

SMITHFIELD TOWN COUNCIL AGENDA
February 7th, 2017 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. Introduce Police Officer Christopher McGough
 - b. January Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|-------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 7 | - | 7:30 p.m. – Town Council Meeting |
| February 14 | - | 6:30 p.m. – Smithfield Planning Commission Meeting |
| February 20 | - | Town Offices Closed in Observance of President's Day |
| February 21 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| February 26 | - | 3:00 p.m. – Black History Program |
| February 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| February 28 | - | 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. Finance Committee Chair, Mr. Randy Pack
- c. Parks and Recreation Committee Chair, Ms. Connie Chapman
- d. Public Works Committee Chair, Mr. Michael G. Smith
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Adopt a Re-Certification Resolution Designating Smithfield as a Certified Crime Prevention Community **TAB # 1****
Police Committee Chair, Mrs. Denise Tynes
- C2. Resolution to Authorize the Town Treasurer to Refund Machinery and Tools Tax for Fiscal Year's 2013, 2014, and 2015 **TAB # 2****
Finance Committee Chair, Mr. Randy Pack
- C3. Invoices Over \$10,000 Requiring Council Authorization**
Finance Committee Chair, Randy Pack
- | | | |
|----|--------------------------------------|--------------|
| a. | RAD Sports | \$120,080.00 |
| b. | YMCA | \$ 50,000.00 |
| c. | Smithfield Volunteer Fire Department | \$ 10,000.00 |
| d. | Haley Ford- South | \$ 27,382.08 |
| e. | VML / VACo Finance (PNC Bank) | \$ 21,211.50 |
- C4. Motion to Renew Audit Services Contract with Robinson, Farmer, Cox and Associates for One Additional Year**
Finance Committee Chair, Randy Pack
- C5. Motion to Approve Amendments # 1 and # 2 to Kimley Horn Associates for the Joseph W. Luter, Jr. Sports Complex**
Parks and Recreation Committee Chair, Ms. Connie Chapman
- C6. Resolution to Adopt the Hampton Roads Hazard Mitigation Plan **TAB # 3****
Public Works Committee Chair, Mr. Michael G. Smith
- C7. Resolution to Budget the Town's Local Match of \$21,251.00 to the Three Designated VDOT Urban Fund Projects **TAB # 4****
Public Works Committee Chair, Mr. Michael G. Smith
- C8. Motion to Reject Proposal Received for the Relocation of the Wombwell House and to Issue a New Informal RFP**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook
- C9. Motion to Accept Deeds for 25, 31, 35, 28A and 28B Jamestown Avenue and Lot # 35 (Vacant) as part of the Pinewood Heights Relocation Project**
Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Motion to Award the Town's Landscaping Services Contract**
Public Works Committee Chair, Mr. Michael G. Smith

2. **PUBLIC HEARING: Zoning Ordinance Amendment to Residential Office District (R-O)** **TAB # 5**
 - a. Presentation by Planning And Zoning Administrator, Mr. William G. Saunders, IV
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

3. **PUBLIC HEARING: Special Use Permit – Cypress Run Drive for Temporary Private Water and Sewer System**
 - a. Presentation by Planning and Zoning Administrator, William G. Saunders, IV
 - b. Public Hearing Open
 - c. Public Hearing Closed
 - d. Consideration by Public Buildings and Welfare Committee Chair, Dr. Milton Cook

4. **Motion to Approve the Town Council Meeting Minutes of January 3rd, 2017**
Mr. William H. Riddick, III, Town Attorney

5. **New Business:**
 - a. **Invoice Over \$10,000 Requiring Council Authorization:** **TAB # 7**

Lewis Construction of Virginia	\$120,961.49
IOW County – Tourism True-up	\$ 10,884.50

6. **Old Business:**

7. **Closed Session:**

8. **Adjournment**

February 3, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – JANUARY 2017

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and activities: Chamber of Commerce pre-legislative session breakfast, Smithfield Kiwanis Club Board of Directors, Pinewood Heights Management Team, ribbon cutting for Q-Daddy's restaurant, IOW Emergency Communications Center Board of Directors, HRPDC CAO retreat in Suffolk, HRPDC Board of Directors in Chesapeake, IOW Water and Sewer Task Force, Chamber Leadership Program planning committee, Town staff in service training, public meeting on Main Street utility work, and pre-bid/re-bid on architectural package for Joseph W. Luter, Jr. Sports Complex.

HUMAN RESOURCE DIRECTOR:

- a. Presented proposed update of sections 3 and 4 in the Personnel Manual at Finance Committee on January 23rd.
- b. Conducted Workplace Conduct Training
- c. Rolled out new Performance Management System
- d. Recruiting efforts continue for Events Assistant, Police Officer and Maintenance Helper

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council and Planning Commission.
- b. Attended Pinewood Heights Management Team Meeting on January 10th at the Smithfield Center.
- c. Attended Employee Training Day on January 26th at the Smithfield Center

- d. Prepared January Town Council Committee Agenda and February Town Council Agenda.
- e. Attended Town Council Committee meetings on January 23rd and 24th and prepared summary reports from committees.
- f. Started a couple of records management projects.

TREASURER'S OFFICE:

- a. Completed MD&A and statistical pages for the 2016 audit report. The final draft has been processed and submitted to the Auditor of Public Account.
- b. Attended meeting at Isle of Wight County on January 3 regarding adjustments to the Machinery and Tools tax assessments.
- c. Attended Pinewood Heights Management Team Meeting on January 10 at the Smithfield Center.
- d. Attended pre-bid meeting for Refuse and Recycling services on January 25.
- e. Participated in employee training (1/2 day) on January 26.
- f. Worked on the MUNIS chart of accounts. Conversion continues to be very challenging.
- g. Completed cash balances for December. Have not completed final review of December financial statements.
- h. Prepared and mailed 1099's for the Town's qualifying service vendors.

PUBLIC WORKS:

- A. Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 9 water samples and have them tested, flush water lines, repair water leaks, repair radio reads after each reading if needed, maintenance on town owned buildings.
1. **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. Repaired sewer lateral for 120 and 122 Montpelier Way.

2. 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
 - Cleaning of wet-wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks
 - Control Panel / Flow monitor checks
 - Fence and Grounds inspections
 - Inspected Structure
 - Inspect and clean pumps
 - Level system check
 - Test limit switches
 - Bar screen cleaning
 - Rain gauge cleaning
- C. Pump inspections was completed at various pump stations.
- D. REW installed new VFW at James St pump station on pump 2.
- E. Water and sewer disconnect completed - 33 and 34 Jamestown Ave.
- F. Checked scada system for all working and nonworking pump station alarms at all pump stations.

3. Water line Repairs and Maintenance

- A. Installed water tap for 206 Cockes Ln.
- B. Installed water main line and tap for 92 Moonfield Dr.
- C. Lewis Construction has started work on Main St water line project.
- D. Repaired water leak at 241 Cary St.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- A. Daily lab analysis, monthly sampling and reports for VDH, HRSD, DEQ and RO contractors.
- B. 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.
- C. Well, high service, and concentrate pump motors were greased per preventative maintenance schedule.
- D. Quarterly Nitrification samples were pulled for HRSD.
- E. REW updated RO Plant server Factory Talk license.

6. Safety

- A. Monthly truck inspections

7. Miscellaneous

- A. Grounds crews cut grass at town-owned property and rights-of-way weekly and empty trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.
- C. Grounds crews started right of way clearing on water and sewer lines.
- D. Staff worked snow event.
- E. Staff worked Bob Fest.
- F. All staff attended the town training day.

PLANNING AND ZONING:

1. Planning Commission – January 10, 2017

- A. *Public Hearing* - Special Use Permit - Temporary, Private Water and Sewer System – 18220 Cypress Run Drive (TPIN# 32-01-002)– Brian H. White, Cabco

Properties, LLC, applicants. Zoning Ordinance Amendment Review – Article 3.G, Residential / Office Zoning District (R-O) – Town of Smithfield, applicant – Recommended for Approval to Town Council.

- B. *Public Hearing* - Chesapeake Bay Preservation Area Exception – 505 Jordan Avenue – Randy Pack, applicant – Approved.
- C. *Public Hearing* - Zoning Ordinance Amendment Review – Article 3.G, Residential / Office (R-O) Zoning District – Town of Smithfield, applicant – Recommended for Approval to Town Council.

2. Rezoning Applications under review

- None

3. Special Use Permit Applications under review

- A. Temporary, Private Water and Sewer Service for Single Family Residence – 18220 Cypress Run Drive – Brian H. White, applicant.

4. Subdivision and Site Plans under review

- A. Parking Lot Expansion – 111 North Church St. – Smithfield Co., applicant.
- B. Recycling Facility – 89 Pagan Road - Bay Disposal, applicant.

5. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I (95% complete)
- B. Smithfield Manor Townhomes (95% complete)
- C. Lakeview Cove Condos (75% complete)

6. Board of Historic & Architectural Review – January 17, 2017

- No meeting held.

7. Board of Zoning Appeals – January 17, 2017

- No meeting held.

ENGINEERING

- A. 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.
- B. Lakeview Cove is now under new ownership. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- C. Blair Brother's Contr. Contractor repaired sinkhole areas around two drop inlets on Murifield in the Cypress Creek subdivision and also two drop inlets on Westminster Reach in the Wellington Estates subdivision. Contractor installed a drainage structure and tied storm drain pipe to existing drainage system at 208 Great Springs Road. Contractor also started and completed asphalt pavement repair on Cary Street near the YMCA parking lot.
- D. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active project: Moody Properties. Also Erosion & Sedimentation control field inspections for single family dwellings were performed at 12 locations throughout the Town and required reports were filed.
- E. Field inspections were held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew.
- F. 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.

**COMMITTEE
SUMMARY REPORTS**

February 3, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 23RD, 2017

The Police Committee met Monday, January 23rd, 2017 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 Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Michael Smith, Dr. Milton Cook, 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; Mr. Steve Bowman, Smithfield Police Chief; Ms. Ashley Rogers, Director of Human Resources; and Mr. William H. Riddick, III, Town Attorney. Also in attendance were Mr. Rick Bodson, and Mr. Andrew Snyder and Mr. Victor Valenzuela of Draper Aden Associates. There was one (1) citizen present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

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

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

1. Re-Certification Resolution Designating Smithfield as a Certified Crime Prevention Community – Chief Bowman reported that it has been three years since the town was first designated as a Certified Crime Prevention Community. Included in the packet today is a re-certification resolution authorizing the Police Department to seek re-certification as a Certified Crime Prevention Community. Chief Bowman explained that if Town Council remembers Smithfield was the 12th or 13th community and the smallest in the Commonwealth of Virginia to becoming certified. Since that time no other localities have been added to the list and one has since been removed. He explained that this certification would not be possible without a very supportive community. This re-certification resolution will be on Town Council's agenda for approval.

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

1. Operational Updates – Chief Bowman stated that he first wanted to thank Harvest Fellowship Baptist Church for providing food to the Smithfield Police Department. Chief Bowman also mentioned that it has been brought to his attention that people are retrieving oysters along the waters at Windsor Castle Park illegally. For this reason signage has been placed in the water at Windsor Castle stating that oysters in this area are not safe for eating and it is condemned. They continue to keep an eye on the oyster restoration project that is ongoing by the Chesapeake Bay Foundation. Chief Bowman also mentioned that applications for the town's police officer position closed this past Friday and testing has been scheduled for January 28th. The Director of Human Resources is in the process of reviewing applications that have been received.

2. Results of Streetlight Survey at the Intersection of Middle Street and Virginia Avenue in the Jersey Park Neighborhood – Chief Bowman reported that on January 18th a street light survey was conducted at Middle Street and Virginia Avenue by Lt. Matt Rogers in response to a request for additional street lighting. The results of the survey determined that there is a working light in the intersection of Middle Street and Virginia Avenue. Lt. Rogers' recommendation is to change the type of light to a brighter light that covers more area. He also recommends installing an additional light at the intersection of Main Street and Middle Street. The Town Manager stated that he would recommend requesting cost estimates associated with these recommendations and bring back to committee once received.

The meeting adjourned at 4:10 p.m.

February 3, 2017

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, JANUARY 23RD, 2017.

The Water & Sewer Committee held a meeting on Monday, January 23rd, 2017 at 4:10 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Michael Smith, Mrs. Denise Tynes, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Dr. Milton Cook 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; Mr. Williams H. Riddick, III, Town Attorney; and Ms. Ashley Rogers, Director of Human Resources. Also in attendance were Mr. Rick Bodson, and Mr. Andrew Snyder and Mr. Victor Valenzuela of Draper Aden Associates. There was one (1) citizen present. The media represented by Mr. Ryan Kushner of The Smithfield Times.

Water and Sewer Committee Chair, Mr. Andrew Gregory called the meeting to order.

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

1. Operational Updates – The Town Manager mentioned that a public meeting has been scheduled to give the businesses on Main Street an update on the work to be done on the 100 and 200 block of Main Street. The Town Manager also mentioned that the Water Task Force Team will continue to meet to discuss water issues between the county and town. The next meeting is scheduled for February 8th.

2. Phase 1 – Utility Master Plan Report by Draper Aden Associates – The Town Manager stated that Andrew Snyder and Victor Valenzuela of Draper Aden Associates were present to give a power point presentation of Phase 1 of the town's Utility Master Plan. Mr. Snyder explained that under Phase 1 of the Utility Master Plan project the Town anticipates future development in two (2) key areas within the town limits. These areas have been divided into two (2) future development areas, Western Development and Southern Development. The purpose of this report is to update and calibrate the

town's existing water model; estimate the build-out of water and wastewater demand projections for Phase I of the Utility Master Planning Area, which is based on the future land use designations/zoning provided by town staff; detail the preliminary modeling results and impacts the projected Phase 1 build-out demands are expected to have on the town's existing water and sewer systems; and identify potential water and sewer system improvements required to meet the future water and wastewater demands and fire flow requirements. Mr. Valenzuela stated that during the process they have learned that the town has good fire flow all over with the exception of the west side of town. The land on the west side of town goes uphill and the six inch line acts as a bottle neck next to the 12 inch and 8 inch lines that feeds into it. Mr. Snyder mentioned that what is the effective amount of fire flow depends on who you talk to. If the town's water flowrate is 500 gpm or less it is something that the town should probably look at to increase the flowrate. Again it is not necessary but it is recommended. On the sewer side the town has 27 sewer pump stations and gravity sewer basins. Isle of Wight County has five (5) sewer pump stations just outside of the town limits; however wastewater from these five (5) County-owned pump stations ultimately flows through Town-owned facilities via a 12 inch force main on Battery Park Road. Of these pumps stations seven (7) are considered Terminal Pump Stations. Terminal Pump Stations connect directly to the Hampton Roads Sanitation Districts (HRSD) interceptor force main system.

Western Development Area – Currently this area is for industrial use with some retail commercial. Calculations were done to determine what would be non-developable land. Non-developable land includes wetlands, steep slopes, right-of-ways, and conservation areas. Mr. Valenzuela explained that they focused on three (3) of the seven (7) options to supply future water and sewer demands to the west side of town with option five (5) being the best. Option 5 would include upsizing the existing 8-inch and existing 6-inch waterline to a 12 inch waterline crossing and extend it towards Waterworks Road. Wastewater discharge option would include a terminal pump station to connect directly to HRSD's interceptor force main. Committee asked why a water tank on the west side of town is not an option. Mr. Snyder explained that because in phase 1 we could meet the fire flow suppression with the connectivity of the waterline crossing extending to Waterworks Road. He also mentioned that for future growth the town may need to consider a water tank but the 12-inch line would need to be installed before anything else in the future. Committee asked if a water main could be placed on the vacant town owned lot on Cedar Street to also help with the water pressure in the historic district. Mr. Snyder did not feel that would make a difference for the historic district.

Southern Development Area – Mr. Valenzuela stated that the same analysis was done for the southern area; however the southern area has a lot more connectivity options. Option 1 to install a new 12-inch water main that connects to the Water Treatment Plant then runs south along Route 10 and upgrades a portion of the existing 8-inch at Route 258 and Option 3 to install a new 8-inch water main parallel to the existing 8-inch water main on South Church Street and Route 258 are the most feasible for the town with Option 1 being the best. In regards to wastewater, at this time the Plaza pump

station is not a terminal pump station. Currently it pumps wastewater to a manhole and then to Crescent pump station. The best option would be to upgrade the Plaza pump Station to a terminal pump station to pump directly to HRSD. Mr. Snyder explained that in regards to improvements to the towns water system a 12-inch line depends on how soon growth will occur. He also mentioned that HRSD is aware of these future growth area studies and have included them in the Regional Wet Weather Management Plan. Mr. Valenzuela stated that the estimated cost for water improvements to the Western Development Area is \$2.4 million to \$3.0 million. The estimated cost for the water improvements to the Southern Development Area would be \$1.3 million to \$2.1 million. The estimated cost for improvements to the town's sewer system on the western area is \$5.8 million. Due to the number of options for connectivity on the southern side cost estimates for improvements to the town's sewer system will be \$8 to \$10 million. Mr. Snyder stated that he was very comfortable with the study that was done in regards to what is needed for future growth in the town. Committee thanked Mr. Snyder and Mr. Valenzuela for the presentation.

The meeting adjourned at 4:59 p.m.

February 3, 2017

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, JANUARY 23RD, 2017

The Finance Committee held a meeting on Monday, January 23rd, 2017 at 5:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook and Mr. Andrew Gregory, Vice Mayor. Other Council members present were Mr. Michael Smith, Mrs. Denise Tynes, 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; Mr. William H. Riddick, III, Town Attorney; and Ms. Ashley Rogers, Director of Human Resources. Also in attendance was Mr. Rick Bodson. There was one (1) citizen present. The media was represented by Mr. Ryan Kushner of The Smithfield Times.

Finance Committee Member, Dr. Milton Cook called the meeting to order.

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

1. Machinery and Tools Tax Refund – Update from Gerald Gwaltney, Commissioner of Revenue – Ms. Minga stated that refunds need to be made in regards to Machinery and Tools Tax for years 2013, 2014, and 2015. Ms. Minga explained that the refunds will need to be processed through the town's system and then reimbursed by the County. Committee asked if we knew for sure that the County would be reimbursing the town for these refunds. Ms. Minga stated that was her understanding; however she did not have anything in writing. The Town Attorney stated that a resolution would need to be adopted authorizing the Town Treasurer to process these refunds. Committee expressed concern over not having in writing that the County would reimburse the town. Mr. Gerald Gwaltney was scheduled to attend today's committee however at the last minute he was stuck out of town on another matter. Committee continued the Finance Committee until Tuesday, January 24th at 4:00 for further discussion when Mr. Gwaltney

could be present. Mr. Gwaltney stated that this item was discussed at the Board of Supervisor's worksession on January 5th. At that time it was the County's recommendation that the County would make the towns of Windsor and Smithfield whole with reimbursement of Machinery and Tools Tax for years 2013, 2014, and 2015. This item went in draft form to the Board of Supervisors meeting in January and no action was taken at that time. Mr. Gwaltney stated that it is his understanding that it will be on the Board of Supervisor's February agenda for approval. Mr. Gwaltney stated that by the county making both towns whole it would eliminate the need for raising rates at town level. Mr. Gwaltney stated again that it is his intention that both towns will be made whole once the refunds are made and the county sends reimbursement. Committee will forward this item to Town Council for consideration.

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

a. Rad Sports \$120,080.00

This invoice is for the site work at the Joseph W. Luter, Jr. Sports Complex. It has been reviewed by Mr. Brian Camden of Alpha Corporation and he recommends approval of invoice. This invoice will be on Town Council's agenda for consideration.

b. YMCA \$ 50,000.00

This invoice is for the town's annual pledged contribution to the YMCA for the Luter Capital Campaign. After this payment the town will have four more years. Committee recommends approval of annual contribution.

c. Smithfield Volunteer Fire Department \$ 10,000.00

This request from the Smithfield Volunteer Fire Department is the town's final payment for the purchase of the Heavy Rescue Truck. Committee recommends approval of request.

d. Haley Ford – South \$ 27,382.08

This invoice is for the purchase of a 2017 Ford Explorer for Lt. Araojo. The vehicle was budgeted and the town has taken possession of the vehicle at this time. Committee recommends payment of invoice.

e. VML/VAC0 – PNC Bank \$ 21,211.50

Ms. Minga explained that this is the two interest only payments for the loans that were refinanced through VML/VACo in order to get a lower interest rate. The payments are made to PNC Bank. Committee recommends payment.

3. Renew Audit Service Contract with Robinson, Farmer, Cox and Associates for One Additional Year – Ms. Minga explained that the contract with Robinson, Farm, Cox and Associates was for three years with the ability to renew for an additional 2 years. She reported that staff has been very pleased with their working relationship and would recommend that their contract be renewed for another year. She also mentioned that Robinson, Farmer, Cox and Associates remains approximately 50% less in cost compared to the town’s prior audit firm. Committee recommends approval of renewing the current audit services contract with Robinson, Farm. Cox and Associates.

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

1. November Financial Statements & Graphs – Ms. Minga explained that included in the committee packet are November’s financials. She hopes to have December financials completed in time to be included in the February agenda packet. Real Estate collections have been good through the end of December. They are still having some programming issues with Personal Property; however they should be going out soon. Ms. Minga stated that in regards to water and sewer the Treasurer’s staff continues to work closely with Public Works staff in regards to meter reading errors. There have been numerous adjustments up and down so it will be another couple of months before we know where we are with water and sewer.

2. December Cash Balances – Ms. Minga reported that cash balances remain very strong. They are up from last month by \$1,712,372.00. Most of this increase is due to tax revenues. She also noted that the VML Investment Pool had a net market value of \$94.92. - Water = \$349,253.18; Water Debt Service = \$793,117.01; Water Capital Escrow Availability Fees = \$395,474.75; Water Treatment Plant Escrow = \$116,114.67; Water Deposit Account = \$96,633.49; Water Development Escrow = \$118,486.12; **Subtotal Water = \$1,869,079.22.** Sewer = \$(40,479.52); Sewer Development Escrow = \$376,676.34; Sewer Capital Escrow Availability Fees = \$766,565.87; Sewer Compliance = \$1,733,995.08; **Subtotal Sewer = \$2,836,757.77.** **Highway = \$245,131.45.** General Fund = \$3,348,843.56; Payroll = \$161,224.11; Money Market General Fund Towne Bank = \$2,199.04; Business Super NOW-General Fund = \$33,351.69; Money Market General Fund Farmers Bank = \$291,303.10; General Fund Capital Escrow = \$215,916.52; Certificate of Deposit = \$526,565.09; Certificate of Deposit Police Dept = \$36,886.95; Special Project Account = \$3,049,958.39; Pinewood Heights Escrow = \$52,865.47; SNAP Program = \$2,294.75; Museum Account = \$147,579.99; Windsor Castle Acct \$63,500.00; **Subtotal General Fund = \$7,932,488.66. TOTAL ALL FUNDS = \$12,883,457.10.**

3. Personnel Policies Manual Proposed Updates – Ms. Rogers explained that most of the edits to the new personnel policies manual were for clarification purposes and consistency in language. New to the personal policy manual is section 3.11 Social

Media. This policy provides a set of guidelines for appropriate online conduct and has been approved by VML. Also added to the policy manual were the following sections. Section 4.7, Payment and Wages, which describes the basis and frequency of the payment of wages to employees of the town. Section 4.8, Time Reporting, which describes the manner in which time sheets should be submitted to the payroll department for processing. Section 4.11, Holiday, which defines the payment of town recognized holidays. Dr. Cook asked if Ms. Rogers would provide a summary sheet with the next update to show what changes were made. Ms. Rogers replied that she would include a summary sheet with the next update. Mayor Williams expressed some concern over internet use during work hours. He stated that policy 3.6, the way it is written, is very vague. The Town Manager stated that our IT staff has numerous firewalls and levels of protection to help with eliminating inappropriate use. He also stated that if a department head had reason to believe that a member of their staff is using the internet excessively then they can have it monitored by IT staff. Committee thanked Mr. Rogers for the proposed updates.

The meeting was continued at 5:26 p.m. to Tuesday, January 24th at 4:00 p.m. for additional discussion on Machinery and Tools Tax Refunds by Gerald Gwaltney, Commissioner of Revenue. The Meeting was adjourned at 4:09 p.m.

February 3, 2017

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, JANUARY 24TH, 2017

The Parks and Recreation Committee held a meeting on Tuesday, January 24th, 2017 at 4:09 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; and Mrs. Denise Tynes. Other Council members present were: Dr. Milton Cook, Mr. Michael Smith and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Ms. Sonja Eubank, Office Manager for Public Works; Mr. Wayne Griffin, Town Engineer; Ms. Amy Musick, Director of Parks and Recreation; and Mr. Jessie Snead, Superintendent of Public Works; Mr. William Saunders, IV, Planning and Zoning Administrator; Mr. Josiah Jendrey, Compliance Inspector; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Mr. Jamie Weist of Kimley-Horn Associates; Mr. Stacy Lewis of Lewis Construction of Virginia; Ms. Gina Ippolito, Mr. John Graham, and Mr. Tommy Gehring. The media was represented by Ryan Kushner of The Smithfield Times.

Parks and Recreation Committee Chair, Ms. Connie Chapman called the meeting to order.

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

1. Joseph W. Luter, Jr. Sports Complex

a. Amendments Number 1 and 2 to Kimley Horn Agreement – Mr. Jamie Weist of Kimley Horn Associates was present and stated that construction is going very well in spite of the rainy weather. The project at this time is still on schedule to be finished by late summer. A second Invitation for Bid (IFB) has been issued for Architectural Bids. These bids will be due on Friday, February 10th, 2017. Mr. Weist continued to explain that in the Kimley Horn Associates base agreement they were contracted with the design of a 1,600 square foot main concessions building with

restrooms and a small concession shed with restrooms. A preliminary construction budget for these elements was \$276,000. During the course of the design development and construction documents phases, the scope of the project has increase to include the following: the main concession was expanded to include a coach's board room, a family toilet, four (4) press boxes and stairs to access them. The size of the main concessions building increased from 1,600 feet to 2,500 square feet on the first floor and 500 square feet on the upper level. Amendment # 1 in the amount of \$16,000 is what is being requested by Kimley Horn Associates to cover this additional design work by the architect. Amendment # 2 is for additional services regarding mechanical/electrical work in the concession building. The Town Manger stated that we do have on file where Mr. Brain Camden of Alpha Corporation does concur with the revised additions and cost. Committee recommends sending these amendments to Town Council for consideration.

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

1. Operational Update – Parks and Recreation Committee Report/ 2017 Event List – Ms. Musick stated that January was slow but they still had some events at the Smithfield Center and the Bob Fest was held at Windsor Castle Park. Upcoming events to note are as follows: a public meeting on the upcoming utility work on Main Street will be held on Wednesday, January 25th; Employee Training Day, where all administrative offices will be closed for half a day, will be Thursday, January 26th; the CASA Gala will be Saturday, February 18th and the Black History Program will be held on Sunday, February 26th. Ms. Musick reported the Manor House Restoration Project at Windsor Castle Park is moving forward. The asbestos abatement is getting underway. This process will remove asbestos from the Manor House, the caretaker's residence and outbuildings. She also mentioned that an Invitation for Bid (IFB) has been issued for architectural bids for the concession stand at the Joseph W. Luter, Jr. Sports Complex. The first round of bids were rejected due to cost. The non-mandatory pre-bid meeting will be held on January 31st at 1:00 p.m. Bids will be opened publicly on February 10th. Ms. Musick also mentioned that the schedule of open to the public events for 2017 was also included in the packet. She noted that the YMCA Triathlon is scheduled for March 25th not April 1st. Ms. Musick stated that a student from Isle of Wight Academy would like to place a pop-up Library on Haydens Lane. This service project would include an enclosed box for individuals to exchange books. Dr. Cook stated that he was okay with it as long as it is reversible and can be removed when it is no longer maintained. Committee thanked Ms. Musick for the update.

2. Joseph W. Luter, Jr. Sports Complex

a. Update on Franchise Agreement / Lease with Smithfield Recreation Association (SRA) – The Town Attorney stated that this item is not ready for Town Council to take action on it at this time. He mentioned that he needs to meet with the Town Manager and Mr. Gregory to review what has been drafted. Dr. Cook asked where the money goes for the tournaments that will be held at the new sports complex. The Town Attorney explained that money raised through baseball tournaments will go to SRA to pay for the maintenance of the park. He explained that most of the lease has been drafted; however new questions have come up that need to be addressed. This item will come back to committee next month for further discussion.

1. Additional Item Discussed: Windsor Castle Park – Mayor Williams stated that he would like to see a lost and found box at all four entrances to the park. Ms. Musick stated that she would look at the portable library box that an Isle of Wight Academy student is building for Haydens Lane to see if that box design could be used at the park for lost and found items. Mayor Williams also mentioned vandalism and theft of signs continue at the park. He stated that he would like for town staff to get a price on what it would cost to put security cameras in the park. Ms. Musick stated that she would do some research and bring this information back for further discussion at a later time. Ms. Chapman suggested that the newspaper could do an article in regards to park watchers to try to discourage vandalism and theft.

The meeting adjourned at 4:37 p.m.

February 3, 2017

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, JANUARY 24TH, 2017

The Public Works Committee held a meeting on Tuesday, January 24th, 2017 at 4:37 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael Smith, Chair; Mrs. Denise Tynes, and Dr. Milton Cook. Other Council members present were: Ms. Connie Chapman, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Ms. Sonja Eubank, Office Manager for Public Works; Mr. Wayne Griffin, Town Engineer; Ms. Amy Musick, Director of Parks and Recreation; Mr. Jessie Snead, Superintendent of Public Works; Mr. William Saunders, IV, Planning and Zoning Administrator; Mr. Josiah Jendrey, Compliance Inspector; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Mr. Stacy Lewis of Lewis Construction of Virginia; Ms. Gina Ippolito, Mr. John Graham, and Mr. Tommy Gehring. The media was represented by Ryan Kushner of The Smithfield Times.

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

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

1. Invitation for Bid (IFB) – Landscaping Maintenance Services – Ms. Eubank reported that the current mowing contract with the town ends on March 31st. The town was required this year to issue a new Invitation for Bid (IFB). In response to the IFB the town received four bids. The current contract with the town is for \$1,957.58 per month. The lowest responsible and responsive bidder was Ground Guys Landscape Management from Virginia Beach in the amount of \$2,162 per month. All references were contacted and all comments were extremely positive. The Production Manager with Grounds Guys Landscape stated that they have 10 grounds crews and 35 technicians. Ms. Eubank stated

that she was assured there would be no problem with distance, staff and/or equipment to provide service. Ms. Eubank explained that they would have a 90 day probation period and after that the town can cancel for poor service with a 60 day written notice. Committee asked how the new increased rate would affect the budget. The Town Treasurer stated that she would need to make a budget amendment for the remaining of this year's budget and the new rate would be factored into the upcoming budget year. Committee asked if staff knew what Ground Guys Landscape Management's warranty is if flower planted die mid-season. Ms. Eubank stated that she did not know. It was not in the Invitation for Bid that the flowers must be replaced should they die. Ms. Eubank stated that according to the Virginia Public Procurement Act, if an award is made, the town is required to award the contract to the lowest responsible and responsive bidder; therefore staff recommends the landscaping maintenance contract be awarded to Ground Guys Landscape Management. The town will reserve the right to extend the contract for four additional one year periods if satisfied with their work. Committee recommends approval of landscaping contract.

2. Draft Resolution for the Adoption of Hampton Roads Hazard Mitigation Plan – Mr. Josiah Jendrey reported that FEMA has reviewed and approved the Hampton Roads Regional Hazard Mitigation Plan and the last step in this process is for each locality to formally adopt the plan and submit a copy of the resolution to VDEM. The town included eight specific action items in our portion of the plan identifying items that we thought would improve the town's ability to respond in the event of a significant disaster. The eight items are listed as follows: Have a member of staff become a certified Floodplain Manager; ensure zoning permit processes helps to reduce new construction within the flood plain; identify areas for removal of utility poles and burying of utility lines; identify NRIP repetitive lose properties and when possible take mitigation actions; increase fuel storage capabilities at the RO plant; purchase variable message roadway signs to help with traffic controls during storm events; convert generators from diesel to natural gas at critical facilities; and complete Waterworks dam inundation study. The adoption of this plan does not obligate the town to fix these things; however if identified in the plan the town could in the future receive grant funds from FEMA to help accomplish some of these goals. Mr. Jendrey stated that the inundation study at the Waterworks Dam is already planned as a future activity. Committee thanked Mr. Jendrey for the update and would recommend approval to Town Council.

3. Additional Item Discussed: VDOT Urban Funds - The Town Manager mentioned that it has been brought to his attention today that a resolution needs to be approved by Town Council that states that the town's local match, in the amount of \$21,251.00, for the VDOT Urban Funds has been budgeted

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

1. Operational Updates – The Town Manager mentioned that there will be a public meeting, for information on the upcoming work along Main Street, tomorrow morning here at the Smithfield Center. He explained that staff has recently heard that Columbia Gas has not scheduled to do their work along Main Street immediately after the towns work as we had once thought. Town staff will be meeting with Columbia Gas tomorrow at 3:00 p.m. to discuss how soon they will be able to come and do their work. He stated that the town does not have any leverage over Columbia Gas so we are just asking for their cooperation to work with the town to do this work. If Columbia Gas cannot come now it may be the first of next year if they want to stay away from the town's busy season. Mr. Snead mentioned that the project is a week behind due to the weather; however they should begin digging on Monday, January 30th. The street will only be closed when they are working. Staff will alternate closing and opening Main Street as Lewis Construction of Virginia works on the waterlines. Mayor Williams suggested moving forward with getting prices on different road surfaces so that when the time comes to pave the road we will know what we want. His recommendation is to get prices for both brick pavers and cobblestone. The Town Engineer will start looking at the different road surfaces and determine what can be paid for with Highway Funds. Mr. Snead stated that he would like to thank Mr. Rick Bodson for all of his help with the waterline replacement project downtown.

2. Update on Drainage Issue with Resident on Cary Street – The Town Engineer stated that he has met with Mr. Gehring at his residence across the street from the town's water tank on Cary Street. Even though this well has been drained it is still exercised once a month so it can be used in an emergency situation. Water from this tank as well as other run-off during rain events has created a natural outfall that runs across Mr. Gehring's property. Mr. Griffin stated that conversations have been held with the adjacent property owners in regards to obtaining a drainage easement to help with rerouting the water runoff. The Town Manager stated that staff would work on getting cost estimates and obtaining a drainage easement. This item will come back to committee once staff has more information.

Meeting adjourned at 5:14 p.m.

February 3, 2017

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, JANUARY 24TH, 2017

The Public Buildings and Welfare Committee held a meeting on Tuesday, January 24th, 2017 at 5:14 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Mr. Michael Smith, and Ms. Connie Chapman. Other Council members in attendance were Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Ellen Minga, Town Treasurer; Ms. Sonja Eubank, Office Manager for Public Works; Ms. Amy Musick, Director of Parks and Recreation; Mr. William Saunders, IV, Planning and Zoning Administrator; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Ms. Gina Ippolito, and Mr. John Graham. The media was represented by Ryan Kushner 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.

1. Recommendation to Reject Proposal Received for the Relocation of the Wombwell House and to Issue New Informal RFP – The Town Manager explained that the town received two (2) proposals in response to the town's RFP issued last summer for the relocation of the Dr. Jordan Wombwell House. Town Council voted at their January 3rd meeting to award the smokehouse only to Mr. Thomas Mayes. No action was taken at the January 3rd meeting on the second proposal received from Mr. and Mrs. Ellis to have the town bear the cost of relocating the house to their property in Rushmere. At this time since the relocation and reuse of the house was to be at the offer's sole expense, staff recommends rejecting the proposal from Mr. and Mrs. Ellis. This item will be on

Council's February agenda to formally reject their proposal. Staff is also recommends issuing a new informal RFP to include again the Wombwell House and only the dairy barn and the small barn both located immediately to the rear of the house. Committee asked what the difference was between a formal and an informal RFP. A formal RFP is a sealed proposal and an evaluation committee must be formed to review all proposals. An informal RFP is an unsealed proposal where an evaluation committee is not required but the proposal must still meet the town's criteria. Committee asked how long an informal RFP must be advertised. Ms. Eubank stated that it must be advertised for ten (10) days. Committee recommends authorizing the Town Manganer to issue an informal RFP for the Wombwell House, the dairy barn, and the small barn immediately to the rear of the house.

2. Pre-Public Hearing Discussion: Zoning Ordinance Amendment to Residential Office District (R-O) – Mr. Saunders explained that when the Zoning Ordinance was adopted in 1998 the Residential/Office (R-O) provided a way by which limited commercial uses could enter into areas that were expected to become more intensive commercial in the future but residential uses are still common. This ordinance has worked well over the years on parts of the South Church Street corridor; however these restrictions have been a hindrance to more recent potential businesses that could have occupied the corridor. This zoning ordinance amendment would eliminate the restrictions regarding the types of products that are sold as retail; however it would leave the restrictions related to the exterior displays as there are still many residential uses in this transitional district. Retail stores would also remain as a Special Use Permit item, so that Planning Commission and the Town Council would still have the ability to review proposals on a case-by-case basis. They would also be able to place conditions on the proposed uses that seem warranted in the interest of the adjacent properties and the district as a whole. Again, the real purpose of this amendment is to make this area transitional for small businesses but being mindful of the residents that still live here. Mr. Saunders stated that Planning Commission approved the amendment with no conditions. Committee recommends approval of the zoning ordinance amendment.

3. Pre-Public Hearing Discussion: Special Use Permit for Cypress Run Drive Temporary Private Water and Sewer System – Mr. Saunders explained the town does not currently have infrastructure in this area so the applicant is seeking a special use permit to subdivide his property for a single family home with temporary private water and sewer systems. This special use permit was approved by Planning Commission at their January 10th meeting with one condition requiring the applicant to connect to town water and

sewer at such time in the future that town utilities are extended to the property. Committee recommends approval of the special use permit.

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

1. Public Comment – Mr. John Graham was present to request that the town hold public hearings sooner for work being done at Windsor Castle. He stated that the park is the focal point of our community and now is the time to get public input before plans are made. Mr. Graham asked several questions. What is the restoration of the manor house going to cost? What are the revenue and expenditure projections? Is there a five year business plan? You are using tax payer's money, would you invest your own money? Traffic is a major concern. Will VDOT not allow entrance to the park from the bypass? He also stated that Faithful users of the park are now required to park near the road and walk all the way to the fishing pier. What consideration has been taken in for these individuals? Mr. Graham stated that he has no problems with the weddings in the spring, summer, and fall as they normally end at a decent time at night. He wants to remind Town Council that the goal is to save the Manor House and make something for the community. He would like to see Town Council slow things down and make things more transparent to the public. This will earn the public's trust and support of the project. Committee assured Mr. Graham that the event barn that was mentioned in previous meetings will not be done without a public hearing for community input. A Bed and Breakfast at the Manor House would also require a special use permit as it is not a permitted use under the current zoning. Committee thanked Mr. Graham for his concerns and assured him that what was presented at the last Town Council meeting was a conceptual drawing of ideas for the park only. Everything planned in the future would require approval by a special use permit. Unfortunately, the recent articles in the newspaper have not made the process for approval clear. At this time the only work being done is the restoration of the Manor House, tenant farm house and outbuildings.

2. Pinewood Heights Relocation Project Phase III Update – The Town Manager reported that Mr. Dodson of Community Planning Partner's monthly report was included in the packet for Phase III. At this time the town continues to work with the Town Attorney to arrange closings as we continue to acquire properties in Phase III. At this time there are no issues or concerns. The next Pinewood Heights Management Team Meeting will be held March 14th.

Meeting adjourned at 5:50 p.m.

ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
January 2017**

Committees and Projects:

01/03 Town Special Events mtg – Town Hall – Lt. Rogers
01/03 Town Council mtg – Center – Chief Bowman
01/04 Department Head mtg – Center – Deputy Chief Howell
01/17 ECC mtg – IOW Courthouse – Chief Bowman, Deputy Chief Howell
01/17 Crime Line – Center – Lt. Araojo
01/18 Department Head – Center – Chief Bowman, Deputy Chief Howell
01/23 Police Committee – Center – Chief Bowman
01/25 Hampton Roads Crime Prevention Association business/training meeting – VA Beach – Kurt Beach
01/28 Police Officer testing – Center – Lt. Rogers, Annette Crocker

Training

01/18 – 20 Advanced Death Investigation – Chesterfield Public Safety Training Center – Lt. Araojo (20 hrs.)

In-House Training

01/04 Off duty weapon. rifle and pistol recert – Franklin PD range – Chief Bowman, Officer Seamster
01/24 Color Guard training – Sgt. Meier, Sgt. Jones, Officer Wright, Officer Johnson, Officer Howell
01/26 Town Employee Training – Center – PD
01/27 ERT Training – Lt. Rogers, Lt. Araojo, Sgt. Phillips
01/31 ERT Training – Lt. Rogers, Lt. Araojo, Sgt. Jones, Sgt. Phillips, Officer Adams, Officer Powell, officer Wooley

Motorcycle Utilization

01/24 Funeral Service of Gene Lowery – Sgt. Jones, Sgt. Phillips

Honor Guard Utilization

01/24 Funeral of Gene Lowery – Lt. Araojo, Sgt. Meier, Officer Wright, Officer R. Howell, Officer Johnson

Community Relations

12/31 Security – Smithfield Skating – Officer Wright
01/03 – 31 School Zone – Westside Elementary – Sgt. Miller, Sgt. Jones, Officer McGough, Officer Wright, Officer Washington, Officer R. Howell, Officer Seamster, Officer Johnson, Officer D. Adams, Officer Cook
01/03 Handed out a couple of Subway gift cards to the homeless – Smithfield Baptist – Sgt. Miller
01/04 Homework Station – Jersey Park/Woods Edge Apts. – Officer McGough

01/06 Helping out with Smithfield Middle School band – SMS – Chief Bowman
 01/12 Neighborhood Watch mtg – Lighting Survey – Lt. Rogers
 01/11 Neighborhood Watch mtg – Covenant Place – Sgt. Miller
 01/11 Passing out 7-11 coupons to the kids playing basketball – Jersey Park – Officer Wright
 01/12 Neighborhood Watch mtg – Cary Street – Lt. Rogers
 01/14 Bob Fest – WCP – Officer Adams, Sgt. Phillips, Officer Powell, Lt. Rogers, Officer Washington, Officer Wooley
 01/16 Out with several juveniles – Bradford Mews – Officer Mc Gough
 01/18 Dinner for PD - Harvest Fellowship – Chief Bowman, Deputy Chief Howell, Lt. Rogers, Sgt. Meier, Sgt. Brady, St. Jones, Officer Seamster, Officer McGough, Officer Johnson, officer Wooley, Officer R. Howell, Officer Powell
 01/25 Homework Station – Jersey Park/Woods Edge Apts. – Officer McGough

Investigations:

Case #: 201700068
Location: 700 block Wrenn Road
Offense: Possession of Marijuana
Disposition: Cleared by ARREST

On January 25, 2017, at about 2120 hrs., an Officer was on foot patrol in the Woods Edge Apt. complex. The Officer detected the odor of burning marijuana around the corner of one of the buildings. As the Officer turned the corner, he observed a group of males huddled in front of an apartment. The Officer observed one of the males throw an object onto the ground. When the Officer interviewed the male, he detected an odor of marijuana emanating on or about his person and detained him. The Officer asked the male if he had any marijuana on him and he admitted he did. The Officer recovered six small baggies of marijuana and released the male on a Virginia Uniform Summons.

Case #: 201700089
Location: 1900 block South Church Street
Offense: Brandishing a firearm
Disposition: Cleared by ARREST

On January 31, 2017, at about 1600 hrs., Officers responded to the Smithfield Square Shopping Center in reference to a weapons offense. An employee of Aaron Rental Center called 911 after a male customer came to the store to complain about a delinquent payment notice. The male verbally abused and cursed at the employee. The male then brandished a black firearm to the employee, placing the employee in fear for his safety. The male left the shopping center in his vehicle and was observed in the area by a responding Officer. The Officer effected a traffic stop on the vehicle, identified the male driver as the suspect by his clothing description and vehicle license plate provided by the victim. The driver was detained and the Officer located a black firearm in the vehicle. The driver was taken into custody and subsequently charged with brandishing a firearm.

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
New Year's Day	Closed - Town Holiday	Town Council A&B 15 Town Special Events Committee Meeting C&D 10 WCFB Meeting C&D 10	Staff Meeting C&D 20	Chamber Legislative Breakfast MH 125		Paul and Bishop Wedding and Reception MHSu 80
8	9	10	11	12	13	14
		Pinewood Heights Management Team Meeting C&D 15 Planning Commission A&B 15	IOW Schools Winter Retreat MH 50	Anderson-Grant Wedding & Reception MHSu 150	Closed - Town Holiday Lee-Jackson Day	
15	16	17	18	19	20	21
MLK Banquet MHSu 300	Closed - Town Holiday MLK Day -Weekend Rate	Crimeline Meeting C&D 15 Schoolhouse Committee C&D 15	Staff Meeting C&D 20 WC LLC-Fraizer Meeting B 10	Smithfield Women's Club Suites 80		
22	23	24	25	26	27	28
	Committee Meetings A&B 15	Committee Meetings A&B 15	Surry Power Station Meeting B 20 Surry Power Station Meeting C&D 45 Utility Work on Main Street A&B 30	Town Training Day MHSu 80	IOW Rescue Squad Banquet MHSu 150	Police Department Testing Suites 100
29	30	31				
	Flonta and Rollick Wedding and Reception MHSu 75	VDOE Regional Exploration Event / State Grantees MH 110				

Smithfield Center - January 2017
Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
1/3/2017	Center	A&B	Town of Smithfield	Town Council	Smithfield	Town Event	h.) Town	100.00%		
1/3/2017	Center	C&D	Town of Smithfield	Town Special Events Committee Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/3/2017	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
1/4/2017	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/7/2017	Center	MHSu	Paul and Bishop Wedding and Reception	Paul and Bishop Wedding and Reception	Hayes	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$900.00	
1/10/2017	Center	A&B	Town of Smithfield	Planning Commission	Smithfield	Town Event	h.) Town	100.00%		
1/10/2017	Center	C&D	Town of Smithfield	Pinewood Heights Management Team Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/11/2017	Center	MH	Isle of Wight Schools	IOW Schools Winter Retreat	Smithfield	Returning Client	D.) Resident -Weekday	50.00%	\$200.00	
1/12/2017	Center	MHSu	Anderson-Grant	Anderson-Grant Wedding & Reception	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$1,145.98	
1/13/2017	Center	Kitchen	Smithfield VA Events	BOB Festival Prep		Recurring Event	B.) Resident-Fri, Sat, Sun	0.00%		
1/14/2017	WCP	Riverfront	Smithfield VA Events	BOB Festival		Recurring Event	B.) Resident-Fri, Sat, Sun	0.00%	\$425.00	\$3,490.40
1/15/2017	Center	MHSu	NAACP	MLK Banquet		Recurring Event	g.) Sponsored	100.00%		
1/17/2017	Center	C&D	Town of Smithfield	Schoolhouse Committee	Smithfield	Town Event	h.) Town	100.00%		
1/17/2017	Center	C&D	Town of Smithfield	Crimeline Meeting	Smithfield	Town Event	h.) Town	100.00%		
1/19/2017	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	D.) Resident -Weekday	50.00%	\$150.00	
1/25/2017	Center	B	Surry Nuclear Power Plant	Surry Power Station Meeting	Surry	Returning Client	C.) Standard-Weekday	0.00%	\$300.00	
1/26/2017	Center	MHSu	Town of Smithfield	Town Training Day	Smithfield	Town Event	h.) Town	100.00%		
1/27/2017	Center	MHSu	Isle of Wight Rescue Squad	IOW Rescue Squad Banquet	Smithfield	Recurring Event	g.) Sponsored	100.00%		
1/30/2017	Center	MHSu	Flonta and Rollick Wedding and Reception	Flonta and Rollick Wedding and Reception	Chesapeake	Word of Mouth	C.) Standard-Weekday	0.00%	\$715.90	
1/31/2017	Center	MH	VCU/School of Education	VDOE Regional Exploration Event / State Grantees	Richmond	Word of Mouth	Non Profit	0.00%	\$650.00	

\$4,486.88 \$3,490.40

Deposit Totals for January 2017
 \$8,331.88 Venue Rental Deposits
 \$7,195.40 Town Services Deposits

Smithfield/Isle of Wight Tourism Activity Report –JANUARY 2017

- Director attended Smithfield Town Council Meeting 1/3/17.
- BOS meeting 1/19/17.
- Special Events Committee Meeting 1/3/17.
- Smithfield 2020 Meeting 1/4/17.
- Restaurant Week organizational meeting 1/4/17.
- Director attended Chamber Legislative Breakfast 1/5/17.
- County BOS Organizational meeting 1/5/17.
- County Agenda Review Meeting 1/6/17.
- Historic Saint Luke's Marketing Committee meeting 1/6/17. Historic Saint Luke's Board Meeting 1/18/17.
- Met with Williamsburg Visitor Guide 1/9/17.
- CVTA (Coastal Virginia Tourism Alliance) meeting 1/11/17.
- Tourism Dept. monthly staff meeting 1/12/17.
- Q-Daddy's Ribbing Cutting 1/12/17.
- BOB FEST prep and BOB FEST event 1/12-16/17. Sold out event. (2,000 attendees) Excellent ROI for January!!!
- Christmas In Smithfield RECAP meeting 1/16/17; 1/23/17.
- Tourism FY17/18 Budget turned in to County 1/17/17.
- Burlap Trail Meeting 1/18/17.
- Windsor Castle Park Park Lovers Party meeting 1/18/17.
- Christmas Evening Market debrief meeting 1/20/17.

- Meeting with WWDE 1/20/17.
- County Staff Meeting 1/24/17.
- Tourism Days on the Hill 1/25-26/17 Richmond.
- Chamber Student Leadership Class 1/30/17. “Seven Habits of Highly Effective Teens”
- Breakfast with the Leader 1/31/17. Breakfast with Randy Keaton & County HR for entire Tourism Department.
- Conference Call with RocketBike-Website Development Company 1/31/17.
- Meeting with Director of County Parks & Recreation 1/31/17. Marketing Best Practices was the topic.
- Attended Council Committees 1/23-24/17.
- Smithfield Staff Meeting 1/4/17 and 1/18/17.
- 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 for more details!



Town of Smithfield
Isle of Wight County Museum

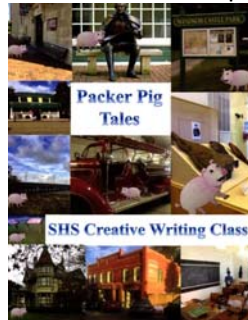


January 2017 Report

J.L. England, Museum Director

Notable/Thank You

- The museum was closed on New Year's Day, January 1. Due to weather, the museum was closed January 7, 8 and 9.
- The museum launched an Instagram account: @isleofwightcountymuseum.
- The 2017 calendar of events was finalized and published. Websites and marketing materials were updated appropriately.
- Smithfield High School's creative writing class published their stories about Packer Pig and Smithfield history. Museum staff assisted with this project in the fall.



- Volunteer hours: 61
 - James Duell, our summer volunteer, completed his associate's degree at Tidewater Community College in December. He is volunteering again before heading back to school. Recently, he's been assisting with some research.



Museum Stats and Updates

- Visitation: 354
- Special Events
 - Jan. 19. **Tell Me A Story**. This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Penguins. 71 students.
 - Jan. 28. **Battle of Mackie's Mill Lecture**. This lecture will commemorate the 236th anniversary of the American Revolution's Mackie's Mill engagement, the Jan. 16, 1781, skirmish between local militia and Benedict Arnold's forces. 16 guests.
- Groups/tours
 - Jan. 17. Girl Scout Troop 5450, Smithfield. 12 Scouts.

- Gift Shop
 - No updates.
- Exhibit Update
 - Between Two Rivers. This exhibit will be placed behind the Blackwater exhibit. We are writing the exhibit copy.
 - Fort Huger. Last year, staff re-wrote all the signage and gathered new images in order to improve the fort's current signage which has fallen into disrepair. Tourism designed the new signage for the entrance and 11 kiosks. Hopefully, the new signage will be installed in 2017.



- Front Window. Vinyls were installed to match the vinyls along Church Street.



Windsor Castle

- No updates

Financials

• Gift Shop Sales (including tax):	\$451.16
• Donations:	\$307.00
• Program/Lecture Fees:	\$000.00
Total Monthly Deposit:	\$758.16

Social Media/Online Presence

- Visit our website at www.historicisleofwight.com or www.hamcamva.com.
- **LIVE at 12:05.** Each Tuesday and Thursday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday at 12:05 p.m. to see what we're doing: www.hamcamva.com.
If you missed our broadcasts, they are available for viewing on our Facebook page.
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,700 likes. Daily posts. This month we did shorten the name of this page from "Isle of Wight County Museum & Historic Sites" to "Isle of Wight County Museum." This makes tagging easier.
- **Facebook:** World's Oldest Ham: 95 likes. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 48 followers.
- **Instagram.** @Isleofwightcountymuseum. We launched our Instagram account this month. Follow us for some great photos. 10 followers.
- **Foursquare/Swarm.** We monitor Foursquare for visitor check-ins. 7.3/10 rating.
- **Wikipedia.** Some changes/corrections/additions were made to the following pages: **Isle of Wight County Museum** and **Smithfield, Virginia**.

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- January. **Sketchfab.** The 3D scan of the world's oldest peanut is noted as a "Popular Museum Model" on Sketchfab.
- Jan. 14. **Las Vegas Review-Journal.** Article: Scientist makes 3-D images of artifacts from Las Vegas museum to share online - <http://www.reviewjournal.com/life/scientist-makes-3-d-images-artifacts-las-vegas-museum-share-online>
- Jan. 24. Indigimar's **TALK SUFFOLK.** Upcoming events mentioned on Talk Suffolk, a subsidiary of InDigiMar Inc., a weekly informational podcast dedicated to all things Suffolk and the surrounding area including events, businesses and news.
- Jan. 30. Daily Press. Article: Isle of Wight museum seeking help to create African-American history exhibit - <http://www.dailypress.com/news/isle-of-wight-county/dp-nws-iw-notebook-0130-20170120-story.html>

Outreach Lectures

- Jan. 4. Col. William Allen Chapter, Daughters of the American Revolution, Smithfield. 25 guests.

Boykin's Tavern

- Jan. 12. Electrical fire in an air handler. We received information about this event and went to the scene. Smoke only due to rapid detection. No building or artifact damage. Isle of Wight County Public Works performed a thorough inspection after the event.

Meetings

- Jan. 4 and 18. Town of Smithfield staff meetings.
- Jan. 10. Virginia World War I and World War II Commemoration Commission. Conference call.
- Jan. 18. Exhibit and collection training for Historic St. Luke's staff member Rachel Popp.
- Jan. 24. Isle of Wight-Smithfield-Windsor Chamber of Commerce Leadership Planning.
- Jan. 25. Smithfield 20/20 Main Street Sewer Project information meeting.
- Jan. 31. 6th grade teacher from Westside Elementary School about spring programming.

Trainings/Safety

- All museum staff watched a video on **workplace violence** from the Civil Service Employees Association and reviewed applicable sections of our disaster plan.
- Jan. 26. Town of Smithfield Training Day for all staff.

From Our Website and Social Media



Jan. 6. Do you want to build a snowman?



Jan. 10. Melting snow after the weekend storm.



Jan. 20. The world's oldest peanut and his 3D doppelganger. Dream big, our little peanut.



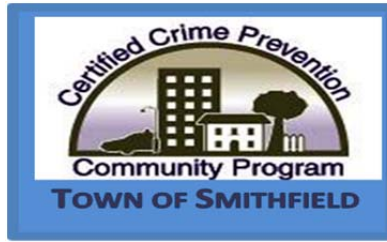
Jan. 28. Rob Friar talks to guests following the Battle of Mackie's Mill lecture.

ZONING PERMITS DECEMBER 2016

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6684	SIGN PERMIT	AUTUMN ANTIQUES ART STUDIO & PROFESSIONAL OFFICES	1306 S. CHURCH STREET	MARADE
6685	DETACHED GARAGE	WATERFORD OAKS	103 BUCKINGHAM WAY	OSZUST
6686	SIGN PERMIT	HARVEST FELLOWSHIP	19290 BATTERY PARK ROAD	HARVEST FELLOWSHIP
6687	SHED	WELLINGTON ESTATES	245 GRANDVILLE ARCH	DAVID MORGAN – CONTRACTOR SKINNER
6688	SINGLE FAMILY ATTACHED DWELLING	CHURCH SQUARE	112 RICHMOND AVENUE	ATLANTIC HOMES
6689	SINGLE FAMILY ATTACHED DWELLING	CHURCH SQUARE	114 RICHMOND AVENUE	ATLANTIC HOMES
6690	SIGN PERMIT	LITTLE'S FUNERAL HOME & CREMATION SERVICE	1515 S. CHURCH STREET	CARDINAL SIGNS LITTLE
6691	EXCLUDING CONCESSION STANDS AND RIGHT OF WAY	SPORTS COMPLEX	900 W. MAIN STREET	RAD SPORTS TOWN OF SMITHFIELD
6692	FENCE	CYPRESS CREEK	1109 CYPRESS CREEK PKWY.	AEGEAN POOLS COLLINS
6693	ADDITION	MOONEFIELD ESTATES	99 MOONE DRIVE	HALLAHAN
6694	FENCE	MOONEFIELD ESTATES	100 AZALEA DRIVE	BEGLAND
6695	DETACHED GARAGE	ASPEN WOODS	513 HICKORY CRESCENT	DRAKE
6696	SINGLE FAMILY DWELLING	LAKESIDE HEIGHTS	609 HILLCREST DRIVE	SOLID VA BUILDERS MINNIEFIELD
6697	FENCE	MOONE PLANTATION	117 LENORA COVE	ADAMS

ZONING PERMITS JANUARY 2017

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6698	DEMOLISH 'WING' ADDITIONS	WINDSOR CASTLE MANOR HOUSE	301 JERICO ROAD	HWCR,LLC TOWN OF SMITHFIELD
6699	SHED	WATERFORD OAKS	112 SHERWOOD LANE	HACKNEY
6700	FENCE	CYPRESS CREEK	1109 CYPRESS CREEK PKWY.	COLLINS ATLANTIC RAILING
6701	ADDITION	JERSEY PARK	301 MIDDLE STREET	WIGGINS
6702	STORMWATER OUTFALL	SMITHFIELD FARMLAND CORPORATION	501 N. CHURCH STREET	C.W. BRINKLEY, INC. SMITHFIELD FARMLAND CORP.
6703	SINGLE FAMILY DWELLING	CYPRESS CREEK	102 MUIRFIELD	BIRDSONG BUILDERS INC. LONGO
6704	SINGLE FAMILY DWELLING	CYPRESS CREEK	1203 CYPRESS CREEK PKWY.	HHHUNT HOMES
6705	DECK	PAGAN POINT	384 PAGAN ROAD	BROWN



RE-CERTIFICATION RESOLUTION

WHEREAS, The governing body of **Town of Smithfield** is committed to assuring the safety and security of its citizenry and the community at large, as evidenced by its having been designated Certified Crime Prevention Community by the Criminal Justice Services Board; and, WHEREAS, The governing body continues to support community crime prevention; and WHEREAS, continued designation as a Certified Crime Prevention Community requires re-certification every three year;

NOW, THEREFORE, BE IT RESOLVED by the **Town Council** that our community, **Smithfield, Virginia** wishes to continue to participate in the Certified Crime Prevention Community Program, and that the **Smithfield Town Council** and law enforcement leadership of this community fully support all reasonable efforts to meet the re-certification requirements established by the Department of Criminal Justice Services and the Criminal Justice Services Board; and

BE IT FURTHER RESOLVED, that re-certification requires the continued existence of a local community crime prevention/community safety council, and this governing body designates the **Smithfield Community Crime Prevention Team** to continue to represent our community for participation in this program.

This resolution is in full effect upon its adoption this **7th** day of **February, 2017**

SEAL:

Official
Mayor of the Town of Smithfield

Attest - **Town Clerk**

RESOLUTION AUTHORIZING REFUND OF MACHINERY AND TOOLS TAX

WHEREAS, it has come to the attention of the Town Council that the Isle of Wight County Commissioner of Revenue has not properly assessed the machinery and tools for a period of time and that this error has resulted in the collection of machinery and tools taxes in excess of the amount that should have been levied upon taxpayers in the Town of Smithfield; and,

WHEREAS, the Commissioner of Revenue has provided the Town's Treasurer with revised assessments and the amount of overpayment by each taxpayer has been determined for tax years 2013, 2014 and 2015; and,

WHEREAS, the Town Council has determined that the Town of Smithfield is obligated to refund to those taxpayers the amount of tax assessed on machinery and tools for tax years 2013, 2014 and 2015 that was collected in excess of the amount that should have been collected.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the Town's Treasurer is hereby authorized and directed to refund to those taxpayers in the Town of Smithfield, the amount of tax assessed on machinery and tools for tax years 2013, 2014 and 2015 paid by each of them that exceeds the amount that should have been lawfully and properly assessed and collected..

Adopted this 7th day of February, 2017:

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk.

Resolution # _____

Adopting the 2017 Hampton Roads Hazard Mitigation Plan Update

Whereas, the Town of Smithfield recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the Town of Smithfield fully participated in the FEMA-prescribed mitigation planning process to prepare this Hazard Mitigation Plan; and

Whereas, the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region III officials have reviewed the “2017 Hampton Roads Hazard Mitigation Plan Update” and approved it contingent upon this official adoption of the participating governments and entities;

Now, therefore, be it resolved, that the Town of Smithfield adopts the “2017 Hampton Roads Hazard Mitigation Plan” as an official plan; and

Be it further resolved, the Town of Smithfield will submit this Adoption Resolution to the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region III officials to enable the Plan’s final approval.

Passed: February 7th, 2017

T. Carter Williams, Mayor

Attested by Lesley G. King, Town Clerk

RESOLUTION TO BUDGET AND APPROPRIATE MATCHING FUNDS FOR VIRGINIA DEPARTMENT OF TRANSPORTATION DESIGNATED PROJECTS

WHEREAS, the Virginia Department of Transportation (VDOT) has been accumulating funds for the future construction of qualified transportation projects; and,

WHEREAS, the Town Council has request that VDOT re-allocate the accumulated Urban funds to be used as funding for:

- the Route 258/ West Main Street Right Turn Lane at Joseph W. Luter, Jr. Sports Complex,
- the Benn’s Church Boulevard/South Church Street Intersection Improvement Alternatives Analysis and Conceptual Design, and
- the South Church Street (Segment 3) Design Alternative Analysis for Trail / Sidewalk

WHEREAS, the Town of Smithfield is required to budget and allocate its share of matching funds for each of these project.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the sum of \$21,251.00 is hereby budgeted and allocated for the Town’s share of the construction of the three projects identified herein above and the Town Manager is hereby authorized to execute any and all documents required by VDOT for appropriation of funds for this purpose.

Adopted this 7th day of February, 2017.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

AN ORDINANCE TO AMEND THE ZONING ORDINANCE
OF THE TOWN OF SMITHFIELD, VIRGINIA

WHEREAS, the Town Council of the Town of Smithfield deems it necessary to revise and amend certain provisions of the Zoning Ordinance of the Town of Smithfield to better implement and enforce the Town's land use regulations; and,

WHEREAS, the Town's Planning Commission, after a public hearing, has unanimously recommended that the Town Council adopt the proposed amendments and revisions; and,

WHEREAS, this Council, after a public hearing on the matter, finds it to be in the best interest of the citizens of the town to revise and amend the following provisions of its Zoning Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, Virginia, as follows, to-wit:

1. That the following provisions of the Zoning Ordinance, are hereby repealed and reenacted, as follows:

Article 3.G Residential Office District

A. Purpose and Intent:

The R-O, Residential Office District is established to provide for the location of office, studio, and conditional retail uses in a low intensity development patterns. The district is intended to provide opportunities for ~~non-retail~~ commercial offices, studio, and limited retail within areas of the Town which are in transition from stable residential neighborhoods to more intensive, non-residential uses. The district is established for the purposes of selectively providing for well-planned non-residential land uses to be located between older residential neighborhoods and existing higher intensity non-residential areas, such as corridor commercial, shopping center commercial, downtown commercial and industrial areas.

The R-O District is to be applied where offices or financial institutions are the principal uses on a lot. This would include locations in both newly developing areas and redeveloping older areas of the Town which are subject to the pressures of adaptive reuse of existing structures but where lot sizes are questionable for non-residential uses with on-site parking. As specifically related to new development patterns in the Town, the district is to be used to implement planned professional and health care-related office parks and integrated development complexes.

Minimum site improvements shall include adequate on-site parking, public water and sewer service, public streets, storm drainage, stormwater management facilities and sidewalks.

C. Uses Permitted by Special Use Permit:

1. ~~Offices with~~ retail sales, ~~limited to interior display and sales of high technology, scientific, electronic and medical equipment of a type not customarily retailed to the general public,~~ provided that there shall be no exterior or store-front displays.

2. This ordinance shall be in effect immediately upon adoption.

Adopted this 1ST day of June, 2010.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

**Lewis
Construction
Of ~~Virginia~~
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437
Voice: 757-986-2273 Fax: 757-986-3536
LCOVSuffolk@aol.com

INVOICE

Invoice Number: 0117-17.1
Invoice Date: Jan 25, 2017
Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
Main Street 100/200 block Progress bill Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			2/9/17

Quantity	Item	Description	Unit Price	Amount
1.00		Stored material (see attached listing) NOTE: This is not final material billing, it is only progress.	120,961.49	120,961.49
<i>Main St. Job Water Line Replacement</i>				
Subtotal				120,961.49
Sales Tax				
Total Invoice Amount				120,961.49
Payment/Credit Applied				
TOTAL				120,961.49

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.