under its one year warranty period.
6. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
  - A. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Site plan review has continued with 100% site plan submittal and required attachments between VDOT, the County and the Town. The plat involving the right of way dedication for the turn lane has been finalized and the additional documents are being processed by the Town Attorney for submittal to the Isle of Wight County School Board and VDOT for approval.
  - B. UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been under taken and is under review. The review has been forwarded to VDOT who had several additional informational comment request.
  - C. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A meeting was held and several options were discussed and are now currently under review.
7. Attended progress meeting on Smithfield to Nike Park Trail – Segments 1 & 2 – Contractor has begun installation of bike trail at intersection of Battery Park Rd. and Nike Park Rd. down to Greenbrier Lane.
8. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.
9. Attended kick off meeting for IOW Smithfield Sidewalk project on Great Springs Road and Main Street.

**COMMITTEE  
SUMMARY REPORTS**

March 30, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, MARCH 26<sup>TH</sup>, 2018

The Police Committee met Monday, March 26<sup>th</sup>, 2018 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mrs. Denise Tynes, Chair; and Ms. Florine Moore. Other Council members present were Dr. Milton Cook, Mr. Michael Smith, Mr. Randy Pack, and T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; Mr. Matt Rogers, Deputy Chief of Police; and Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works. Council Candidates in attendance were Mr. Wayne Hall, Mr. Bill Davidson, and Ms. Valerie Butler. Also in attendance were Mr. Rick Bodson of Historic Windsor Castle Restoration; Mr. Lanny Hinson and Mr. Justin Hornback of the 1750 Isle of Wight Courthouse; and Ms. Montgomery of The Genieve Shelter. The media was represented by Elizabeth Pattman of The Smithfield Times.

Police Committee Member, Mrs. Denise Tynes, called the meeting to order.

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

1. Street Closure/Traffic Assistance for Smithfield 6 Pack 6K on Sunday, April 22<sup>nd</sup>, 2018 – Mrs. Tynes stated that this is the second year for this event. The event will take place in the historic district from 3:00 p.m. to 5:00 p.m. Mrs. Tynes asked Ms. Novak if there were any changes from last year. Ms. Novak explained that this race can use the sidewalk on Main Street, if necessary; to get around the construction that is currently taking place. The route is the same as the previous year. Committee had no further concerns and would recommend approval of this street closure/traffic assistance request.

2. Street Closure/Traffic Assistance for Main Street Mile on Sunday, April 29<sup>th</sup>, 2018 - Mrs. Tynes stated that this is the second year for this event as well. This is a one mile competitive run through downtown Smithfield. The race will take place between the

hours of 9:00 a.m. and 11:00 a.m. Committee had no concerns with this event and would recommend approval of this street closure/traffic assistance request.

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

1. Operational Updates – Deputy Chief Rogers reported that on Saturday, April 7<sup>th</sup> there will be an active shooter event taking place at Harvest Fellowship Baptist Church. The event will be coordinated with the Isle of Rescue Squad, the Isle of Wight Sheriff's Office, Smithfield Volunteer Fire Department and State Police. Nightingale Air Ambulance Services will also participate in this training event. Deputy Rogers stated that he is not sure what time the event will take place, on April 7<sup>th</sup>, as they are still in the planning phases. This event will give the Smithfield Police Department, as well as others, the opportunity to become better prepared in responding to an active shooter event should it ever arise. Dr. Cook asked if there was a road closure planned for this event. Deputy Chief Rogers stated that there would not be a road closure with this event. Officers will be at the road to keep people moving as not to create any traffic issues. He also stated that the local media has been notified that this is a training event to help with getting the word out to the community. Deputy Chief Rogers stated that all of Town Council is invited to come out and observe the training exercise.

Deputy Chief Rogers reported that in regards to personnel Officer Samuel Johnson is back from military duty. He is currently in a two week reintegration program where he is riding along with a field training officer and then will go back to his regular job duties. Our newest officer, Ryan Polk, is finishing up his field training as well. Officer Rendell Howell left employment with the town as he is moving on to the Chesapeake Police Department. He also asked for everyone to keep Lt. Araojo in their prayers as he continues to recover from an injury he suffered while on duty.

Deputy Chief Rogers also stated that the Smithfield Police Department assisted the Sheriff's Office, Saturday evening, with a sobriety check point at Route 10 and Fairway Drive. It was not as productive as it has been in the past but they did participate in that event. Mrs. Tynes mentioned that she had seen a news flash right before the meeting this afternoon and wanted to make everyone was aware that the Smithfield Police Officer that was mentioned is a former police officer that is no longer an employee of the town. Deputy Chief Rogers stated that he has talked with Ms. Roberts of Clontz Park Way in regards to her concerns about placing signage in this area to slow people down. Initially, they talked about placing a "Children at Play" sign in this area but he would also recommend possibly putting up something like rumble strips to keep people moving a little slower. He stated that he would also like to make a recommendation to possibly look into moving the entrance over to the left of the current entrance when we start moving forward with the public boat ramp project. Mrs. Tynes stated that, with the new development of Lakeview Cove coming, she has been asked by some of the residents of Smithfield Forrest to have four way stop signs installed at the intersections of Lane Crescent / Kendall Haven and Lane Crescent / St. Andrews Crossing; as it is a main

thoroughfare for traffic coming in and out of this neighborhood. Committee directed the Police Department to conduct a survey of the intersections and bring back to committee next month. Mrs. Tynes thanked Deputy Chief Rogers for the update.

The meeting adjourned at 4:12 p.m.

March 30, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, MARCH 26<sup>TH</sup>, 2018.

The Water & Sewer Committee held a meeting on Monday, March 26<sup>th</sup>, 2018 at 4:12 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Florine Moore, Chair; Mr. Michael Smith, and Mrs. Denise Tynes. Other Council members present were Dr. Milton Cook, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; and Mr. Matt Rogers, Deputy Police Chief. Council Candidates in attendance were Mr. Wayne Hall, Mr. Bill Davidson, and Ms. Valerie Butler. Also in attendance were Mr. Rick Bodson of Historic Smithfield Restoration, LLC; Mr. Lanny Hinson and Mr. Justin Hornback of the 1750 Isle of Wight Courthouse; and Ms. Montgomery of The Genieve Shelter. The media was represented by Ms. Elizabeth Pattman of The Smithfield Times.

Water and Sewer Committee Chair, Ms. Florine Moore, called the meeting to order.

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

1. Proposal for 3<sup>rd</sup> Party Coating Inspection / Evaluation Services for Three of the Towns Elevated Water Storage Tanks – Mr. Saunders reported that the town has an opportunity for Quinn Consulting Services to do an evaluation and survey on three of the town's elevated water storage tanks. The three tanks include the Wilson Road tank, South Church Street tank and Battery Park Road tank. The town does have a budgeted line item for the maintenance of these tanks and staff is using a portion of that budget to have this evaluation completed. Mr. Saunders stated that the town has worked with this firm in the past with good results. The goal is to have this evaluation completed this

fiscal year and provide the town with a punch list to prioritize our tank maintenance work. Mr. Pack stated, that if he recalls correctly, we have not performed any kind of maintenance on these tanks in the last few years. Mr. Saunders replied that was correct. An RFP was put out in 2015; however it was rescinded and no maintenance work has been performed since that time. Mr. Smith asked how much money we have budgeted for the maintenance of the tanks. Mr. Saunders explained that there is a budgeted line item for maintenance in the amount of \$100,000. The town will use a portion of that to pay for this evaluation survey and then roll the remainder over to next fiscal year to be used once it has been determined what the maintenance priorities are. Committee asked what the cost was to have the survey done. Mr. Saunders replied that it would be approximately \$7,000 per tank. Committee recommends approval.

2. Additional Item Discussed: Authorization to Purchase Budgeted Public Works Truck – Mr. Saunders mentioned that the Public Works Department has been doing some research on the purchase of a new F450 truck. This truck would replace a 1994 F350 truck that is pretty rusted out. Staff has been using it for pushing snow and sand spreading. Staff has received three quotes with the best quote being \$33,954. Mr. Saunders stated that this is a budgeted item. The town would be buying the dump body for this truck in the next fiscal year. The truck itself is budgeted for this fiscal year. Committee asked if the snow plows that are currently being used on the F350 can be used on this new F450. Mr. Saunders stated that they could. Committee recommends approval to purchase a new F450 truck for the Public Works.

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

1. Additional Item Discussed: Crescent Pump Station – Dr. Cook asked if the pump was being replaced at Crescent Pump Station. Mr. Saunders explained that a new exhaust fan was being installed in the wet well and a new emergency standpipe was being installed for the emergency bypass pump.

The meeting adjourned at 4:19 p.m.



March 30, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, MARCH 26<sup>TH</sup>, 2018

The Finance Committee met on Monday, March 26<sup>th</sup>, 2018 at 4:19 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Dr. Milton Cook, Ms. Florine Moore. Other Council members present were Mrs. Denise Tynes, Mr. Michael Smith, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation. Council Candidates in attendance were Mr. Wayne Hall, Mr. Bill Davidson, and Ms. Valerie Butler. Also in attendance were Mr. Rick Bodson of Historic Smithfield Restoration, LLC; Mr. Lanny Hinson and Mr. Justin Hornback of the 1750 Isle of Wight Courthouse; and Ms. Montgomery of The Genieve Shelter. The media was represented by Ms. Elizabeth Pattman of The Smithfield Times.

Finance Committee Chair, Randy Pack called the meeting to order.

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

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

- a. A. R. Chesson Construction Company, Inc. \$ 16,795.05
- b. A. R. Chesson Construction Company, Inc. \$ 32,498.81

The above invoices are for work performed on the concession building at the Joseph W. Luter, Jr. Sports Complex by A. R. Chesson Construction for the months of December 2017 and January 2018. They have been reviewed by project manager Mr. Brian Camden and he recommends approval of invoices. Mr. Smith asked if the issue with the floor drain in

the family restroom had been resolved. Ms. Novak stated that the floor drain that they had previously thought had been left out had been installed. It was just skimmed over when the concrete was installed. Committee asked if the concrete slopes down to the floor drain. After verification from Mr. Camden at the Parks and Recreation Committee it was recommended that the above two invoices be approved.

c. Draper Aden Associates \$10,956.26

These invoices from Draper Aden Associates is for progress billing for the month of February. The first invoice is for repairs to the Smithfield Lake Dam in the amount of \$2,867.13. The second invoice is for general services under their annual engineering services contract in the amount of 8,089.13. Committee recommends approval of both invoices.

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

1. Contribution Request for Fiscal Year 2018/2019

a. Historic Smithfield – 1750 Isle of Wight Courthouse - Mr. Lanny Hinson was present along with the Treasurer, Justin Hornback to give an update on the 1750 Isle of Wight Courthouse. He thanked the town for their support in the past. He stated that recently they were approved by the Board of Historic and Architectural Review to have a storage shed placed behind the building for additional storage of artifacts. Mr. Hinson stated that they continue to keep the courthouse open to visitors with volunteer docents during the week and paid docents on the weekends. They also continue to hold special programs for local school groups and out of town bus tours beyond regular opening hours. Mr. Hinson stated that they participate in local events here in town such as Olden Days, Town & Country Day, the evening Christmas Market and the Christmas parade. He explained that their most popular event each year is the Colonial Court Trial in October. This event is free to the public and in 2017 there were a total of 265 visitors that attended the five performances. Mr. Hinson stated that in 2017 they had more visitors than ever with 7,712. There is no cost to visit the courthouse so gifts and donations are very helpful for them to continue their operations. Mr. Pack asked Mr. Hinson what they were requesting for FY 2018/2019. Mr. Hinson stated that \$5,000 would be greatly appreciated; however they did not get that last year so they are happy to get any amount. Committee thanked Mr. Hinson and Mr. Hornback for coming.

b. The Genieve Shelter – Ms. Montgomery was present on behalf of The Genieve Shelter and thanked committee for the opportunity to give an update and overview of the services that The Genieve Shelter offers. Ms. Montgomery stated that this year they are requesting \$10,000 from the Town of Smithfield. The reason they are requesting for more funding this year is because they are trying to organize a Lethality Assessment Program. A Lethality Assessment Program allows the shelter's staff and the

local police department the opportunity to work together to assist victims of abuse with receiving shelter services immediately. Special training will be offered to officers responding to domestic violence situations on how to refer victims directly to the crisis helpline when on the scene of altercations. This program was started in the City of Suffolk and they would like to get it started in all the localities that The Genieve Shelter services. During the 2017 fiscal year, The Genieve Shelter provided crisis and supportive services to forty-three families (seventy-two individuals) attempting to escape domestic violence in Smithfield. They also provided 893 nights of emergency shelter, assisted 75 clients in court and responded to 112 hotline crisis calls from residents of Smithfield needing help from the agency. Ms. Montgomery explained that the cost to provide shelter per night increased to \$23.33 from \$21.48. This increase was due to the rising cost of utilities and food at the emergency shelter. Ms. Montgomery stated that they are also working on having a mobile counseling service in the area for victims of domestic violence. Ms. Montgomery stated that The Genieve Shelter is embarking on their 30<sup>th</sup> year Anniversary and they plan to celebrate in all six localities that they serve. Their main focus will be on prevention and education. They will also focus more on having their services available. Mayor Williams asked what percentage of increase has there been over the last year in regards to domestic violence. Ms. Montgomery replied that there was a 12% increase in the Smithfield area. Mayor Williams asked if Ms. Montgomery has seen a rise in human trafficking. Ms. Montgomery replied that there has been a rise in human trafficking and they are trying to provide a lot more counseling for these types of issues. She stated that they have also seen a rise in substance abuse cases. Dr. Cook asked if the 112 hotline calls were just from the town limits of Smithfield or did that include the County of Isle of Wight as well. Ms. Montgomery stated that the 112 includes all of Isle of Wight County. Dr. Cook asked if she could determine how many are actually town residents since she is requesting town funds. Ms. Montgomery stated that 68 of the 112 calls are from the Town of Smithfield. Dr. Cook asked if the Lethality Assessment Program has been presented to the Smithfield Police Department. Ms. Montgomery stated that they have not done so yet; however it is planned for some time during the month of May. Mr. Pack asked how much The Genieve Shelter received last year. Ms. Minga replied that they received \$7,200.00. Committee thanked Ms. Montgomery for the update.

2. February Financial Statements and Graphs – Ms. Minga stated that it has been an extremely busy month. The Accounts Payable module of MUNIS did go live earlier this month; however they have only cut one check. Since they were half way through March they decided to go ahead and complete March on the Bright System. This would eliminate the need to pull financial reports from both systems. All checks will be cut on the MUNIS system as of April 1<sup>st</sup>. It will be challenging as we move forward; however staff will be assigned support personnel that will help with the transition for the next year. Ms. Minga stated that at this time revenues are looking very strong. Most revenues are on target for where we are for the year. Ms. Minga reported that Franchise Tax went up for everyone this year. Although, as of today, we have not received information from Bank

of America. Ms. Minga mentioned that the Sand Pro that was purchased for the new sports complex will need to be a budget amendment to reflect that it is a capital lease. It will show up on both the revenue and expense side. Ms. Minga reported that she feels all the departments are on target in regards to budgeted expenses. The challenges every year are the large capital projects. Trying to pin point when they will be completed and how much needs to be rolled over into next year, as well as new projects starting up like Phase IV of the Pinewood Heights Relocation Project. Ms. Minga pointed out that sewer charges over the last few years have really been consistent. In regards to water there are some differences; however that has a lot to do with water rate changes and consumption in Gatling Pointe. Mr. Pack stated in regards to revenues the town has recently had two film crews in town. He asked if town staff has ever looked at what type revenue could be generated from a film tax. Ms. Minga stated that they had not; however she could certainly do some research. Ms. Novak stated that Ms. Winslow of tourism is in the process of researching this so that we can establish our own film permitting process that would have fees associated with it. Dr. Cook stated that it is nice that film crews like our town enough to want to film here; however there is some disruption associated with it. There is also some cost associated with it when town services are needed. A fee schedule would allow the town to recoup some of the expenses for these services. Ms. Novak stated that she would follow-up with Ms. Winslow and bring this item back to committee next month.

3. February Cash Balances – Ms. Minga stated that total cash was very consistent with the prior month. The total for all funds is \$14,700,304 compared to \$14,742,576 last month for a total decrease of \$42,271. Water Funds went up 143,930 and the Sewer Fund went up 76,370 and the Highway Fund went down \$55,340. This decrease in the Highway Fund is not a concern because this is just money that is moved in the Highway Fund as needed from the grant funds that are put in the General Fund. General Funds did go down \$207,230 with some of the large projects that we are funding. Ms. Minga stated that we are in the middle of the banking RFP's and they are taking in consideration what to do with the monies that we have available in regards to investing. The VIP Investment Pool was down again this month; but it is still relatively small. The town is still earning interest on it each month. — Water = \$685,465.40; Water Debt Service = \$779,168.52; Water Capital Escrow Availability Fees = \$464,449.41; Water Treatment Plant Escrow = \$25,337.16; Water Deposit Account = \$77,798.98; Water Development Escrow = \$123,731.23; **Subtotal Water = \$2,155,950.70.** Sewer = \$55,595.13; Sewer Development Escrow = \$382,796.33; Sewer Capital Escrow Availability Fees = \$747,415.14; Sewer Compliance = \$2,225,512.26; **Subtotal Sewer = \$3,411,318.86.** **Highway = \$135,001.24.** General Fund = \$6,858,548.53; Payroll = \$190,550.55; Money Market General Fund Towne Bank = \$2,206.75; Business Super NOW-General Fund = \$33,773.80; Money Market General Fund Farmers Bank = \$294,821.81; General Fund Capital Escrow = \$706,225.05; Certificate of Deposit = \$526,894.81; Certificate of Deposit Police Dept = \$37,002.55; Special Project Account = \$29,653.56; Pinewood Heights Escrow = \$50,754.64; SNAP Program = \$2,218.75; Museum Account = \$171,882.79; Windsor Castle Acct \$93,500.00; **Subtotal General Fund = \$8,998,033.59. TOTAL ALL FUNDS = \$14,700,304.39.**

4. FY 2018/2019 Budget Discussions: Revenues – Ms. Minga stated that she made a decision not to post the revenues. She explained that the revenues do not give you a whole lot of information without the expense side. A lot of the revenues for this year that are going to be really important are based on some of our large projects. Are the ball fields definitely going to be finished by June 30<sup>th</sup>? Is the Smithfield Lake Dam work going to be finished and all the grant funds associated with that by June 30<sup>th</sup>? How far will the town be with the Pinewood Heights Relocation Project? Ms. Minga stated that she feels comfortable with the town's revenues in regards to our base taxes. All the taxes are where they were projected with some being a little higher. She stated that she would like to spend a little bit more time working on the numbers for these larger projects. Her hope is to have a working document by the end of next week that has a lot of the expense side filled out as well. Discussion was held on scheduling a special budget work session once Ms. Minga puts more of the numbers together.

5. Windsor Castle Restoration Project "Audit" – Mr. Bodson stated that the Historic Windsor Castle Restoration, LLC is approaching a million dollars' worth of disbursements for the Windsor Castle restoration project. There have been 250 payments issued since December 2016. Phase 1 of the project is nearly complete. Phase 1 included a portion of the Manor house, the outbuildings, the caretaker's house and the accelerated project, which included the construction of a maintenance and storage building. Mr. Bodson stated that as Chair of the construction committee he has suggested that an outside "audit" be done on the books. Having spent a million dollars he thinks the Town Council and the Treasurer would appreciate knowing that the procedures that were put in place have been reviewed by an outside set of eyes. Mr. Bodson stated that after April 15<sup>th</sup> they will engage a CPA firm to review the LLC's payment approval process and establish that the payments were directed to the intended use, which is the restoration of Windsor Castle. The CPA's work review will be a presentation of facts established by its review, which will be provided to the Town Treasurer and Town Council. Committee thanked Mr. Bodson for the update.

Meeting Adjourned at 5:05 p.m.

March 30, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON TUESDAY, MARCH 27<sup>TH</sup>, 2018

The Parks and Recreation Committee held a meeting on Tuesday, March 27<sup>th</sup>, 2018 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Tynes, Chair; and Mr. Randy Pack. Other Council members present were: Dr. Milton Cook, Mr. Michael Smith, Ms. Florine Moore and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William Saunders, Director of Planning, Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Council Candidates in attendance were Mr. Bill Davidson, Mr. Wayne Hall, Ms. Valerie Butler, and Mr. Chris Torre. Also in attendance were Mr. Brian Camden of Alpha Corporation; Mr. Rick Bodson, and Mr. Rudolph Jefferson, Chairman, Isle of Wight Board of Supervisors. The media was represented by Ms. Elizabeth Pattman of The Smithfield Times.

Parks and Recreation Committee Chair, Mrs. Denise Tynes, called the meeting to order.

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

1. Paint the Town Purple – Relay for Life Event, June 2<sup>nd</sup> 2018 - “Paint the Town Purple” is a great way to spread the word about Relay for Life. It helps with recruiting new survivors and caregivers, engaging new and returning teams and team members, and encouraging our sponsors to get more involved in Relay for Life. Two years ago Relay for Life was granted permission to “Paint the Town Purple” by tying purple ribbons on light/street poles long Main Street and South Church Street as an initiative to bring awareness to the upcoming Relay for Life Event. Ms. Jordan, a representative of Relay

of Life, has requested to do this again this year. Purple ribbons would be placed on lights/street poles along Main Street and South Church Street from May 20<sup>th</sup> to June 2<sup>nd</sup> when the Relay for Life event takes place. This year's Relay for Life event will take place at Smithfield High School. Committee recommended approval.

2. Proposed Price Adjustment for 50% off Friday, Saturday and Sunday Rentals for January and February 2019 – Ms. Novak stated that she would like to propose adjusting the rates on bookings during January and February 2019 by 50%. These two months tend to be very slow in regards to bookings. She mentioned that she did make this same request last year; however the request was made much later in the year so it did not increase the bookings for January and February of 2018. The hope is getting it out there earlier in the year so she will get better results to fill all weekends in January and February of 2019. Mrs. Tynes asked if the Center staff works with clients if for any reason their event is cancelled due to the weather during these months. Ms. Novak stated they definitely work with clients when events are cancelled due to snow or other significant weather events.

3. Proposed Park Impact Fees – Ms. Novak stated that in order to pay for the ongoing maintenance of Windsor Castle Park she is proposing a park impact fee for open to the public events. The Park Impact Fee would be a 5% fee of the average ticket price or entry fee for the event multiplied by the number of attendees. They would still pay a site fee for certain areas of the park such as the Windsor Castle Manor riverfront area. They would also be subject to town service fees for such items as Police or Public Works staffing, if needed. Mrs. Tynes stated that this item is recommended for approval and in the event that it is approved by Town Council it will go into effect immediately.

4. Proposed Windsor Castle Manor Riverfront Fee Schedule – Ms. Novak stated that the Windsor Castle Manor Riverfront area is close to getting back to having grounds rentals like we were doing before we went into the restoration process. Now that the restoration work has been complete there will be a nice pole barn there that can be used as a great covered space. The site specs would include a 2500 square foot covered space with electricity, lighting and water hookup. It will also have 8,000 square feet of open space available for tenting. Ceremony site possibilities include down by the water, Manor yard or in front of the barns. Grass parking will accommodate over 500 cars. Booked events would have the site for the entire weekend. This would allow items to be brought in on Friday, have their event on Saturday or Sunday and then have rental items picked up on Monday. Clients would be required to provide items such as restroom rentals, furniture rentals (tables and chairs), tent rentals, dishware and table linens. Ms.

Novak stated that she is proposing that the standard rate be \$2,400 and the resident rate for Isle of Wight County residents be \$2,200. The cost to the town would be minimal. There would be some staffing on Saturday or Sunday night of the event to make sure the music is turned off at 10:00 p.m. to stay in compliance to the town's ordinance requirement. Staff will also be needed to make sure the group is off the site by 11:00 p.m. Some concern was expressed over events leaving trash in a dumpster on site. It was decided that all clients will be required to remove all trash from the site at the end of the event. Ms. Novak explained a reduced rate of 10% will be applied if a daytime open to the Public Event is happening at the same day. Mr. Pack stated that he thinks the rates proposed are a good place to start; however he hopes that we will be able to increase these rates. Ms. Novak explained that these rental rates may seem a little low compared to other sites but Windsor Castle Park is a little different; in the fact that it is a public park and anyone can walk through the area at any time. Ms. Novak stated that if the demand is there then the prices can go up in the future.

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

1. Operational Update – Parks and Recreation Committee Report/ 2018 Event List – Ms. Novak reported that the upcoming events are as follows: There will be a Town Council Candidate Forum on Thursday, April 5<sup>th</sup> at 7:00 p.m. This event will be done in Council chambers with all four suites open, as we do anticipate a large number of attendees. On Saturday, April 7<sup>th</sup> the YMCA will host the Annual Triathlon Race. The Wine and Brew Festival will be held the following weekend on April 14<sup>th</sup>. Also on April 14<sup>th</sup> a fitness program called “Roaming Yoga” will begin. This fitness program will be once a month at the kayak launch. The 2<sup>nd</sup> annual Smithfield 6 Pack 6K Race is happening on Sunday, April 22<sup>nd</sup>. Isle of Wight Academy will host a 5k event at the park on, Thursday, April 26<sup>th</sup>. Prom season starts on Saturday, April 28<sup>th</sup> with the first one being Windsor Prom. Lastly, Main Street Mile will be held on Sunday, April 29<sup>th</sup>. The update on the Manor house restoration project will be given at today's Public Buildings and Welfare Committee. Kayak rentals will open for its 5<sup>th</sup> season on Saturday, May 5<sup>th</sup>. At this time they are looking to hire two individuals for this position. Ms. Novak mentioned that Goodrich and Sons recently removed several dead trees from the park and will return next week to remove a couple more. They will also be doing some underbrush clearing near the Manor house grounds on Monday, April 2<sup>nd</sup>. Dr. Cook asked if the paint that was on the brick walls in the park has been removed. Ms. Novak stated that the removal of the paint will take place tomorrow. Staff has been waiting for the weather to warm up some before pressure washing the brick walls. Ms. Novak stated



that staff will be removing the paint; however the Chamber of Commerce will be billed the time it takes for town staff to remove the paint. Committee thanked Ms. Novak for the update.

2. Joseph W. Luter, Jr. Sports Complex – Update from Project Manager, Brian Camden – Mr. Camden reported that there has been little to no activity at the project site over the last month due to the wet weather. The wet weather prohibits equipment from operating on the grassy areas because of the excessive rutting that will occur. RAD Sports has not been on site at all. A. R. Chesson has been out there working on finishing the punch list for the concession building. They have also placed signage on the masonry entrance wall. At this time the contractor continues to wait on the brick manufacturer to make the special masonry capitals to complete entrance wall. A. R. Chesson did send a crew out yesterday afternoon to start cleaning up where they recently worked on the signage at the entrance to the complex. Mr. Camden stated that a walk through inspection was conducted at the end of last week with town staff, the project engineer and a representative of RAD Sports. It was noted that there are several areas where the erosion and sediment control devices failed during these recent back-to-back northeastern storms. Mr. Camden stated that he spoke to the project manager for Rad Sports and he assured him that a crew would be coming in this week. The punch list work has been sub-contracted out and they are expected to stay on the site until all the punch list work has been completed. RAD Sports has also sub-contracted out the utility cross over under Court House Highway from around the soccer field to the storm drain. This work has been scheduled to start this Thursday, March 29<sup>th</sup>. Blair Brothers is scheduled to come in around April 20<sup>th</sup> to lay asphalt for the parking lots. Mr. Camden stated that A. R. Chesson was able to locate the missing floor drain in the family restroom. It appears that when the concrete slab was being installed, the workers inadvertently covered up the drain while finishing the slab; however it was located and corrected. Committee asked if the floor slopes correctly to the drain. Mr. Camden stated that it is not sloped much. He stated that the Mayor has looked at the drain as well as himself and do not feel there will be any issues with the drain. Mayor Williams stated that he looked at the drain with a five gallon bucket of water and it drained with no problem. Mr. Camden stated that he has authorized A. R. Chesson to come in the end of next week to install a French drain at the bottom of the exterior stairs to eliminate water ponding at his spot. Mr. Pack stated that at yesterday's Finance Committee two invoices from A. R. Chesson were pulled until some questions could be answered by Mr. Camden. Mr. Pack stated that at this time he would like to make a recommendation that those two invoices be placed on the Town Council agenda for approval. Committee thanked Mr. Camden for the update.

3. FYI – Security Deposit for Open to the Public Events – Ms. Novak explained that the form included in the posting was an example of a document that would go to special event applicants to submit their credit card information. This will act as a credit card on file where the town would charge for any incidentals or damages that occur to our facilities. There is also an area on application specific to events, such as races, that would require signage to be initialed acknowledging permanent and semi-permanent signage is strictly prohibited on any town property and all temporary signage must be removed immediately following the event. Mr. Pack expressed some concern about not having credit cards on file with pre-authorization for the security deposits. Without a pre-authorization on file you do not have anything if that card ends up being no good. Ms. Novak stated that they do not currently do that with the Smithfield Center rentals; however she would do some research on adding pre-authorization to credit cards on file for events. Mr. Pack asked if there is a set fee schedule for repairing damages. Ms. Novak stated that unless it goes beyond what town staff is able to do they do have fees. These fees depend on which town staff is used and how much the material cost to repair the damage.

4. Additional Item Discussed: Film Permitting Process – Ms. Novak stated that she spoke to the Town of Ashland, Virginia today and they have a similar population of approximately 7,000. They have a film permitting process; however there are no fees attached to the permitting process. They charge their fees with town services. It is handled much like our special events process that is already in place. The main purpose of the film permitting process is to catch all the information about where and when the film crews will be in the town. Ms. Novak stated that she would keep researching in regards to what other localities do.

The meeting adjourned at 4:27 p.m.

March 30, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, MARCH 27<sup>TH</sup>, 2018

The Public Works Committee held a meeting on Tuesday, March 27<sup>th</sup>, 2018 at 4:27 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending was: Mr. Michael Smith, Dr. Milton Cook and Mrs. Denise Tynes. Other Council members present were: Mr. Randy Pack, Ms. Florine Moore and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William Saunders, Director of Planning, Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Council Candidates in attendance were Mr. Bill Davidson, Mr. Wayne Hall, Ms. Valerie Butler, and Mr. Chris Torre. Also in attendance were Mr. Rick Bodson, and Mr. Rudolph Jefferson, Chairman, Isle of Wight Board of Supervisor. The media was represented by Ms. Elizabeth Pattman of The Smithfield Times.

Public Works Committee Chair, Mr. Michael Smith, called the meeting to order.

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

1. Street Maintenance Contract Renewal with Blair Brothers, Inc. – Mr. Griffin reported that the town currently has an annual contract with Blair Brothers, Inc. for street maintenance services that expires on May 6<sup>th</sup>, 2018. The town does reserve the right to renew the contract for one additional year. The street maintenance contract includes sidewalk repairs, clearing and grading roadways and outfall ditches, road repairs and road overlays. Staff has been pleased with their work and therefore recommends that this contract be extended one additional year. All contract terms will remain the same. Mr. Griffin mentioned that this is the last year the town may renew the contract before it will need to be placed back out for bid early 2019. Committee stated that Blair Brothers has always been very professional when doing jobs for the town. Committee will forward this item to Town Council for consideration.

Meeting adjourned at 4:28 p.m.

March 30, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE  
COMMITTEE MEETING HELD ON TUESDAY, MARCH 27<sup>TH</sup>, 2018

The Public Buildings and Welfare Committee held a meeting on Tuesday, March 27<sup>th</sup>, 2018 at 4:28 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael Smith. Other Council members present were: Mrs. Denise Tynes, Ms. Florine Moore, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William Saunders, Director of Planning, Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Council Candidates in attendance were Mr. Bill Davidson, Mr. Wayne Hall, Ms. Valerie Butler, and Mr. Chris Torre. Also in attendance were Mr. Rick Bodson, and Mr. Rudolph Jefferson, Chairman, Isle of Wight Board of Supervisors. The media was represented by Ms. Elizabeth Pattman of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Dr. Milton Cook called the meeting to order.

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

Pre-Public Hearing Discussion: Boundary Line Adjustment – The Town Manager stated that the owner of the Scott Farm, which has been officially referenced in all the advertisements, has requested a boundary line adjustment. The property is located near the intersection of Battery Park Road and Nike Park Road. The advertisement references it as the farm land between Nike Park Road and Gatling Pointe South. Currently, everything on the left side of the road is in the town's corporate limits; however everything past that intersection on the right side is in the county. The owner is requesting this property come into the town's limits by boundary line adjustment so that all of the property that they own can be in one jurisdiction. This will be helpful when the

property is developed. The property owner has hired a firm to look at master planning for all of this property. The public hearing does require the town and county advertise for two weeks which has been done for Town Council's public hearing on April 3<sup>rd</sup>. The County will advertise two weeks prior to their Board of Supervisors meeting on April 19<sup>th</sup>. The only item included in the posting today is the notice of the public hearing. The Town Attorney and County Attorney along with special legal counsel have prepared all of the necessary documents that go along with this boundary line adjustment for both Town Council and the Board of Supervisors to adopt. Once these documents have been adopted by both it will then go to the Circuit Court to relocate and establish the boundary line as agreed upon and that new boundary line shall become effective at midnight on June 30<sup>th</sup>, 2018. Committee thanked the Town Manager for the update.

1. Pre-Public Hearing Discussion: Special Use Permit – 757 Brewing Company – Mr. Saunders reported that the applicants name is Thomas Dawson and the company name is 757 Brewing Company located at 895 West Main Street. The owner of record is BAER Development Company. The property is currently zoned I-1, Light Industrial. The proposed use of the structure is to operate a brewery with light warehousing and distribution; and ancillary retail and restaurant uses. The parking proposed is appropriate and it does conform to the future land use plan. The manufacturing, warehousing, and distribution are permitted uses in the Light Industrial district; however the taproom, restaurant and retail uses will require the granting of a Special Use Permit. Therefore, the applicants are seeking Special Use Permit (SUP) approval under the provisions of Article 3.K, Section C.10 & C.12 and Article 6 of the Zoning Ordinance. Brewery operations will occur daily from 8 a.m. to 4 p.m. with two (2) employees. Restaurant/tap room/entertainment activity will take place from 11 a.m. to 9 p.m. Sunday thru Thursday and 11 a.m. – 10 p.m. Friday and Saturday with three (3) employees. The maximum occupancy for events is subject to Isle of Wight Building Codes oversight. This number has not been confirmed. Exterior changes to the building and sign plan are proposed and will come before the Planning Commission at a later date for Entrance Corridor Overlay District review. The applicant's business plan, site plan, and parking plan were attached to this posting. At the Planning Commission's, March 13<sup>th</sup>, meeting this application was approved with no conditions. Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by article 3.H and Article 6 of the town's Zoning Ordinance. As this is a special use permit application, reasonable conditions may be recommended by the Town Council as deemed necessary to protect the public health, safety, and welfare. Mayor Williams asked if a turn lane would be required for this business. Staff replied that it will be up to VDOT as to whether a turn lane will be required or not. Mr. Pack stated that, for full disclosure, he is a partner with

BAER Development and did not vote or participate in any discussion for this item at Planning Commission. He stated that he will not be participating in any discussion at Town Council as well. He has no interest in the building; however his partnership does own the land.

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

1. Pinewood Heights Relocation Project Phase III and Phase IV Update – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet. The main focus for the month of March has been getting the grant application for Phase IV submitted to the State following the public hearing that was held at the March 6<sup>th</sup> Town Council meeting. For Phase III, staff is preparing another duplex for demolition. Staff also continues to seek the cooperation of Suffolk Housing and Redevelopment Authority on a few tenant relocations because they are the administrator of the Section 8 program. The next Management Team meeting will be on May 8<sup>th</sup>, 2018 at 4:00 p.m.

2. Windsor Castle Restoration Project Update - Mr. Bodson reported that he did not have a lot to report on progress except for the two accelerated project buildings. The maintenance building is entirely enclosed. The metal roof has been installed and the electrical and plumbing have been roughed in. The HVAC unit was being installed today. This work is expected to be complete by the end of April. He mentioned that the Windsor Castle Park Foundation and the Windsor Castle Restoration, LLC construction committee has met to talk about where they are going with the interior of the Manor House. At this time, they have decided to move to the exterior of the Manor House. The exterior will be restored in the manner to which it was defined to the Department of Historic Resources (DHR). The exterior renovations of the Manor House are expected to take approximately six to nine months. As the exterior gets close to being done they will have a time out to see where we are with funding and decide what we are going to do to the interior in terms of event rental. How it would be managed? What functionality needs to be built into the house itself? Dr. Cook asked what the time line is for painting the outbuildings. Mr. Bodson replied that they will be painted as soon as the weather is warm enough to paint. At this time we have spent approximately \$992,000 which is 19% of the current project forecast. Of this amount \$804,000 is tax credit eligible. Mr. Bodson stated that the overall project continues to be under the project baseline that was forecasted. He mentioned that some of these funds may be used to make minor improvements to the existing pole barn. Committee thanked Mr. Bodson for the update.

3. Historic District Parking Study Update by Rick Bodson of Smithfield 2020 – Mr. Bodson reported that a couple of months ago Smithfield 2020 was asked to do an evaluation of parking downtown. It was explained at that time that they would gather data and analysis the data and then come back to committee with some recommendations. He explained that the count of on and off street parking spaces has been completed and a on-line survey has been conducted by tourism. They have also researched parking capacity and challenges in other similar communities. The primary question from the data analysis is whether the Town of Smithfield has week-day parking issues. If so, where and why. Smithfield 2020 will use this data analysis to come up with options to be presented to Town Council. At this time, the plan is to come before Town Council at their May committees with the hope that the newly elected Town Council members will be in attendance. Mr. Bodson continued to explain that included in the posting was an outline showing the percentage of parking spaces that are lost either because they are reserved spaces or shop owners/business employees park either on the street or in the visitor intended areas. Mr. Bodson mentioned that some of Smithfield 2020's unintended consequences of trying to recruit more businesses to the 300 block of Main Street, to add more economic vitality in the historic district, also increases the number of parking spaces needed. There are a lot of residents in the 300 block that live in houses that do not have driveways or garages. More businesses in the 300 block bring up the issue of contending with residents that have no choice but to park on the streets because they have no driveway. Mr. Bodson stated that in regards to the on-line survey the top three reasons why people indicated they have difficulty finding parking in the historic district is special events, Farmers Market, and construction. The survey indicated that people do not mind walking to get to where they are going. Also on the survey the question was asked "Were you unable to shop because of no parking"? 18% said yes and 82% said no. Mr. Bodson stated that they are not yet ready to say that there is definitely a parking problem in the historic district of town. Part of the solution will need to include signage as many people just do not know where public parking is. This item will come back to committee in May with options to be considered by Town Council.

Meeting adjourned at 4:59 p.m.

# ACTIVITY REPORTS



**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
March 2018**

**Committees and Projects:**

03/06 Town Council mtg – Center – Chief Howell  
03/08 Conference Committee Accreditation – Short Pump – Kristi Jenkins  
03/13 ECC mtg – IOW County – Chief Howell, Major Rogers  
03/14 Department Head mtg – Town Hall – Chief Howell,  
03/16 Isle of Wight Bar Association mtg – Smfd Station – Chief Howell  
03/15 Sheriff Marshall's Retirement – Center – Chief Howell, Kurt Beach, Annette Crocker  
03/20 Crime Line mtg – Center – Major Rogers, Annette Crocker  
03/26 Police Committee mtg – Center – Major Rogers  
03/26 – 28 Capitol Police Assessment – Richmond, VA – Kristi Jenkins  
03/28 Special Events mtg – Center – Lt. Meier  
03/28 Department Head – Center – Lt. Meier  
03/28 Task Force on School Safety – IOW BOS – Lt. Meier

**Training**

02/03/01 Glock Armorer's Course – Norfolk Airport – Officer Seamster (8 hrs.)  
03/13 Hostage Intruder Training – PD – Major Rogers, Annette Crocker, Kristi Jenkins, Stephanie Pack, Lorrie Porter (1 hr.)  
03/14 2018 DUID Training Program – HRCJTA – Officer Powell, Officer McGough (8 hrs.)  
03/21 – 23 IA Investigations – Fairfax Criminal Justice Academy – Major Rogers (24 hrs.)  
03/23 Instructor Development Workshop – Tidewater CC Chesapeake – Kurt Beach  
03/27 Advanced Search and Seizure – Dublin, VA – Officer Powell – (8 hrs.)  
03/27 – 30 New Chief/Deputy Chief's Training – Glen Allen – Major Rogers (32 hrs.)

**Community Relations**

02/28 Handing out flyers for Neighborhood Watch – Wellington Estates – Sgt. Miller, Officer Powell, Officer Adams, Officer Polk  
02/28 Ride Along – Eliezer Santana, III – Officer Wooley  
03/01 Active Shooter Training – Good Shepherd Church – Lt. Araojo  
03/01 – 31 School Zone – Westside Elementary – Officer Seamster, Officer R. Howell, Officer Wright, Officer Cook, Officer Polk  
03/05 Safety Assessment – Smithfield Station – Officer Seamster  
03/07 Security Assessment follow-up – Smithfield Station – Officer Seamster  
03/07 Neighborhood Watch mtg – Harvest Fellowship – Officer Powell  
03/10 Ride Along – Erik Edwards – Sgt. Phillips  
03/13 Neighborhood Watch Pizza Party – Covenant Place – Chief Howell, Sgt. Miller  
03/14 Homework Station – Jersey Park/Woods Edge Apts. – Officer Polk

03/15 Women's Club of Smithfield presentation on Human Trafficking – Smfd Station  
– Officer Seamster  
03/15 Crime Prevention Survey – Church Manor Apts. – Officer Polk  
03/17 St. Patrick's Day Parade – Smfd – Sgt. Brady, Sgt. Phillips, Officer Adams,  
Officer Cooper, Officer Seamster  
03/20 Safety and Security Assessment – Trinity UMC – Kurt Beach  
03/21 Homework Station – Jersey Park/Woods Edge Apts. – Officer Seamster  
03/22 Neighborhood Watch - Passing out credit card sleeves – Covenant Place – Sgt.  
Miller  
03/22 Career Day – Westside Elementary – Officer Wooley  
03/27 Reading to students – Hardy Elementary – Annette Crocker  
03/29 C.H.I.P. mtg – PD – Kurt Beach, Sgt. Miller, Officer Seamster

**Investigators Report:**

No new investigations.

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				8:00 AM Pesticide Applicator Recertification 1:00 PM Men's Stalls 7:00 PM Theater Show	Tonya Off 8:00 AM Fire Truck Class 7:00 PM Theater Show	Tonya Off 7:00 PM Theater Show
4	5	6	7	8	9	10
Tonya Off 2:00 PM Special Occasion Show 7:00 PM Theater Show	11:30 AM Smithfield Women's Connect	9:00 AM IOW Chamber Leadership Class 7:30 PM Town Council			10:00 AM Set Isle of Wight Academy Gala	5:30 PM Isle of Wight Academy Gala
11	12	13	14	15	16	17
Spring Clocks Ahead	Herbert Off	9:30 AM Farm Bureau Meeting 4:00 PM Pinewood Heights Team Management Meeting 6:30 PM Planning Commission	5:30 PM WC Restoration Committee	12:00 PM Smithfield Women's Club 4:00 PM Sheriff Marshall Retirement Banquet		8:00 AM St Patrick's Day Parade 5:30 PM JROTC Cadet Ball
18	19	20	21	22	23	24
1:15 PM Movie-Mary for Mayor	Stanley Steamer-Area Rug 8:00 AM Carpet Cleaning	8:00 AM Post Legislative Breakfast 12:00 PM Crime Line Meeting 7:30 PM BHAR	6:00 PM Student Leadership Graduation	8:00 AM Dominion Safety Meeting	Courtney Off 9:00 AM Women's Club Flea Market	Courtney Off 8:00 AM Women's Club Flea Market
25	26	27	28	29	30	31
Courtney Off 3:00 PM Means and Alexander Wedding and Reception	4:00 PM Committee Meetings	9:00 AM Schoolhouse Committee 4:00 PM Committee Meetings	Kitchen Deep Clean Sprinkler Replacement 2:00 PM Staff Meeting	Sprinkler Replacement 10:00 AM Tourism SSR Meeting	Movie-borrowing podiums	4:00 PM Kowalski and Canady Wedding and Reception

Smithfield Center - March 2018  
Monthly Report

Booking Date	Building Code	Room Code	Group	Booking Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
3/1/18	Center	MH	Town of Smithfield	Pesticide Certificatoin Clas	Smithfield	Town Event	H.) Town	100%		
3/2/2018	Center	MH	Smithfield Fire Department	Fire Truck Class	Smithfield	Recurring Event	g.) Sponsored	50.00%	\$250.00	
3/4/2018	Center	MHSU	Town of Smithfield	Special Occasion Show	Smithfield	Town Event	H.) Town	100%		
3/3/2018	Center	MHSu	Romanelli-Harney	Romanelli-Harney Reception	Suffolk	Word of Mouth	A.) Standard-Sat	50.00%	\$0.00	
3/5/2018	Center	MH	Smithfield Foods Corporate	Smithfield Women's Connect	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$400.00	
3/6/2018	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
3/6/2018	Center	C&D	Isle of Wight Chamber of Commerce	IOW Chamber Leadership Class	Smithfield	Word of Mouth	C.) Standard-Weekday	0.00%	\$200.00	
3/9/2018	Center	MHSu	Isle of Wight Academy	Set Isle of Wight Academy Gala	Isle of Wight	Recurring Event	B.) Residen-Sat	0.00%		
3/10/2018	Center	MHSu	Isle of Wight Academy	Isle of Wight Academy Gala	Isle of Wight	Recurring Event	B.) Residen-Sat	0.00%	\$2,275.00	
3/13/2018	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
3/13/2018	Center	MH	Farm Bureau Insurance Company	Farm Bureau Meeting	Smithfield	Returning Client	D.) Resident -Weekday	0.00%	\$437.10	
3/15/2018	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	B.) Residen-Sat	50.00%	\$150.00	
3/17/2018	Center	MH	Smithfield JROTC	JROTC Cadet Ball	Smithfield	Returning Client	Half Off (50% off)	0.00%	\$1,200.00	
3/19/2018	Center	Suites	The Smithfield Center	Carpet Cleaning	Smithfield	Town Event	h.) Town	100.00%		
3/20/2018	Center	A&B	Town of Smithfield	BHAR	Smithfield	Town Event	h.) Town	100.00%		
3/20/2018	Center	MH	Isle of Wight Chamber of Commerce	Post Legislative Breakfast	Smithfield	Returning Client	D.) Resident -Weekday	100.00%		
3/21/2018	Center	MH	Isle of Wight Chamber of Commerce	Student Leadership Graduation	Smithfield	Recurring Event	D.) Resident -Weekday	0.00%	\$400.00	
3/22/2018	Center	MHSu	Dominion Virginia Power	Dominion Safety Meeting	Richmond	Returning Client	C.) Standard-Weekday	0.00%	\$800.00	
3/23/2018	Center	MHSu	Smithfield Women's Club	Women's Club Flea Market	Smithfield	Recurring Event	B.) Residen-Sat	0.00%	\$1,600.00	
3/25/2018	Center	MHSu	Means and Alexander Wedding and Reception	Means and Alexander Wedding and Reception	Newport News	Word of Mouth	Aa) Standard-Friday/Sunday	0.00%	\$1,724.08	
3/26/2018	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield	Town Event	h.) Town	100.00%		
3/31/2018	Center	MHSu	Kowalski and Canady Wedding and Reception	Kowalski and Canady Wedding and Reception	Chesapeake	Word of Mouth	A.) Standard-Sat	0.00%	\$2,850.00	

Smithfield Center March 2018 Deposits

\$12,286.18

Venue Totals - \$18,936.18

Town Services - \$00.00

## **Smithfield/Isle of Wight Tourism Activity Report –March 2018**

- Check presentation to Christian Outreach from BOB FEST 3/1/18.
- County Agenda Review Meeting 3/1/18.
- Worked on VADMO Symposium professional development schedule for the upcoming conference in April in Charlottesville. Director is in charge of conference for the state. 3/1/18,
- New Music Fest budget meeting 3/1/18. New music fest being planned for Aberdeen Farm in 2019.
- Updated SMART Goals for Kathy Mountjoy and Connie Chapman for review year 2018 3/2/18.
- PDCCC Gala work-Director is on Foundation Board throughout the month.
- HGTV House Hunters show filming 3/5/18.
- Completed VIRGO AWARD submission for 2018 VADMO Symposium 3/5/18.
- Chamber Student Leadership Institute class 3/6/18. Completed project for presentation at the graduation on 3/21/18. Presentation also given at IOW County Planning Commission 3/27/18.
- Town Council 3/6/18.
- Smithfield 2020 3/7/18. Parking was the primary topic of discussion as well as William Saunders was a guest speaker.
- Instagram Webinar 3/7/18.
- Worked with Jordan Smith, Home Theater Productions putting together logistics for filming a full length feature film (Mary 4 Mayor) in Smithfield and Isle of Wight County throughout the month. Locations selected included a home on Grace Street, the Smithfield Little Theatre, Main Street, the County Government Complex, a local church. Production Company rented “home base” space on Main Street in the old Stephenson Realty building and are having breakfast and lunch in the old Fire Station. The cast and crew are staying in a local motel and

dinner is on their own at local establishments. Many locals have been utilized as “extras” and all film locations received permission from the owners.

- Buy Local First Webinar 3/8/18.
- Historic St. Luke’s Board Meeting 3/8/18.
- Continued work with potential tourism product E.D. candidate for property in the County throughout the month.
- Christmas in Smithfield Event meeting 3/12/18.
- Coastal Virginia Tourism Alliance meeting 3/13/18. Director is President of the regional organization this year.
- Monthly Tourism Staff meeting 3/15/18. Deborah & Mark Marshall’s going away party 3/15/18.
- WCP Manor House Think Tank Meeting to brainstorm future uses 3/16/18.
- VERY successful first ever St. Patrick’s Day Parade was held 3/17/18. Excellent participation and attendance. Connie Chapman was rewarded with a IOW County SPOT Award for her work on this event.
- Visitor Center Seminar in Newport News 3/20-21/18. Most Smithfield & IOW Tourism Front Desk Staff attended.
- Chamber Post Legislative Breakfast 3/20/18.
- County Tornado Drill 3/20/18.
- Virginia State Agritourism Conference held in Williamsburg 3/21-22/18. Director, Marketing Manager and Special Event Manager attended. Director moderated one of the sessions on “Braggs & Blunders” of IOW/Surry Agritourism businesses. Blue Sky Distillery participated.
- Civil War Living History Weekend at Historic St. Luke’s Church 3/24-25/18.
- Smithfield Farmer’s Market first Market of the Season 3/24/18. Excellent attendance! The merchants hosted a “Market Days” to celebrate the opening of the Spring Market season with specials and sidewalk sales!
- Market Assistant position interviews held 3/26/18. Offer will be made to one candidate A.S.A.P. This position will assist with the Farmer’s Markets, Vintage Markets, Pickers Markets and all Tourism Special Events.

- “A Thriving Downtown” DDA Webinar 3/28/18.
- Chamber BAH 3/29/18.
- New Tourism Website RFP in completed and released. VTC marketing leverage grant received. RFP to be concluded in April and a company selected. Lois Tokarz and Michal Coburn received IOW County SPOT Awards for their work on this effort.
- County Staff Meeting 3/19/18
- SSR (Salty Southern Route) meeting 3/29/18. (5 Locality “Foodie Thematic Trail featuring Ham and Peanuts)
- Smithfield Staff Meeting 3/14/18 and 3/28/18. Special Event Committee held 3/28/18.
- Council Committees 3/26/18 and 3/27/18.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer’s Market information.

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

RESOLUTION

CLOSURE OF STREETS FOR “SMITHFIELD 6-PACK”

WHEREAS, a committee has formed for the purpose of sponsoring a six kilometer run race event to be known as the “Smithfield 6-Pack”; and,

WHEREAS, the committee has requested that all or portions of Main Street, South Church Street, South Mason Street, Cedar Street, Main Street, Cary Street, Grace Street, Institute Street, James Street, Washington Street, Thomas Street, North Church Street, Luter Drive and Commerce Street, all as shown on the attached sketches, be closed on Sunday, April 22, 2018 from 3:00 p.m. to 5:00 p.m. to be used as the race course and to permit a safe environment to conduct the events; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners to cover the different sections of the course; and,

WHEREAS, it appears to the Town Council that this event has been well organized, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the events will not work an unreasonable hardship on the Town's citizens .

NOW, THEREFORE, be it resolved that on Sunday, April 22, 2018, all or portions of Main Street, Hill Street, South Mason Street, Drummonds Lane, Jericho Road, Cedar Street, Institute Street, Grace Street, James Street, Washington Street, Thomas Street, Luter Drive and Commerce Street, all as shown on the attached sketches, be closed from 3:00 p.m. to 5:00 p.m., to permit a safe environment for conducting a six kilometer road race and a three kilometer walking event; and that the closure of these street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3<sup>rd</sup> day of April, 2018.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_

T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Clerk



RESOLUTION

CLOSURE OF STREETS FOR “MAIN STREET MILE” RACE

WHEREAS, that the Wharf Hill Brewing Company has proposed a competitive one mile run through downtown Smithfield ending on Main Street to be known as the “Main Street Mile”, proceeds from which shall benefit the Smithfield Athletic Booster Club; and,

WHEREAS, the sponsor has requested that all or portions of Luter Drive, Commerce Street, Main Street and Cary Street be closed on Sunday, April 29, 2018 from 7:00 a.m. to 10:30 a.m. to be used as the race course and to permit a safe environment to conduct the race; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners to cover the different sections of the race course; and,

WHEREAS, it appears to the Town Council that this race will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on Sunday, April 29, 2018, all or portions of Luter Drive, Commerce Street, Main Street and Cary Street shall be closed from 7:00 a.m. to 10:30 a.m. to permit a safe environment for conducting a one mile road race; and that the closure of these streets shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 3<sup>rd</sup> day of April, 2018.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA, APPROVING AN AGREEMENT TO RELOCATE THE BOUNDARY LINE OF THE TOWN OF SMITHFIELD AND AUTHORIZING THE FILING OF A JOINT PETITION PURSUANT TO SECTION 15.2-3106 ET SEQ. OF THE CODE OF VIRGINIA (1950), AS AMENDED, TO APPROVE THE AGREEMENT**

WHEREAS, the Town of Smithfield and the County of Isle of Wight have entered into negotiations regarding a voluntary change of the boundary line between the Town and the unincorporated portions of the County; and

WHEREAS, the Town and the County are now prepared to enter into an agreement that will bring within the Town a tract of land presently lying within an unincorporated portion of the County to the east and southwest of the existing Town boundaries; and

WHEREAS, the proposed change of boundaries will facilitate the provision of water and sewer services that are essential to the development of a residential subdivision to be located within certain portions of the territory to be incorporated into the Town; and

WHEREAS, other urban services provided by the Town also will benefit the development proposed for the areas to be incorporated into the Town; and

WHEREAS, the incorporation of additional land within the Town will help maintain the Town of Smithfield as a viable unit of local government by expanding its tax resources;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, Virginia, at a regularly scheduled meeting of the Town Council held on April 3, 2018:

1. That the Town Council of the Town of Smithfield hereby approves a Boundary Line Adjustment Agreement Between The County Of Isle Of Wight And The Town Of Smithfield (the “Agreement”), a copy of which is attached hereto, and hereby authorizes and directs its Mayor to execute the Agreement on behalf of the Town.

2. That the Town Manager, the Town Attorney, and special legal counsel are hereby directed to petition the Circuit Court of Isle of Wight County to establish the new boundary line of the Town in accordance with the Agreement, pursuant to Section 15.2-3106 *et seq.* of the Code of Virginia (1950), as amended.

3. That the new boundary line shall become effective at midnight on June 30, 2018. In the event the Circuit Court of Isle of Wight County has not entered a final order by that date, the new boundary line shall become effective at midnight on the last day of the month during which a final court order has been entered.

4. That this resolution shall be effective immediately upon adoption.

IN WITNESS WHEREOF, the Town Council has caused this resolution to be duly executed on its behalf by its Mayor and attested by its Clerk.

Adopted: April 3, 2018.

TOWN OF SMITHFIELD, VIRGINIA

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

**Exhibit to Town Resolution**

[Insert copy of Boundary Line Adjustment Agreement between the County of Isle of Wight and the Town of Smithfield]

**BOUNDARY LINE ADJUSTMENT AGREEMENT BETWEEN  
THE COUNTY OF ISLE OF WIGHT AND THE TOWN OF SMITHFIELD**

This Agreement (the “Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_, 2018, by and between the County of Isle of Wight (the “County”), a political subdivision of the Commonwealth of Virginia, and the Town of Smithfield (the “Town”), a municipal corporation of the Commonwealth of Virginia (together, the “Parties”).

WHEREAS, the Parties hereto have entered into negotiations regarding a voluntary change of the boundaries of the Town that would incorporate into the Town certain territory lying within the unincorporated portions of the County and located generally to the east of the Town’s existing corporate limits;

WHEREAS, the territory to be incorporated into the Town consists of a tract of land (the “Boundary Adjustment Area” or the “Area”) containing 184.052 acres adjoining State Route 704, which is also known as Battery Park Road;

WHEREAS, the Boundary Adjustment Area consists of three parcels of land that presently contain no development but are proposed for a low density residential subdivision, which would be consistent with, and a logical extension of, the residential development planned for the adjoining areas within the Town;

WHEREAS, the residential subdivision proposed for the Boundary Adjustment Area must have access to public water and sewer, given the prevailing soil conditions, but the County has no such facilities that can readily serve the Area;

WHEREAS, the Town has existing water and sewer facilities that can be extended to serve the homes to be constructed in the Boundary Adjustment Area, and the

Town can provide other urban services that will be beneficial to the residents of such development;

WHEREAS, the current owners of the parcels of land within the Boundary Adjustment Area and the developer of the proposed residential subdivision have requested that the Parties institute proceedings for the incorporation of the Area into the Town;

WHEREAS, the incorporation of the Boundary Adjustment Area will not adversely affect the ability of the County to meet the service needs of the other portions of the County; and

WHEREAS, the County and the Town intend to proceed pursuant to Chapter 31, Article 2 (§ 15.2-3106 *et seq.*) of Title 15.2 of the Code of Virginia (1950), as amended, to have the Circuit Court of Isle of Wight County approve the requested boundary adjustment.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

1. The Town's boundary line shall be modified by incorporating within the Town the territory lying within the Boundary Adjustment Area. A survey plat by Gordon L. Jones, a Land Surveyor with Bay Design Group, dated December 17, 2012, and attached hereto as Exhibit 1, depicts the Boundary Adjustment Area and the relocated boundary line of the Town near the Area. In addition, a metes and bounds description of the Boundary Adjustment Area is attached hereto as Exhibit 2.

2. Pursuant to Section 15.2-3108 of the Code of Virginia (1950), as amended, the County and the Town promptly shall petition the Circuit Court of Isle of Wight County to have the Town's boundary line changed as provided herein. Each party agrees to

perform any additional steps required by that Code section as may be necessary to accomplish the relocation of the Town's boundary line.

3. The Parties agree that the County and the Town shall each bear its own costs of publication of the notices required by Section 15.2-3107 of the Code of Virginia (1950), as amended.

4. The new boundary line shall become effective at midnight on June 30, 2018. In the event the Circuit Court of Isle of Wight County has not entered a final order by that date, the new boundary line shall become effective at midnight on the last day of the month during which a final court order has been entered.

COUNTY OF ISLE OF WIGHT

By \_\_\_\_\_  
Rudolph Jefferson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Carey Mills Storm, Clerk

TOWN OF SMITHFIELD

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

ATTEST:

\_\_\_\_\_  
Lesley G. King, Town Clerk



Exhibit 2.

METES & BOUNDS DESCRIPTION – BATTERY PARK BOUNDARY LINE

ALL THOSE CERTAIN LOTS, PIECES, OR PARCELS OF LAND SITUATED, LYING, AND BEING IN ISLE OF WIGHT COUNTY, VIRGINIA, CONTAINING 184.052 ACRES, BEING TAX PARCELS 23-01-008, 23-01-008A, AND 22-01-024A AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT AN IRON ROD FOUND ON THE NORTHERN RIGHT-OF-WAY OF NIKE PARK ROAD (STATE ROUTE 669). SAID ROD BEING LOCATED APPROXIMATELY 1,896 FEET SOUTHEAST OF THE INTERSECTION OF SAID NIKE PARK ROAD AND BATTERY PARK ROAD (STATE ROUTE 704). THENCE ALONG THE NORTHERN RIGHT-OF-WAY OF SAID NIKE PARK ROAD THE FOLLOWING COURSES AND DISTANCES: N 46°-32'-59" W 171.45' TO A POINT. THENCE, N 49°-16'-01" W 154.74' TO A POINT. THENCE, N 53°-08'-45" W 1355.51' TO AN IRON ROD FOUND. THENCE, CONTINUING N 53°-08'-45" W 214.00' TO A POINT. SAID POINT BEING ON THE EASTERN RIGHT-OF-WAY OF BATTERY PARK ROAD (STATE ROUTE 704). THENCE, ALONG THE EASTERN RIGHT-OF-WAY OF SAID BATTERY PARK ROAD THE FOLLOWING COURSES AND DISTANCES: N 23°-48'-09" E 122.52' TO A POINT. THENCE, ALONG A CURVE TO THE LEFT WITH A RADIUS OF 843.51', A CENTRAL ANGLE OF 11°-12'-05", AN ARC LENGTH OF 164.91', A CHORD BEARING OF N 32°-37'-44" E AND A CHORD DISTANCE OF 164.65' TO A POINT. THENCE CONTINUING ALONG A CURVE TO THE LEFT WITH A RADIUS OF 843.51', A CENTRAL ANGLE OF 2°-47'-07", AN ARC LENGTH OF 41.00', A CHORD BEARING OF N 25°-38'-08" E AND A CHORD DISTANCE OF 41.00' TO A POINT. THENCE, N 24°-14'-35" E 201.14' TO A POINT. THENCE ON A CURVE TO THE LEFT WITH A RADIUS OF 5754.58', A CENTRAL ANGLE OF 3°-56'-20", AN ARC LENGTH OF 395.61', A CHORD BEARING OF N 22°-16'-25" E, AND A CHORD DISTANCE OF 395.53' TO A POINT. THENCE N 20°-18'-15" E 305.16' TO A POINT. THENCE, N 19°-18'-15" E 1722.05' TO A POINT. THENCE ON A CURVE TO THE RIGHT WITH RADIUS OF 2266.83', A CENTRAL ANGLE OF 3°-42'-10", AN ARC LENGTH OF 146.50', A CHORD BEARING OF N 21°-09'-20" E AND A CHORD DISTANCE OF 146.47' TO A POINT. THENCE DEPARTING THE RIGHT-OF-WAY OF SAID BATTERY PARK ROAD ALONG THE LAND OF GATLING POINTE, THE FOLLOWING COURSES AND DISTANCES: S 82°-44'-18" E 895.49' TO A POINT. THENCE, S 89°-29'-18" E 239.35' TO A POINT IN THE CENTERLINE OF A CREEK. THENCE ALONG THE CENTERLINE OF SAID CREEK AND MEAN LOW WATER IN A SOUTHEASTERLY DIRECTION 4838' TO THE CENTERLINE OF A DEPARTING CREEK. THENCE, IN A SOUTHWESTERLY DIRECTION ALONG THE CENTERLINE OF SAID CREEK, 1682' TO A POINT. THENCE, ALONG THE LANDS NOW OR FORMERLY OF JOHN L. & SHIRLEY S. PRINCE AND MICHAEL K. & GALE B. KING THE FOLLOWING COURSES AND DISTANCE: S 83°-04'-18" W 173.85' TO A POINT. THENCE, N 47°-38'-12" W 217.13' TO A POINT. THENCE, N 73°-10'-48" W 189.44' TO A POINT. THENCE, S 42°-45'-59" W 100.83' TO A POINT. THENCE, S 65°-25'-04" W 130.83' TO A POINT. THENCE, S 52°-15'-32" W 180.41' TO AN IRON ROD FOUND, SAID IRON ROD BEING THE POINT OF BEGINNING AND CONTAINING 184.052 ACRES